

***Amended* Agenda**
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
BOARD ROOM – 300 B Street
May 13, 2026
6:00 p.m. Closed Session
6:30 p.m. Estimated Open Session

District LCAP Goals

- ❖ Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
- ❖ Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
- ❖ Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

OPEN SESSION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**

Pg 5-9 A. April 8, 2026 Regular Meeting

- 6. PUBLIC COMMENT** – Anyone wishing to address the Board on Items listed under Closed Session on the agenda may do so at this time. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

CLOSED SESSION

1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
2. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
3. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
4. Litigation; Pursuant to Government Code Section 54956.9
5. Instructions to Board Negotiators, Superintendent and Board Member, Pursuant to Government Code Section 54957.6(a)

If Closed Session is not completed before 6:30 p.m., it will resume immediately following the open session/regular meeting.

RECONVENE TO OPEN SESSION

- 7. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**
- 8. PARENT ASSOCIATIONS REPORTS**
- 9. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

10. PUBLIC COMMENT - Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

11. STUDENT REPRESENTATIVE REPORTS AND RECOGNITION

- A. Student(s) of the Month
- B. ASB
- C. FFA

12. REPORTS - Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities

- A. DEAN OF STUDENTS' REPORT:
- B. RCA/MIDDLE SCHOOL PRINCIPAL'S REPORT:
- C. HIGH SCHOOL PRINCIPAL'S REPORT:
- D. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:
- E. SUPERINTENDENT'S REPORT: Doug Kaelin will present information concerning district policy and procedures regarding bullying during his Superintendent's report.
- F. CBO'S REPORT:
- G. BOARD MEMBER REPORTS:

13. CONSENT AGENDA - All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

- Pg 10 A. Approve Superintendent's recommendations regarding Inter-District Agreement Request(s) as listed for the 2025-2026 and the 2026-2027 school years
- Pg 11-22 B. Approve AP Vendor Check Register and Purchase Order Listing April 1, 2026 – April 30, 2026
- C. Approve Confidential Staff Summer Schedule of four 10-hour days per week starting June 1, 2026
- Pg 23 D. Approve Fundraiser Requests for 2025-2026
- Pg 24 E. Approve Field Trip Requests for 2025-2026

14. ACTION ITEMS

- Pg 25-26 A. Accept donation of \$16,211.60 from the Biggs Educational Foundation for the BHS Marquee
- Pg 27-30 B. Approve Declaration of Need (DON) for Fully Qualified Educators for the 2026-2027 school year
- Pg 31-32 C. Approve Statement of Need (SON) for the 2026-2027 school year
- Pg 33-60 D. Approve the Financial Audited Reports of the Building Fund and Bond Performance audits
- Pg 61-72 E. Approve MOU with Butte County Public Health for School Based Dental Services

- Pg 73-77 F. Approve proposal from Catapult for website template redesign in the amount of \$6,980
- Pg 78-84 G. Approve Measure A Citizen's Oversight Committee Bylaws
- Pg 85-94 H. Approve the change orders contract with Michael Roberts Construction for additional expenses from the re-roofing project
- Pg 95 I. Adopt Resolution 2025-2026 #09 Authorizing End of Year Budget Transfers

15. PERSONNEL ACTION

- A. Approve the following Classified Personnel as summer work crew; scheduling will be as needed per M/O/T Supervisor:
Brigitt Browning
Tylor Rodrigues
Katie Cyr
- Pg 96 B. Approve Summer School 2026 staff per attachment in the agenda packet
- C. Accept retirement of Dean of Students, Beverly Landers, effective June 30, 2026. This action rescinds the Board's acceptance of Beverly Landers's resignation at the March 11, 2026 Regular Board Meeting
- D. Accept retirement of Bilingual Instructional Aide, Cecilia Garcia, effective May 28, 2026
- E. Accept resignation of One on One Instructional Aide, Deanna Delany, effective April 30, 2026
- F. Approve hiring Trinity Ingersoll as a Multi Subject Middle School Teacher at BES effective August 3, 2026. Educator will be teaching under an Intern Credential.
- Pg 97-98 G. Approve the Stipends for 2026-2027 per attachment in the agenda packet
- H. Approve Aurora Little as a returning Lifeguard for the summer 2026 season
- Pg 99 I. Adopt Resolution 2025-2026 #05 Honoring Retiring Employee, Cecilia Garcia
- Pg 100 J. Adopt Resolution 2025-2026 #06 Honoring Retiring Employee, Estella Herniman
- Pg 101 K. Adopt Resolution 2025-2026 #07 Honoring Retiring Employee, Wendy Hall
- Pg 102 L. Adopt Resolution 2025-2026 #08 Honoring Retiring Employee, Beverly Landers
- M. Approve Valentina Gonzalez as the Bilingual Instructional Aide at BES effective August 4, 2026
- N. Approve Ricardo Galicia as the TK-8th Grade Vice Principal for BES/RCA effective July 1, 2026
- O. Approve Ashleigh Summerfield as the SST Coordinator for BHS 2025-2026

16. INFORMATION ITEMS

- Pg 103-104 A. Bond Expense Report to date
- B. To confirm, the two Board meeting dates in June are as follows: Regular Board Meeting, June 10, 2026 and Special Board Meeting, June 24, 2026.

C. Board members are now required to complete Mandated Reporter training annually

17. FUTURE ITEMS FOR DISCUSSION

18. ADJOURNMENT

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 8100 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request. Agenda materials are available for public inspection at 300 B St., Biggs, CA 95917

**Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 8, 2026**

OPEN SESSION

CALL TO ORDER – President Jesmer called the meeting to order at 6:00 p.m.

ROLL CALL - Board members present: Melissa Jesmer, M. America Navarro, and Linda Brown were present. Board members absent: Sean Avram and Jonna Phillips were absent.

PLEDGE OF ALLEGIANCE – President Jesmer led the Pledge of Allegiance.

APPROVAL OF AGENDA: The Board approved the agenda with the following amendments:
Add Action Item 13 I: Approve additional Acellus Student Licenses
Add Personnel Action Item 14 O: Approve Tara Johnson as a Certificated 1st/2nd Grade Combo Class Teacher at RCA effective August 3, 2026

MSCU (Brown/Navarro) 3/0/2

Jesmer - Aye

Avram - Absent

Phillips - Absent

Navarro - Aye

Brown - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Regular Board Meeting on March 11, 2026 as written. MSCU (Navarro/Brown) 3/0/2

Jesmer – Aye

Avram – Absent

Phillips – Absent

Navarro – Aye

Brown – Aye

PUBLIC COMMENT (Closed Session Items) – None

The Board adjourned into Closed Session at 6:02 p.m.

CLOSED SESSION

1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
2. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
3. Litigation; Pursuant to Government Code Section 54956.9
4. Instructions to Board Negotiators, Superintendent and Board Member, Pursuant to Government Code Section 54957.6(a)

Closed Session was adjourned at 6:25 p.m. and the Board reconvened to Open Session at 6:25 p.m.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Anayn Dyer, CBO

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Jesmer announced that no action was taken in Closed Session.

PARENT ASSOCIATIONS REPORTS – None

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS – None

PUBLIC COMMENT- None

REPORTS:

DEAN OF STUDENTS' REPORT: Beverly Landers's previously submitted report was reviewed.

RCA/MIDDLE SCHOOL PRINCIPAL'S REPORT: Tracey McPeters's previously submitted report was reviewed.

HIGH SCHOOL PRINCIPAL'S REPORT: Doug Kaelin reported that Roxie Jones and Brigitt Browning were recognized as Classified Employees of the Year, and Casey Morch and Esmeralda Esquivel were recognized as Teachers of the Year at the Butte Glenn ACSA dinners. Senior Mock Interviews are complete. FFA Officer Elections took place for next year. The Valedictorian and Salutatorian have been determined after 3rd quarter grades came out. The graduation speakers have been decided on as well. Prom will be on April 25th at the Patrick Ranch in Durham. Mrs. Morch has been collecting donations so that many of our students can attend for free. Reg to Go at Butte has been completed.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: John Strattard's previously submitted report was reviewed.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that he spent 2 hours with the architects and engineers working on plans for the new gym to prepare for the DSA meeting in Sacramento. There will be one more meeting before that takes place. The soil in the area will be drilled for testing this week. We are adjusting pre-made plans to fit our needs. Everything will need to be brought up to code if modernized. The District staff is prepping for the last 30 days of the school year. It has flown by.

CBO'S REPORT: Anayn Dyer reported that we are preparing for the auditor's visit the last week of April. The new auditor will be sending a draft of the 24-25 bond audit that was never completed by the previous auditor. She will be attending a meeting at BCOE and is working on the unaudited actuals and the budget.

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-B. MSCU (Navarro/Brown) 3/0/2
Jesmer – Aye
Avram – Absent
Phillips – Absent

Navarro – Aye
Brown – Aye

- A. Approve Superintendent’s recommendations regarding Inter-District Agreement Request(s) as listed for the 2025-2026 and the 2026-2027 school years
- B. Approve AP Vendor Check Register and Purchase Order Listing March 1, 2026 – March 31, 2026

ACTION ITEMS: The Board approved Action Items A-I. MSCU (Brown/Navarro) 3/0/2

Jesmer – Aye
Avram – Absent
Phillips – Absent
Navarro – Aye
Brown – Aye

- A. Approve contract with Mid Pacific Engineering, Inc. for Geologic and Geotechnical Engineering Services
- B. Approve contract with Independent Contractor, Caitlin Schwerin, for painting instruction services
- C. Approve opening a new position of Vice Principal TK-8 for BES/RCA
- D. Approve updated Certificated Management Salary Schedule
- E. Approve naming Doug Kaelin and Michelle Schleef as CIF Representatives to League for 2026-2027
- F. Approve contract with Rescue Training Institute (RTI) for First Aid/CPR/AED classes offered to employees using Educator Effectiveness Block Grant funds
- G. Approve membership application to the Mountain View Food Purchasing Cooperative
- H. Approve renewal proposal for actuarial services from Foster & Foster
- I. Approve additional Acellus Student Licenses

PERSONNEL ACTION ITEMS: The Board approved Personnel Action Items A-O. MSCU (Navarro/Brown) 3/0/2

Jesmer – Aye
Avram – Absent
Phillips – Absent
Navarro – Aye
Brown – Aye

- A. Teacher Appreciation Week

The Superintendent recommends that the Board declare the week of May 4 - 8, 2026 as Teacher Appreciation Week. On National Teacher Day, May 5, 2026, thousands of communities take time to honor their local educators and acknowledge the crucial role teachers play in making sure every student receives a quality education.

B. Classified School Employee Week

The Superintendent recommends that the Board declare the week of May 18 - 22, 2026 as Classified Employee Week. Classified school employees play crucial roles in education. From transporting and feeding students to teaching them vital skills and ensuring that schools are operating smoothly, classified employees are integral to public education.

C. Accept retirement of Certificated Teacher, Estella Herniman, effective May 29, 2026

D. Approve Olivia Stevens as a Classified Substitute Instructional Aide

E. Approve Lilianna Chavez as a Classified Substitute Instructional Aide

F. Approve Zuneda Khan as a Classified Substitute Instructional Aide

G. Approve Meisha Cramer as a paid Assistant Track Coach for the 2025-2026 season

H. Approve Chase Chinchon as a walk-on Assistant Golf Coach for the 2025-2026 season

I. Approve Daniel Headley as a walk-on Assistant Softball Coach for the 2025-2026 season

J. Approve Jack McDaniel as a walk-on Assistant JV Football Coach for the 2026-2027 season

K. Approve Lisa Seipert as the paid Head Varsity Volleyball Coach for the 2026-2027 season

L. Approve Janet Thao as the paid Head JV Volleyball Coach for the 2026-2027 season

M. Approve Davis Long as the Pool Manager and Lifeguard for the summer 2026 season

N. Approve the following Lifeguards for the summer 2026 season:

Jayden Beck (returning)

Ashley Whetstone (returning)

Lila Wheeler (returning)

Ali Khan (returning)

Shaory Gonzalez-Rangel (returning)

Sofia Perkins (new)

Mason Kaelin (new)

Dennis Dewhurst (new)

Collin Beck (new)

Cameron Kroupa (new)

O. Approve Tara Johnson as a Certificated 1st/2nd Grade Combo Class Teacher at RCA effective August 3, 2026

INFORMATION ITEMS:

- A. Bond Expense Report to date: Reviewed

- B. Quarterly Report on Williams Uniform Complaints: Superintendent Kaelin reported out that for the last Quarter, there have been no Williams Uniform Complaints against any school in the District.

FUTURE ITEMS FOR DISCUSSION – None

ADJOURNMENT – 6:45 p.m.

MINUTES APPROVED AND ADOPTED:

Presiding President

Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Student Representative, Student Government Class, Gridley Herald, District Office and Schools for Posting, and Official Record.

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: May 13, 2026

Item Number: 13 A
Item Title: Inter-district Agreement Request(s)
Presenter: Doug Kaelin, Superintendent & Loretta Long, Admin. Assistant/HR Officer
Attachment: None
Item Type: Consent Agenda Action Report Work Session Other:

Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

<u>2025-2026 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing</u>
1. (8 th Grade)	Gridley	Biggs	Accept	New
2. (6 th Grade)	Gridley	Biggs	Accept	New
<u>2026-2027 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing</u>
1. (9 th Grade)	Gridley	Biggs	Accept	Ongoing
2. (7 th Grade)	Gridley	Biggs	Accept	Ongoing
3. (TK)	Gridley	Biggs	Accept	New
4. (TK)	Gridley	Biggs	Accept	New
5. (11 th Grade)	Gridley	Biggs	Accept	Ongoing
6. (9 th Grade)	Gridley	Biggs	Deny Acceptance	New
7. (11 th Grade)	Biggs	Live Oak	Release	Ongoing
8. (9 th Grade)	Biggs	Live Oak	Release	New
9. (8 th Grade)	Biggs	Manzanita	Release	Ongoing
10. (10 th Grade)	Biggs	Gridley	Release	Ongoing
11. (8 th Grade)	Biggs	Chico	Release	Ongoing
12. (3 rd Grade)	Biggs	Chico	Release	Ongoing
13. (3 rd Grade)	Biggs	Gridley	Release	Ongoing
14. (K)	Biggs	Gridley	Release	New
15. (K)	Gridley	Biggs	Accept	Ongoing

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: May 13, 2026

Item Number: 13 B
Item Title: Approve AP Vendor Check Register and Purchase Order Listing
Presenter: Moneek Graves, Fiscal Assistant
Attachment: AP Vendor Check Register & Purchase Order Listing for April 1, 2026 through April 30, 2026
Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The AP Vendor Check Register and Purchase Order totals are as attached.

Fiscal Impact:

As indicated.

Recommendation:

Approve.

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-350671	73.90 Printed	01		Sormano, Vincent R (000063 - Emp)
3005-350672	1,617.38 Printed	01		Boyes, Stephen A (001054 - Emp)
3005-350673	316.32 Printed	01		Baker, Lilly (001472 - Emp)
3005-350674	8,690.00 Printed	01		ACELLUS LEARNING SERVICES (100062/1)
3005-350675	1,110.85 Printed	01		AMAZON (100697/1)
3005-350676	80.64 Printed	01		PACIFIC STORAGE COMPANY AMERICAN MOBILE SHREDDING (100075/1)
3005-350677	621.36 Printed	01		ANDES POOL SUPPLY (100077/1)
3005-350678	391.34 Printed	01		BASES LOADED (100093/1)
3005-350679	90.55 Printed	01		Beverly Landers (100854/1)
3005-350680	2,093.63 Printed	01		BIG VALLEY AG SERVICES (100100/1)
3005-350681	20.00 Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-350682	21.87 Printed	01		BUTTE AUTO PARTS (100115/1)
3005-350683	48.00 Printed	01		BUTTE COUNTY SHERRIF S OFFICE RECORDS DIVISION (100125/1)
3005-350684	194.18 Printed	01		BUTTE COUNTY TAX COLLECTOR (100126/1)
3005-350685	450.00 Printed	01		CALIFORNIA FFA ASSOCIATION (100136/1)
3005-350686	424.50 Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-350687	1,854.74 Printed	01		CITY OF BIGGS (100164/1)
3005-350688	266.19 Printed	01		COMERS PRINTING (100168/1)
3005-350689	3,555.35 Printed	01		Callensitch, LLC Corporate Casuals (100838/1)
3005-350690	2,440.00 Printed	01		William Leo Bunch Jr. (100825/1)
3005-350691	6,831.51 Printed	01		GAYNOR TELESYSTEMS (100233/1)
3005-350692	1,843.07 Printed	01		Golden Pacific Bank (100235/1)
3005-350693	191.81 Printed	01		Grad Awards LLC (100813/1)
3005-350694	1,573.00 Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-350695	124.51 Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-350696	461.25 Printed	25		JACK SCHREDER & ASSOCIATES INC (100276/1)
3005-350697	1,015.00 Printed	01		Jennifer Stamparoni (100961/1)
3005-350698	4,920.90 Printed	01		Lakeview Petroleum Co. (100304/3)
3005-350699	66.44 Printed	01		LES SCHWAB (100308/1)
3005-350700	2,550.00 Printed	01		Madelyn Vaca (100984/1)
3005-350701	374.50 Printed	01		MESSENGER PUBLISHING GROUP (100621/1)
3005-350702	318.28 Printed	13		NORCAL FOOD EQUIPMENT (100354/1)
3005-350703	45.16 Printed	01		OFFICE DEPOT (100358/1)
3005-350704	6,883.91 Printed	01		PG&E (100369/1)

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-350705	64.95 Printed	01		Pitney Bowes Inc (100371/2)
3005-350706	2,185.60 Printed	13		PRO PACIFIC FRESH (100376/1)
3005-350707	859.00 Printed	01		SAN JOAQUIN COUNTY OF EDUCATN (100403/1)
3005-350708	5,010.59 Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-350709	174.00 Printed	01		Tammie Loftin (100908/1)
3005-350710	545.61 Printed	01		TPX COMMUNICATIONS (100764/2)
3005-350711	73.23 Printed	01		TURF STAR INC (100457/1)

60,473.12 Number of Items 41 Totals for Register 000576

2026 FUND-OBJ Expense Summary / Register 000576

01-3701	174.00
01-4300	7,967.49
01-4303	4,920.90
01-4400	1,427.57
01-5200	2,033.70
01-5502	1,854.74
01-5503	6,883.91
01-5606	20.00
01-5607	7,838.00
01-5800	16,844.95
01-5801	181.59
01-5807	121.90
01-5811	43.69
01-5900	545.61
01-5901	64.95
01-9110*	50,924.40-
01-9580*	1.40
Totals for Fund 01	50,924.40
13-4300	1,161.66
13-4700	7,607.53
13-5800	318.28
13-9110*	9,087.47-
Totals for Fund 13	9,087.47-
25-5800	461.25
25-9110*	461.25-

2026 FUND-OBJ Expense Summary / Register 000576 (continued)

Totals for Fund 25	461.25	461.25-
Totals for Register 000576	60,473.12	60,473.12-

* denotes System Generated entry

Net Change to Cash 9110

60,473.12- Credit

2026 FUND-OBJ Expense Summary / Register 000576 (continued)

Page Intentionally Left Blank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-350712	250.00 Printed	13		Shasta Union High School District (100986/1)

250.00 Number of Items 1 Totals for Register 000577

2026 FUND-OBJ Expense Summary / Register 000577	
13-9110*	250.00-
13-9330	250.00
Totals for Register 000577	250.00- 250.00-

* denotes System Generated entry

Net Change to Cash 9110

250.00- Credit

2026 FUND-OBJ Expense Summary / Register 000577 (continued)

Page Intentionally Left Blank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-351797	72.32	Printed	01		Sormano, Vincent R (000063 - Emp)
3005-351798	66.38	Printed	01		Hall, Wendy A (000679 - Emp)
3005-351799	41.87	Printed	01		Summerfield, Ashleigh R (001166 - Emp)
3005-351800	664.44	Printed	01		Primo Brands BlueTriton Brands,Inc. (100070/1)
3005-351801	1,045.88	Printed	01		AT&T (100086/1)
3005-351802	257.50	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-351803	476.63	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-351804	1,050.00	Printed	01		CASTRO TREE SERVICE (100750/1)
3005-351805	7,312.75	Printed	01		CITY OF BIGGS (100164/1)
3005-351806	960.00	Printed	01		Deer Creek Advertising, LLC (100947/1)
3005-351807	179.00	Printed	01		E P E S (100199/1)
3005-351808	450.00	Printed	01		FAIRHILL CONSTRUCTION (100214/1)
3005-351809	44.00	Printed	01		FGL ENVIRONMENTAL (100221/1)
3005-351810	218.50	Printed	01		HUGHES PLYWOOD (100263/1)
3005-351811	1,254.25	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-351812	33.56	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-351813	365.79	Printed	01		JACKSONS GLASS CO (100277/1)
3005-351814	95.00	Printed	01		Lozano Smith (100871/1)
3005-351815	7,650.00	Printed	01		Michael Irwin Wofchuck (100956/1)
3005-351816	40.92	Printed	01		MJB SALES & SERVICE (100336/1)
3005-351817	493.73	Printed	01		OFFICE DEPOT (100358/1)
3005-351818	2,491.22	Printed	01		PG&E (100369/1)
3005-351819	2,174.82	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-351820	1,309.07	Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-351821	311.00	Printed	01		SAN JOAQUIN COUNTY OF EDUCATN (100403/1)
3005-351822	528.63	Printed	01		STERLING DEARMOND (100741/1)
3005-351823	3,238.64	Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-351824	5.70	Printed	01		Tammie Loflin (100908/1)
3005-351825	242.25	Printed	01		Tracey McPeters (100905/1)
3005-351826	1,556.52	Printed	01		U S BANK OFFICE EQUIP FINANCE SERVICES (100458/1)
3005-351827	100.97	Printed	01		VERIZON WIRELESS (100467/1)
3005-351828	9,119.51	Printed	21		ZANE SCHREDER (100478/1)

Number	Amount Status	Fund	Cancel Register Id	Payee
--------	---------------	------	--------------------	-------

43,850.85 Number of Items 32 Totals for Register 000578

2026 FUND-OBJ Expense Summary / Register 000578

01-3701	534.33			
01-4300	2,295.81			
01-5200	95.00			
01-5502	7,312.75			
01-5503	2,491.22			
01-5504	1,309.07			
01-5606	1,556.52			
01-5800	10,183.08			
01-5801	960.00			
01-5900	1,325.85			
01-9110*				28,063.63-
Totals for Fund 01	28,063.63			28,063.63-
13-4300	242.00			
13-4700	6,425.71			
13-9110*				6,667.71-
Totals for Fund 13	6,667.71			6,667.71-
21-6200	9,119.51			
21-9110*				9,119.51-
Totals for Fund 21	9,119.51			9,119.51-
Totals for Register 000578	43,850.85			43,850.85-

* denotes System Generated entry

Net Change to Cash 9110

43,850.85- Credit

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-352543	300.00 Printed	73		ASHLEY RUDD (ASHLEY RUDD - Payee)
3005-352544	300.00 Printed	73		Joselyn Navarro (Joselyn Nav - Payee)
3005-352545	166.51 Printed	01		Strattard, John (001201 - Emp)
3005-352546	600.00 Printed	01		Dyer, Analyn (001371 - Emp)
3005-352547	92.02 Printed	01		Graves, Moneek S (001383 - Emp)
3005-352548	204.00 Printed	01		Long, Loretta L (001404 - Emp)
3005-352549	413.24 Printed	01		Mcdaniel, Monica (001477 - Emp)
3005-352550	23.68 Printed	01		Beverly Landers (100854/1)
3005-352551	173,270.64 Printed	21		Michael A Roberts Construction (100988/1)
3005-352552	3,250.00 Printed	01		STEPHEN ROATCH ACCOUNTANCY (100438/1)
3005-352553	629.27 Printed	01		Tracey McPeters (100905/1)

179,249.36

11 Totals for Register 000579

2026 FUND-OBJ Expense Summary / Register 000579

01-4300	1,324.72
01-5200	204.00
01-5300	600.00
01-5804	3,250.00
01-9110*	5,378.72-
Totals for Fund 01	5,378.72
21-6200	173,270.64
21-9110*	173,270.64-
Totals for Fund 21	173,270.64
73-5800	600.00
73-9110*	600.00-
Totals for Fund 73	600.00
Totals for Register 000579	179,249.36

* denotes System Generated entry

Net Change to Cash 9110

179,249.36- Credit

2026 FUND-OBJ Expense Summary / Register 000579 (continued)

Page Intentionally Left Blank

2026 FUND-OBJ Expense Summary / Register 000579 (continued)

283,823.33 Number of Items 85 Totals for Org 006 - Biggs Unified School District

BUSD Fundraisers			
Site	Organization	Type	
BHS	FFA		
	ASB		
BES/RCA	ASB		
	PAWS	Kona Ice	

BUSD Field Trips			
	Class/Org	Date	Destination
Site			
BHS			
BES/RCA			
	SDC	05/01/2026	Special Olympics
	Richvale Charter Academy	5/26/26	Gauche Water Park

BIGGS UNIFIED SCHOOL DISTRICT

May 13, 2026

Item Number: 14 A

Item Title: Donation from Biggs Educational Foundation

Presenter: Doug Kaelin

Attachments: Check totaling \$16,211.60

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The Biggs High School Marquee Signage installation costs totaled \$32,423.20, incurred in August 2025.

By continuously fostering community partnerships to improve the school environment, The Biggs Educational Foundation donated half of its total costs, \$16,211.60, to the Biggs Unified School District.

Fiscal Impact:

General Fund Local Revenue \$16,211.60

Recommendation:

The Administration accepts the Biggs Educational Foundation's donation by check.

BIGGS EDUCATIONAL FOUNDATION
300 B STREET
BIGGS, CA 95917

101

4-21-2026

90-7369/3222
20120

Date

CHECK ARMOR
FRAUD PROTECTION

Pay to the
Order of

Biggs Unified School District \$ 16,211.60

Sixteen thousand two hundred eleven and 60/100



Self-Help
Federal Credit Union

Toll Free: 1.877.369.2828
www.selfhelpcu.org

For

1/2 of digital marquee

MP



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: DON@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2026-2027

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Biggs Unified School District District CDS Code: 61408

Name of County: Butte County CDS Code: 04

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 5/13/26 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2027.

Submitted by (Superintendent, Board Secretary, or Designee):

Doug Kaelin _____ Superintendent
 Name Signature Title

530-868-1615 _____ 530-868-1281
 Fax Number Telephone Number Date

300 B St., Biggs, CA 95917
 Mailing Address

dkaelin@biggs.org
 EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	 _____
Bilingual Authorization (applicant already holds teaching credential)	 _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	 _____
Teacher Librarian Services	 _____
Emergency Transitional Kindergarten (ETK)	 _____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	1
Special Education	1
TOTAL	3

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	1
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. We accept Intern Credentials from local Universities

Does your agency participate in a Commission-approved college or university internship program?

Yes No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an internship program.

Cal State Teach
Simpson University
CSU Chico

If no, explain why you do not participate in an internship program.



State of California
 Commission on Teacher
 Credentialing Certification Division

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows:
(Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

Signature of the District Superintendent *Biggs Unified School Dist.* *District* *Date*

Signature of the County Superintendent of Schools *County* *Date*

It is not necessary to submit this form to the Commission on Teacher Credentialing.

BIGGS UNIFIED SCHOOL DISTRICT

MEASURE A - BUILDING FUND

**BUTTE COUNTY
BIGGS, CALIFORNIA**

FINANCIAL AUDIT

JUNE 30, 2025

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
FINANCIAL AUDIT
JUNE 30, 2025**

TABLE OF CONTENTS

	<u>Page</u>
<u>FINANCIAL SECTION</u>	
Independent Auditor's Report	1
Basic Financial Statements:	
Balance Sheet	4
Statement of Revenues, Expenditures, and Change in Fund Balance	5
Notes to Financial Statements	6
<u>OTHER INDEPENDENT AUDITOR'S REPORTS SECTION</u>	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11
<u>FINDINGS AND RECOMMENDATIONS SECTION</u>	
Schedule of Findings and Recommendations	13
Schedule of Prior Audit Recommendations	15

FINANCIAL SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees and
Citizens' Oversight Committee
Biggs Unified School District
Biggs, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Measure A - Building Fund of Biggs Unified School District, as of and for the year ended June 30, 2025, and the related notes to the financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure A - Building Fund of Biggs Unified School District, as of June 30, 2025, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Biggs Unified School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure A - Building Fund and do not purport to, and do not, present fairly the financial position of Biggs Unified School District, as of June 30, 2025, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Biggs Unified School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Board of Trustees and
Citizens' Oversight Committee
Biggs Unified School District
Page Three

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 10, 2026 on our consideration of the Biggs Unified School District's internal control over the Measure A - Building Fund financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Biggs Unified School District's internal control over the Measure A - Building Fund financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Biggs Unified School District's internal control over the Measure A - Building Fund financial reporting and compliance.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

April 10, 2026

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
BALANCE SHEET
JUNE 30, 2025**

Assets

Deposits and Investments (Note 2)	\$ 5,870,998
Accounts Receivable	
Interest	<u>62,003</u>
Total Assets	<u>\$ 5,933,001</u>

Liabilities and Fund Balance

Fund Balance:	
Nonspendable - Fair Value Adjustment	\$ 17,225
Restricted:	
Restricted for Measure A Projects	<u>5,915,776</u>
Total Fund Balance	<u>\$ 5,933,001</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

<u>Revenues</u>	
Bond Proceeds - Principal	\$ 6,000,000
Net Original Issue Premium	346,809
Transfer of Bond Premium to Bond Interest & Redemption Fund	(292,189)
Unused Contingency	8,300
Interest	80,616
Net Increase in Fair Value of Investments	17,225
	6,160,761
Total Revenues	6,160,761
<u>Expenditures</u>	
<i>District Wide:</i>	
Costs of Issuance	219,620
<i>Richvale:</i>	
Environmental Testing	8,140
	227,760
Total Expenditures	227,760
Change in Fund Balance	5,933,001
Fund Balance - July 1, 2024	0
Fund Balance - June 30, 2025	\$ 5,933,001

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

On November 5, 2024, the Measure A, General Obligation Bonds, Election of 2024, were authorized at a general election of the registered voters of the District, at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of general obligation bonds with a principal amount not to exceed \$16,500,000 to finance the renovation, construction, and improvement of school facilities. Subsequently, an advisory committee to the District's Governing Board and Superintendent, the Measure A Citizens' Oversight Committee was established. The Committee's oversight goals include: informing the public concerning the expenditures of bond proceeds, ensuring that the bond proceeds are expended only for the purposes described in the Measure A ballot language, and ensuring that no funds are used for any teacher or administrative salaries or other school operating expenditures.

The bond proceeds are accounted for in the Building Fund of the District, where they are expended on approved bond projects. These financial statements are presented solely for the Measure A - Building Fund and are not intended to be a complete presentation of the District's financial position or results of operations.

B. Accounting Policies

Biggs Unified School District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

C. Basis of Accounting

The Measure A - Building Fund of the District is a governmental fund reported using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) of current financial resources. Under the modified accrual basis of accounting, revenues are recorded in the fiscal year in which the resources are measurable and become available and expenditures are generally recognized in the accounting period in which the related fund liability is incurred.

D. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

E. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are then liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

F. Deposits and Investments

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001).

The County is authorized to deposit cash and invest excess funds by California *Government Code* Section 53648 et seq. The funds maintained by the County are either secured by the FDIC or are collateralized.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

NOTE 2 - DEPOSITS AND INVESTMENTS

Summary of Deposits and Investments

Deposits and investments as of June 30, 2025, consist of the following:

County Pool Investments	<u>\$ 5,870,998</u>
-------------------------	---------------------

County Pool Investments

County pool investments consist of District cash held by the Butte County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

General Authorization

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

<u>Authorized Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Butte County Investment pool.

Weighted Average Maturity

The District monitors the interest rate risk inherent in its portfolio by measuring the weighted average maturity of its portfolio. Information about the weighted average maturity of the District's portfolio is presented in the following schedule:

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Weighted Average Days to Maturity</u>
County Pool Investments	\$ 5,870,998	\$ 5,870,998	566

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOTE 2 - DEPOSITS AND INVESTMENTS (CONCLUDED)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investments in the Butte County Treasury are not required to be rated.

Fair Value Measurements

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specific term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Butte County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements are as follows at June 30, 2025:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
County Pool Investments	\$ 5,870,998	\$ 5,870,998

All assets have been valued using a market approach, with quoted market prices.

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOTE 3 - GENERAL OBLIGATION BONDS

On November 5, 2024, the Measure A, General Obligation Bonds, Election of 2024, were authorized at a general election of the registered voters of the District, at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of general obligation bonds with a principal amount not to exceed \$16,500,000 to finance the renovation, construction, and improvement of school facilities.

The specific projects to be funded per the ballot measure include replacing leaky roofs; constructing/modernizing classrooms, restrooms and other school facilities; and making health, safety and security improvements

On February 19, 2025, the District issued General Obligation Bonds, Election of 2024, (Series 2025) in the amount of \$6,000,000, representing the first issuance of bonds under the November 5, 2024 authorization.

NOTE 4 - COMMITMENTS AND CONTINGENCIES

Litigation

The District is subject to various legal proceedings and claims. In the opinion of management, the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the Measure A - Building Fund of the District.

NOTE 5 - SUBSEQUENT EVENTS

The District's management has evaluated events or transactions that occurred for possible recognition or disclosure in the financial statements from the balance sheet date through April 10, 2026, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that require disclosure in or adjustment to the current year financial statements.

OTHER INDEPENDENT AUDITOR'S REPORTS SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees and
Citizens' Oversight Committee
Biggs Unified School District
Biggs, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure A - Building Fund of Biggs Unified School District, as of and for the year ended June 30, 2025, and the related notes to the financial statements, and have issued our report thereon dated April 10, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure A - Building Fund financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, except as described in the accompanying Schedule of Findings and Recommendations as noted in **Finding 2025 - 001**.

District's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on Biggs Unified School District's response to the finding identified in our audit and described in the accompanying Schedule of Findings and Recommendations. Biggs Unified School District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

April 10, 2026

FINDINGS AND RECOMMENDATIONS SECTION

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

2025 - 001

CITIZENS' OVERSIGHT COMMITTEE

Criteria: In accordance with Education Code Section 15278, if a bond measure authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution is approved, the governing board of the school district shall establish and appoint members to an independent citizens' oversight committee.

In accordance with Education Code Section 15282(a), the citizens' oversight committee shall consist of at least seven members who shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. While consisting of a minimum of at least seven members, the citizens' oversight committee shall be comprised as follows:

- One member shall be active in a business organization representing the business community located within the school district.
- One member shall be active in a senior citizens' organization.
- One member shall be active in a bona fide taxpayers' organization.
- One member shall be the parent or guardian of a child enrolled in the school district.
- One member shall be both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization, such as the Parent Teacher Association or schoolsite council.

Condition: As of June 30, 2025, the District had not established a complete citizens' oversight committee, as required by Education Code Section 15282.

Questioned Costs: None.

Context: There was no significant financial activity during fiscal year 2024-25 except for the issuance of the general obligation bonds and the payment of costs associated with the issuance of the bonds.

Effect: The District has not complied with Education Code Section 15278.

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

CITIZENS' OVERSIGHT COMMITTEE (CONCLUDED)

Recommendation: The District should establish an independent citizens' oversight committee, which conforms to all of the requirements identified in Education Code Section 15282(a).

District Response: The Biggs Unified School District Board of Trustees approved the Bond Oversight Committee Members at the August 13, 2025, meeting. The Bylaws will be added at the May 2026 meeting.

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
SCHEDULE OF PRIOR AUDIT RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

This section is not applicable as this is the first audit of the Measure A - Building Fund.

BIGGS UNIFIED SCHOOL DISTRICT

MEASURE A - BUILDING FUND

**BUTTE COUNTY
BIGGS, CALIFORNIA**

PERFORMANCE AUDIT

JUNE 30, 2025

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
PERFORMANCE AUDIT
JUNE 30, 2025

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report on Performance	1
Background	2
Objectives of the Audit	2
Scope of the Audit	3
Procedures Performed	3
Conclusion	3
Schedule of Findings and Recommendations	4
Schedule of Prior Audit Recommendations	5

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE

Board of Trustees and
Citizens' Oversight Committee
Biggs Unified School District
Biggs, California

We have conducted a performance audit of Biggs Unified School District's Measure A - Building Fund for the year ended June 30, 2025.

We conducted this performance audit in accordance with standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed within this report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39, as incorporated in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as incorporated in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

The results of our tests indicated that, in all significant respects, the proceeds from the sale of the Measure A, General Obligation Bonds, Election of 2024, which were deposited into the Measure A - Building Fund, were expended only on projects approved by the voters, in accordance with Proposition 39, as incorporated in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

April 10, 2026

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Background

In a general election held on November 7, 2000, California voters approved Proposition 39, which provides that the governing board of a school district may pursue the authorization and issuance of bonds by a 55% vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code addressing the requirement to establish a Citizens' Oversight Committee to monitor and audit bond proceeds to ensure they are spent only on school and classroom improvements and not for any other purpose.

Proposition 39 contains two specific reporting requirements that are applicable to the District's general obligation bond program. The first requirement is for school district boards to provide for an annual, independent financial audit of the proceeds from the sale of the bonds until all of the funds have been expended for school facilities projects. The second requirement is for school district boards to provide for an annual, independent performance audit to ensure that the bond funds have been expended only on the specific projects listed in the ballot measure.

Financial audits provide reasonable assurance about whether the financial statements of an entity present fairly the financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

Performance audits are an objective and systematic examination of evidence for the purpose of providing an independent assessment of the performance of an organization, program, or activity, in order to provide information to improve public accountability and facilitate decision making by parties with responsibility to oversee or initiate corrective action.

The Board of Trustees of Biggs Unified School District voted to place a 55% school facilities bond (Measure A) on the November 2024 ballot. On November 5, 2024, the Measure A, General Obligation Bonds, Election of 2024, were authorized at a general election of the registered voters of the District, at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of general obligation bonds with a principal amount not to exceed \$16,500,000.

Objectives of the Audit

The objectives of the performance audit were to determine with reasonable assurance that:

- The expenditures charged to the Measure A - Building Fund are properly recorded and supported.
- The expenditures charged to the Measure A - Building Fund have been made in accordance with the bond project list approved by the voters of the District through the approval of Measure A in November 2024.
- Any discrepancies or weaknesses in internal control are identified and recommendations for improvement are provided.
- The District's Board of Trustees and Citizen's Oversight Committee are provided with financial and performance audit reports as required by the California Constitution and Proposition 39.

BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Scope of the Audit

The scope of the performance audit was limited to testing a representative sample of financial transactions recorded in the District's Measure A - Building Fund during the fiscal year ended June 30, 2025, in conjunction with our testing of the District's compliance with the requirements of Proposition 39, as incorporated in Article XIII A, Section 1(b)(3)(C) of the California Constitution. (The sample selected included transactions which represents 100 percent of total expenditures recorded in the fiscal year.)

Procedures Performed

We obtained the Measure A - Building Fund general ledger and financial activity reports prepared by the District for the fiscal year ended June 30, 2025. For the items tested, within the fiscal year audited, we obtained the actual invoices and other supporting documentation to ensure compliance with the requirements of Proposition 39 and Measure A with regards to the approved bond projects list.

To meet our objectives, audit tests were performed, including, but not limited to, the following procedures:

- Reviewed bond sale transactions and determined that bond proceeds were deposited into the appropriate District funds and/or bond trustee accounts, as applicable.
- Reviewed the approved project listing included in the Measure "A" 2024 election documents.
- Reviewed expenditures charged against the bond proceeds to confirm that the funds were used only for the purposes of the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, the acquisition or lease of real property for school facilities and/or costs of issuance.
- Reviewed expenditures charged against the bond proceeds to confirm that the funds were not used to pay for teacher or administrative salaries, or any other school operating expenditures.
- Reviewed expenditures charged against the bond proceeds to confirm that the bond funds were spent only on projects identified in the ballot measure text.
- Reviewed a sample of projects to ensure that proper bidding procedures were followed pursuant to applicable Public Contract Code Sections.

Conclusion

The results of our tests indicated that, in all significant respects, the Biggs Unified School District has complied with the requirements of Proposition 39, as incorporated in Article XIII A, Section 1(b)(3)(C) of the California Constitution.


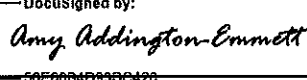
FINDINGS AND RECOMMENDATIONS SECTION

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

There are no matters to report for the fiscal year ended June 30, 2025.

**BIGGS UNIFIED SCHOOL DISTRICT
MEASURE A - BUILDING FUND
SCHEDULE OF PRIOR AUDIT RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

This section is not applicable as this is the first audit of the Measure A - Building Fund.

	REQUEST FOR NON-FINANCIAL CONTRACT REVIEW BUTTE COUNTY GENERAL SERVICES			
TO BE COMPLETED BY SUBMITTING DEPT. (A MINIMUM OF TWO ORIGINALS AND ONE COPY OF THE CONTRACT MUST BE ATTACHED UNLESS CONTRACT IS GOING TO THE BOARD, THEN THREE ORIGINALS AND ONE COPY)				
Approval Authority:	<input type="checkbox"/> Board of Supervisors	<input checked="" type="checkbox"/> General Services	<input type="checkbox"/> Department Only	
<input type="checkbox"/> Contract Initial Review	<input checked="" type="checkbox"/> Contract Approval Review	<input type="checkbox"/> Amendment Initial Review	<input type="checkbox"/> Amendment Approval Review	
Date Submitted:	04/23/2026			
Department:	Public Health			
Dept. Contact:	Amy Addington-Emmett			
Phone:	530-552-4051			
Name of Contractor:	Biggs Unified School District			
Title of Contract:	Memorandum of Understanding			
Brief Description of Provision:	To provide School Based Dental Services.			
Start Date:	Upon exeuction	End Date:	5 years thereafter	
Duration:	5 years			
DEPARTMENT AUTHORIZATION AND APPROVAL				
Requested Date of Approval:	Requested BOS Date:	If transmittal has already been submitted this sheet should be YELLOW .		
<input type="checkbox"/> When fully routed send directly to Clerk of the Board		<input checked="" type="checkbox"/> When fully routed notify Dept. contact for instruction		
The undersigned hereby certifies that the attached contract and the processes that produced it were accomplished in compliance with the Butte County Ordinance, the Butte County Contracting/Procurement Policies and Procedures Manual, and in accordance with Butte County Fiscal Goals and Objectives.				
Amy Addington-Emmett	DocuSigned by:  <small>50E0004D990C420...</small>	4/23/2026		
Typed or Printed Name of Dept. Head or Designee	Signature of Dept. Head or Designee	Date		
FOR REVIEW RECORDS ONLY				
Review	Received	Log Out	Comments or Notations	Reviewer Initials
GS Contracts Division:				
County Counsel:				
Approval Authority:				
GS Front Desk Staff:	<input type="checkbox"/> Log Contract <input type="checkbox"/> Complete Log + Upload to LF			

MEMORANDUM OF UNDERSTANDING
Between
COUNTY OF BUTTE
And
BIGGS UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (MOU) is entered into by and between the County of Butte (County), a political subdivision of the State of California, through its Department of Public Health, hereinafter referred to as "BCPH", and Biggs Unified School District, hereinafter referred to as "Contractor", hereinafter individually as "Party" and collectively as "Parties". This MOU shall set forth the terms in which BCPH and Contractor intend to work together to provide School Based Dental Services (SBDS) to children in Schools, Early Learning Centers, and Childcare Providers, including licensed daycare centers and in-home, family-based providers, who meet local regulatory requirements and provide childcare services, enrolled in Biggs Unified School District.

Both County and Contractor agree to the following:

I. Contractor and County jointly agree to:

1. No later than two weeks before each scheduled SBDS, County and Contractor shall meet to:
 - i. Plan logistics of the scheduled SBDS.
 - ii. Confirm Points-of-Contact, of both County and Contractor.
 - iii. Discuss follow up procedures for referrals for emergency dental services and/or follow-up care if necessary. Details of follow-up procedures to be discussed shall include the following:
 - a. Determine whether County or Contractor shall perform follow up procedures, based on capacity, ability, and potential amount of referrals.
 - b. If necessary, whether County or Contractor shall perform long-term care coordination in children requiring more extensive and complex dental services.
 - c. Discuss specifically what follow-up and care coordination entails.

II. Contractor Shall:

1. Provide access for both billable and no cost SBDS to children in the Biggs Unified School District. SBDS include some or all of the following: oral health screenings, Caries Risk Assessment, fluoride varnish, prophylaxis (dental cleanings), sealants, nutrition counseling, oral health education, and referrals for emergency dental services and/or follow-up care if necessary.
2. Provide an appropriate space agreed upon by both parties for BCPH Staff to set up and provide SBDS to children; provide tables and chairs, access to sink with water, and electrical outlet.
3. No later than two weeks prior to each scheduled SBDS, ensure children have received County-provided:
 - i. Informational flyer, mentioned here by reference only, which explains SBDS.
 - ii. Parent/legal guardian consent forms, mentioned here by reference only:
 - a. Parent/Legal Guardian Active Consent Form.
 - b. Parent/Legal Guardian Opt Out Form.
 - c. Child's Medi-Cal information, if applicable.
4. Provide a Point-of-Contact to work in the coordination, implementation and management of the SBDS. Facilitate the flow of children and escort the children to and from their classrooms, if needed.
5. If determined that Contractor shall perform follow-up procedures per item I.1.iii.a. above:
 - i. Advise Contractor's staff and parents/legal guardians to schedule appointments with a local dentist no later than fourteen (14) days after Attachment B, Screening Report Card, attached hereto and incorporated herein, is provided.
 - ii. Ensure that a long-term care coordination plan is in place, if necessary.

- iii. Follow-up procedures shall be in accordance with mandated reporting rules, mentioned here by reference only.

III. **County Shall:**

1. No later than two weeks prior to the scheduled SBDS, provide:
 - i. Informational flyer, which explains SBDS.
 - ii. Parent/legal guardian consent forms:
 - a. Parent/Legal Guardian Active Consent Form.
 - b. Parent/Legal Guardian Opt Out Form.
 - c. Child's Medi-Cal information, if applicable.
2. Provide a Screening Report Card for all children who require additional treatment.
3. Provide a Registered Dental Hygienist (RDH) and additional BCPH staff to conduct the following SBDS (with parent/legal guardian consent):
 - a. Oral Health Screening
 - b. Caries Risk Assessment for children aged 0 – 6 years
 - c. Prophylaxis (Dental Cleanings)
 - d. Fluoride Varnish Treatments
 - e. Sealants
 - f. Nutrition counseling and oral health education
 - g. Referrals for emergency dental services and follow-up care
4. Ensure all services are conducted with the necessary parent/legal guardian consent forms.
5. If determined that County shall perform follow-up procedures per item I.1.iii.a. above:
 - i. Advise parents/legal guardians to schedule appointments with a local dentist no later than fourteen (14) days after a Screening Report Card is provided.
 - ii. Ensure that a long-term care coordination plan is in place, if necessary.
 - iii. Follow-up procedures shall be in accordance with mandated reporting rules.
6. If determined that Contractor shall perform follow-up procedures per item I.1.iii.a. above:
 - i. Allow fourteen (14) days after the Screening Report Card is provided for Contractor's staff and parents/legal guardians to schedule appointments with a local dentist.
 - ii. If no appointment is made within this period, and emergency services are recommended, BCPH RDH shall assist in connecting the parent/legal guardian to a local dentist and ensure that a long-term care coordination plan is in place, if necessary.
 - iii. Follow-up procedures shall be in accordance with mandated reporting rules.
7. Provide all necessary supplies and dental equipment to conduct SBDS, including, but not limited to required forms, personal protective equipment (PPE) such as face masks, face shields, gloves, gowns, hand sanitizer, sealant, and varnish.
8. Provide BCPH Staff to attend Contractor's events and activities to promote SBDS and assist with parent/legal guardian information and forms.

TERMS AND CONDITIONS:

- I. **TERM:** The term of this MOU shall become effective upon execution and terminate five years thereafter.
- II. **COMPENSATION:** This MOU is non-financial in nature and binds no party to financial obligations to any other. Each party will manage its own finances and neither can commit funds or the actions of the other party.
- III. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of County. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this MOU.
- IV. **MUTUAL HOLD HARMLESS:** Contractor shall defend, indemnify and hold harmless County, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense,

attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

County shall defend, indemnify and hold harmless Contractor, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of County, its officers, agents or employees.

- V. **INSURANCE:** Each party shall maintain their own insurance coverage, through commercial insurance, self-insurance or a combination thereof, against any claim, expense, cost, damage or liability arising out of the performance of its responsibilities pursuant to this MOU.
- VI. **ALTERATION OF TERMS:** The body of this MOU fully expresses all understandings of the parties concerning all matters covered and shall constitute the total MOU. No addition to, or alteration of, the terms of this MOU whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of written amendment to this MOU which is formally approved and executed by all parties.
- VII. **NOTICES:** All notices, claims, correspondence, reports and/or statements authorized or required by this MOU shall be addressed as follows:

County:	Contractor:
Monica Soderstrom	Doug Kaelin
Butte County Public Health	Superintendent
202 Mira Loma Drive	200 B Street
Oroville, CA 95965	Biggs, CA 95917
Email: msoderstrom@buttecounty.net	Email: dkaelin@biggs.org
Phone: (530) 552-4000	Phone: 530-896-1281

- VIII. **DISPUTE RESOLUTION:** Any disagreements that may occur shall be resolved at the lowest possible level within County and Contractor and with a cooperative spirit. County and Contractor will designate individuals who are responsible to resolve issues in a timely fashion regarding this MOU. Should agreement not be reached between County and Contractor after working through the process already prescribed, then the matter should go for discussion and consideration between the Directors of each agency.
- IX. **APPLICABLE LAW AND FORUM:** This MOU shall be construed and interpreted according to California law and any action to enforce the terms of this MOU for the breach thereof shall be brought and tried in the County of Butte.
- X. **TERMINATION:** County and Contractor each reserve the right to immediately terminate this MOU, notifying each other likewise in writing.
- XI. **NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate, transfer or assign its duties or rights under this MOU, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of County and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Contractor.
- XII. **ATTACHMENTS:** The parties agree to comply with the terms and conditions of the following exhibits and/or attachments, which are by this reference, made a part of the MOU.

Attachment A – Business Associate Addendum

Attachment B – Screening Report Card

- XIII. **ELECTRONIC SIGNATURES:** Electronic Signatures: Each Party of this MOU agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this MOU. The Parties further agree that the electronic signatures of the Parties included in this MOU are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.
- XIV. **GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI):** Contractor shall notify County in writing if services or any work under this Contract includes or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately notify County of any new or previously unreported GenAI technology. At direction of County, Contractor shall discontinue the use of any new or previously used GenAI technology that materially impacts functionality, risk, or contract performance until use of such GenAI technology has been approved by County. Failure of Contractor to disclose past or present GenAI use to County may be considered breach of contract by County at its sole discretion. County is entitled to seek any and all relief to which it may be entitled as a result of such non-disclosure. County reserves the right to amend this Contract, without additional cost, to incorporate additional GenAI Special Provisions into this Contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to County.
- XV. **ADA TITLE II WEB and MOBILE ACCESSIBILITY COMPLIANCE:** Contractor shall ensure all digital content, products, and services provided under this Contract, including, but not limited to, web content, websites, web-based systems, mobile applications, electronic documents, multimedia content, and any third-party digital materials provided or integrated by CONTRACTOR, comply with Title II of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12131 et seq.), 28 CFR Part 35, and all applicable U.S. Department of Justice regulations. Effective April 24, 2026, all such digital content shall conform to the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, as published by the World Wide Web Consortium (W3C), or any successor standard formally adopted by the U.S. Department of Justice. Compliance shall include accessibility for individuals with disabilities, including those with visual, auditory, physical, speech, cognitive, and neurological disabilities and compatibility with commonly used assistive technologies. Contractor shall be responsible for the accessibility compliance of all subContractors, vendors, and third-party platforms used in performance of this Contract. Upon request, Contractor shall provide County written assurance, testing results, or other documentation demonstrating compliance. Any accessibility deficiencies identified by County or required by law shall be promptly corrected by Contractor at no additional cost to County and within timelines specified by County. Failure to meet these requirements shall constitute a material breach of this Contract.

XVI. **SIGNATURE AUTHORITY:** Each party has the full power and authority to enter into and perform this MOU, and the person signing this MOU on behalf of each Party has been properly authorized and empowered to enter into this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first above written.

COUNTY

Signed by:
Monica Soderstrom 4/28/2026
Monica Soderstrom, Director Date
Butte County Public Health Department

CONTRACTOR

DocuSigned by:
Doug Kaelin 4/23/2026
Doug Kaelin, Superintendent Date
Biggs Unified School District

Dennis Schmidt, Interim Deputy Director Date
Butte County Department of General
Services

REVIEWED FOR CONTRACT POLICY Date
COMPLIANCE
General Services Contracts Division

REVIEWED AS TO FORM: Date
Brad J. Stephens
Butte County Counsel

Attachment A

**COUNTY OF BUTTE
BUSINESS ASSOCIATE ADDENDUM**

This Business Associate Addendum (Addendum) supplements and is made a part of the contract (Contract) by and between **County of Butte (COUNTY)**, a covered entity and Biggs Unified School District, a BUSINESS ASSOCIATE, and is effective as of the date of the Contract.

RECITALS

- A. COUNTY wishes to disclose certain information to BUSINESS ASSOCIATE pursuant to the terms of the Contract, some of which may constitute Protected Health Information (PHI) as defined below.
- B. COUNTY and BUSINESS ASSOCIATE intend to protect the privacy and provide for the security of PHI disclosed to BUSINESS ASSOCIATE pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, the Health Information Technology for Economic and Clinical Health (HITECH) Act, Public Law 111-005, and regulations promulgated there under by the U.S. Department of Health and Human Services ("HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require COUNTY to enter into a contract containing specific requirements with BUSINESS ASSOCIATE prior to the disclosure of PHI, as set forth in, but not limited to Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("CFR") and continued in this Addendum.

Definitions

(a) Unless otherwise noted, the following terms used in this Addendum shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

(b) Business Associate. "BUSINESS ASSOCIATE" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this Addendum, shall mean Biggs Unified School District.

(c) Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this Addendum, shall mean the **County of Butte (COUNTY)**.

(d) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

Obligations and Activities of Business Associate

BUSINESS ASSOCIATE agrees to:(a) Not use or disclose protected health information other than as permitted or required by the Contract or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Contract;

(c) Report to COUNTY any use or disclosure of protected health information not provided for by the Contract of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware. Reports are to be made by BUSINESS ASSOCIATE to COUNTY as follows: 1) by telephone within 24-hours of discovery of suspected breach or security incident; and 2) by written notice, in a form prescribed by the COUNTY, within three (3) business days of discovery of suspected breach or security incident.

BUSINESS ASSOCIATE agrees that COUNTY will be responsible for breach notification obligations resulting from BUSINESS ASSOCIATE'S breach of COUNTY's unsecured protected health information. BUSINESS ASSOCIATE agrees to assist COUNTY in responding to, providing notification of, and mitigating any negative consequences of BUSINESS ASSOCIATE'S breach of COUNTY'S unsecured protected health information. BUSINESS ASSOCIATE is to contact Gene Azparren at 530-552-4050 regarding notifications, written communications, and breach response activities required by this Addendum.

This section shall apply only to COUNTY data under BUSINESS ASSOCIATE'S care, custody or control. BUSINESS ASSOCIATE will be responsible for breach notification obligations arising from the breach of BUSINESS ASSOCIATE'S protected health information.

BUSINESS ASSOCIATE agrees to defend, indemnify, hold harmless and release COUNTY, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, arising out of or in connection with the negligent acts or omissions or willful misconduct by BUSINESS ASSOCIATE or BUSINESS ASSOCIATE'S officers, agents and employees, which results in a breach of COUNTY's unsecured protected health information;

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of BUSINESS ASSOCIATE agree to the same restrictions, conditions, and requirements that apply to BUSINESS ASSOCIATE with respect to such information;

(e) Make protected health information in a designated record set available to the individual who is the subject of the protected health information or the authorized representative of the individual who is the subject of the protected health information, as necessary to satisfy COUNTY'S obligations under 45 CFR 164.524;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by COUNTY pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy COUNTY'S obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the individual who is the subject of the protected health information or the authorized representative of the individual who is the subject of the protected health information, as necessary to satisfy COUNTY'S obligations under 45 CFR 164.528;

(h) To the extent BUSINESS ASSOCIATE is to carry out one or more of COUNTY'S obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the COUNTY in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) BUSINESS ASSOCIATE may only use or disclose protected health information as necessary to perform the services set forth in the Scope of Work included in the Contract.

(b) BUSINESS ASSOCIATE may use or disclose protected health information as required by law.

(c) BUSINESS ASSOCIATE agrees to make uses and disclosures and requests for protected health information consistent with COUNTY'S minimum necessary policies and procedures.

(d) BUSINESS ASSOCIATE may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below, to the extent those specific uses and disclosures are permitted by the Contract.

(e) BUSINESS ASSOCIATE may use protected health information for the proper management and administration of the BUSINESS ASSOCIATE or to carry out the legal responsibilities of the BUSINESS ASSOCIATE.

(f) BUSINESS ASSOCIATE may disclose protected health information for the proper management and administration of BUSINESS ASSOCIATE or to carry out the legal responsibilities of the BUSINESS ASSOCIATE, provided the disclosures are required by law, or BUSINESS ASSOCIATE obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies BUSINESS ASSOCIATE of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) BUSINESS ASSOCIATE may provide data aggregation services relating to the health care operations of the COUNTY.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) COUNTY shall notify BUSINESS ASSOCIATE of any limitation(s) in the COUNTY'S notice of privacy practices under 45 CFR 164.520, to the extent that such limitation may affect BUSINESS ASSOCIATE'S use or disclosure of protected health information.

(b) COUNTY shall notify BUSINESS ASSOCIATE of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect BUSINESS ASSOCIATE'S use or disclosure of protected health information.

(c) COUNTY shall notify BUSINESS ASSOCIATE of any restriction on the use or disclosure of protected health information that COUNTY has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect BUSINESS ASSOCIATE'S use or disclosure of protected health information.

Permissible Requests by Covered Entity

COUNTY shall not request BUSINESS ASSOCIATE to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by COUNTY. BUSINESS ASSOCIATE is permitted uses and disclosures of protected health information for data aggregation or management and administration and legal responsibilities of the BUSINESS ASSOCIATE, if such uses or disclosures are permitted by the Contract.

Term and Termination

(a) Term. The Term of this Addendum shall be effective as of the effective date of the Contract, and shall terminate concurrent with the termination of the Contract, or on the date COUNTY terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. BUSINESS ASSOCIATE authorizes termination of the Contract by COUNTY if the COUNTY determines BUSINESS ASSOCIATE has violated a material term of the Contract and BUSINESS ASSOCIATE has not cured the breach or ended the violation within the time specified by COUNTY.

(c) Obligations of Business Associate Upon Termination.

Upon termination of the Contract for any reason, BUSINESS ASSOCIATE shall return to COUNTY (or, if agreed to by COUNTY in writing, destroy) all protected health information received from COUNTY, or created, maintained, or received by BUSINESS ASSOCIATE on behalf of the COUNTY, that the BUSINESS ASSOCIATE still maintains in any form. BUSINESS ASSOCIATE shall retain no copies of the protected health information.

If returning or destroying COUNTY protected health information is not feasible, and retention has been approved by the COUNTY in writing, or if the Contract authorizes BUSINESS ASSOCIATE to use or disclose protected health information for its own management and administration or to carry out its legal responsibilities and the BUSINESS ASSOCIATE needs to retain protected health information for such purposes after termination of the Contract, the following shall apply:

Upon termination of the Contract for any reason, BUSINESS ASSOCIATE, with respect to protected health information received from COUNTY, or created, maintained, or received by BUSINESS ASSOCIATE on behalf of COUNTY, shall:

1. Retain only that protected health information which is necessary for BUSINESS ASSOCIATE to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to COUNTY (or, if agreed to by COUNTY in writing, destroy) the remaining protected health information that the BUSINESS ASSOCIATE still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as BUSINESS ASSOCIATE retains the protected health information;
4. Not use or disclose the protected health information retained by BUSINESS ASSOCIATE other than for the purposes for which such protected health information was retained, and subject to the same conditions which applied prior to termination;
5. Return to COUNTY (or, if agreed to by COUNTY in writing, destroy) the protected health information retained by BUSINESS ASSOCIATE when it is no longer needed by BUSINESS ASSOCIATE for its proper management and administration or to carry out its legal responsibilities; and
6. BUSINESS ASSOCIATE shall obtain and return to COUNTY (or, if agreed to by COUNTY in writing, destroy or ensure the destruction of) all COUNTY protected health information created, received or maintained by any of BUSINESS ASSOCIATE'S subcontractors.

(d) Survival. The obligations of BUSINESS ASSOCIATE under this Section shall survive the termination of the Contract.

Miscellaneous

(a) Regulatory References. A reference in this Addendum to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Addendum from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

(c) Interpretation. Any ambiguity in this Addendum shall be interpreted to permit compliance with the HIPAA Rules.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum.

County of Butte – Covered Entity

Signed by:
Signature: Gene Azparren
AZA2FFEF28B3496...

Name: Gene Azparren

Title: Quality and Compliance Manager

Date: 4/28/2026

Biggs Unified School District – Business Associate

DocuSigned by:
Signature: Doug Kaelin
7AD7762EEF3B490...

Name: Doug Kaelin

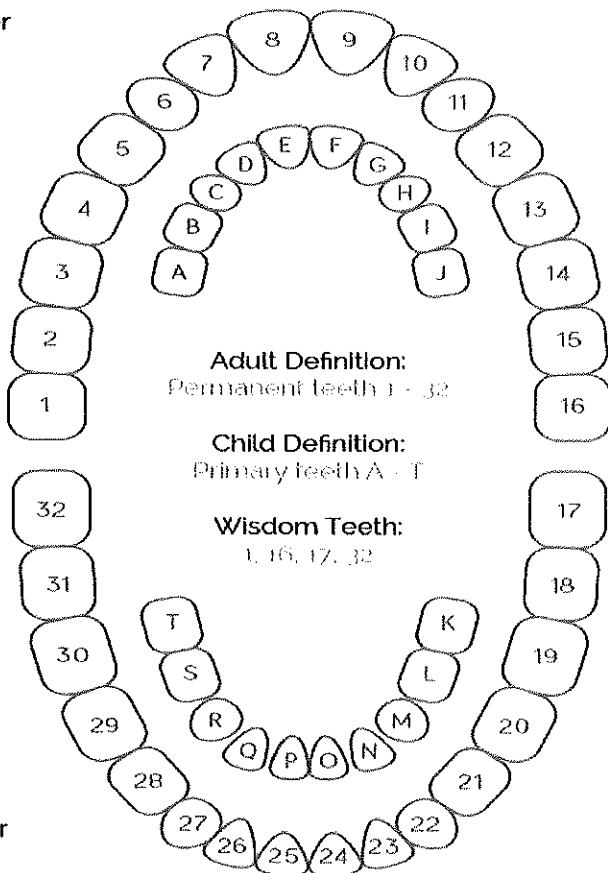
Title: Superintendent

Date: 4/23/2026

Tooth name	Eruption timeline	Loss timeline
Lower central incisors	6 to 10 months old	6 to 7 years old
Upper central incisors	8 to 12 months old	6 to 7 years old
Upper lateral incisors	9 to 13 months old	7 to 8 years old
Lower lateral incisors	10 to 16 months old	7 to 8 years old
Upper first molars	13 to 19 months old	9 to 11 years old
Lower first molars	14 to 18 months old	9 to 11 years old
Upper canines	16 to 22 months old	10 to 12 years old
Lower canines	17 to 23 months old	9 to 12 years old
Lower second molars	23 to 31 months old	10 to 12 years old
Upper second molars	25 to 33 months old	10 to 12 years old

Upper right

Upper left



Lower right

Lower left

NOTES:

BIGGS UNIFIED SCHOOL DISTRICT

May 13, 2026

Item Number: 14 F

Item Title: Request for Catapult CMS Website Redesign

Presenter: Analyn Dyer

Attachments: Catapult CMS Proposal

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The Department of Justice (DOJ) is now enforcing that state and local government websites meet the Web Content Accessibility Guidelines (WCAG). Non-Compliant websites face significant risks of demand letters, lawsuits, and penalties.

The Biggs Unified School District, including all school sites, Biggs Elementary, Biggs High School, and Richvale Charter Academy, will revamp each website to be ADA-compliant. Website.

Catapult CMS – Communication Solutions for K-12 Schools currently manages our website and will redesign it through the proposed services.

Fiscal Impact:

General Fund- LCAP \$6,980

Recommendation:

The Administration recommends that the Board approve the Catapult CMS services proposal as presented.



Website Redesign & ADA Compliance Report Quote

April 16, 2026

Reference: 20260416-081620151

Biggs Unified School District

300 B Street
Biggs, California 95917
United States

Loretta Long

llong@biggs.org
5308681281

Analyn Dyer

adyer@biggs.org
530-868-1281 ext. 8102

Doug Kaelin

dkaelin@biggs.org
530-868-5870 x 250/272

Products & Services

Description

Website Redesign & CMS Reconfiguration (one-time fee)

\$5,980.00

Includes: redesign and configuration for 1 District website and 3 School Websites. "Build Your Own Design" process, ADA Compliant Website Templates, 1-hour kickoff meeting, 1-hour website design meeting, 1-hour navigation consultation meeting, department pages and standard subpage templates, up to 2-hours of staff directory formatting assistance, up to 2 announcement feeds configured per website, Google/Microsoft/LDAP Single Sign-on Configuration (SSO), Google Calendar integration up to 2 calendars per website, up to 20 vanity URLs per district site, two 1-hour virtual "Train-the-Trainer" CMS trainings, and two 1-hour general CMS trainings.

Website Included:

1. Biggs Unified School District
2. Biggs Elementary School
3. Biggs High School
4. Richvale Charter Academy

Items Not Included:

Custom design or website templates beyond those listed, onsite training or meetings, copywriting, stock photography, ADA document remediation, ADA scanning of externally linked websites, third-party integrations unless specifically defined & scoped.

ADA Scan —All Sites

\$1,000.00

Includes: comprehensive accessibility review of the school websites, including hands-on testing across key templates, navigation, and core content areas. Findings documented with issue descriptions and recommended next steps to support compliance planning.

Items Not Included:

Document/PDF scanning and outbound link scanning.

Schools Included:

1. Biggs Unified School District
2. Biggs Elementary School

Description

-
- 3. Biggs High School
 - 4. Richvale Charter Academy
-

Total \$6,980.00

Signature

Choose a profile to start the e-signature process.

Doug Kaelin
dkaelin@biggs.org

Verify to sign

This quote expires on June 15, 2026

Purchase terms

Setup Fees: Setup fees will be invoiced in full upon contract execution.

Service Fees: Service billing begins the month following the estimated project completion timeline. The partial month in which the agreement is signed will be provided at no charge. Assuming a 90-day implementation period, service fees will begin on the first day of the following month. The initial invoice will include the remaining months of the current fiscal period plus one full year of service.

Annual software hosting and support service fees will begin **twelve (12) weeks after the project start date**, unless otherwise stated in the Signed Quote.

Failure to pay according to these terms may delay project timelines and service activation.

Questions? Contact me



Joshua Renfro

Customer Success Account Manager

joshua.renfro@catapultcms.com

CatapultCMS

1340 Blue Oaks Blvd Suite 100

Roseville, CA 95678

United States

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The Biggs Unified School District (the “District”) Facilities Improvement Measure A was successful at the election conducted on November 8, 2024 (the “Bond Election”) in obtaining authorization from the District’s voters to issue up to \$16,500,000 aggregate principal amount of the District’s general obligation bonds (“Measure A”). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Biggs Unified School District (the “Board”) hereby establishes the Citizens’ Bond Oversight Committee (the “Committee”) which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as “bond proceeds.” The Committee shall confine itself specifically to bond proceeds generated under Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure A; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of Measure A projects to get funded.

(i) Approval of contracts,

(ii) Approval of change orders,

(iii) Expenditures of bond funds,

(iv) Handling of all legal matters,

(v) Approval of project plans and schedules, (ii) Approval of all deferred maintenance plans, and

(vi) Approval of the sale of bonds.

3.5 Measure A Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

- (f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.

- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial two (2) year term and the remaining members for an initial three (3) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure A funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the Biggs Unified School District, located in Butte County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board of Trustees of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure A monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and

California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Biggs Unified School District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

BIGGS UNIFIED SCHOOL DISTRICT

May 13, 2026

Item Number: 14 H

Item Title: Request for Michael Roberts Construction Change Orders Contract Services

Presenter: Analyn Dyer

Attachments: Michael Roberts Construction change orders

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

Michael Roberts Construction, the bid total of which is \$169,072, agrees to furnish all required labor, materials, equipment, transportation, and services for the District Office roofing replacement services approved at the November 14, 2025, meeting.

Due to dormers, dry rot areas, and the removal of an additional layer of roof tiles, Michael Roberts Construction incurred \$13,318.15 in additional expenses.

Fiscal Impact:

Building Fund \$13,318.15

Recommendation:

The Administration recommends that the Board approve the change orders contract services with Michael Roberts Construction.

INVOICE

P.O. Box 492516
 Redding, CA 96049
 Michael A. Roberts
 (530)921-3746
 Melissa.RobertsConstruction@gmail.com

Attention: Zane Schreder
 Biggs Unified School District
 300 B Street
 Biggs, CA 95917
 Date: 04/08/2026

Project Title: BUSD Admin Building Roof Replacement
 Pay App 1

Description	Quantity	Unit Price	Cost
Contract			\$169,072.00
Change Order 1			\$2,500.00
Change Order 2			\$1,630.14
Change Order 3			\$6,570.77
Change Order 4			\$2,617.24
		Subtotal	\$182,390.15
		Total	\$182,390.15

Pay -5% 173,270⁶⁴

We look forward to working with you on your project! Please don't hesitate to reach out with any questions.

Sincerely yours,

Michael A Roberts Construction Team

OK Zane [Signature]

Pay out of

Quoted 4/22/26

21-9010-0-62086-0000-8500-05-06-0800

Change Order #001
Biggs Unified



Michael A Roberts Construction CA Lic.970214 Dir#1000814268

PO Box 942516 Redding, CA 96049

B, C-33, C-39

Project Title: Biggs Unified School District Admin Building Roof Replacement
Address: 300 B Street, Biggs, CA 95917
Date Performed: 12/12/26

Description: Demolish Dormers

Description	Quantity	Price		Cost
Demolish Dormers	1	\$2,500.00		\$2,500.00
		Total:		\$2,500.00

Notes

Jon Kidwell (Project Manager) Jonathan Kidwell

Sign Below to Accept

Name:

Signature:

Change Order #002
Biggs Unified



Michael A Roberts Construction CA Lic.970214 Dir#1000814268

PO Box 942516 Redding, CA 96049

B, C-33, C-39

Project Title: BiggsUnified School District Admin Building Roof Replacement
 Address: 300 B Street, Biggs, CA 95917
 Date Performed: 12/11 & 12/12 2026

Description: Replace 1x8 Field Boards

Description	Quantity	Price		Cost
Replace 225 LF 1x8 Field boards	225 LF@ \$2.52	\$567.00		\$567.00
Labor	7 hrs @ \$115.52	\$808.64		\$808.64
			Subtotal	\$1,375.64
			Bond and Ins 3.5%	\$48.15
			Overhead & Profit 15%	\$206.35
		Total:		\$1630.14

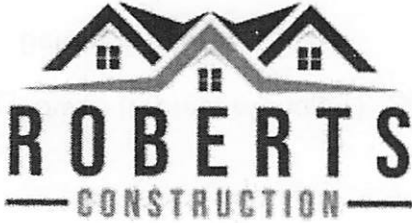
Notes

Jon Kidwell (Project Manager) Jonathan Kidwell

Sign Below to Accept

Name:

Signature:



Michael A Roberts DBA Michael A Roberts Construction
 PO Box 492516 • Redding, CA 96049
 CA Lic# 970214 • Classifications: B, C33, C39
 DIR# 10008814268

Project	Admin Reroof Biggs Unified	Date	12/10/2025- 12/11/2025
----------------	-------------------------------	-------------	---------------------------

Time Log Tracking for T&M #001

Name	Class	Activity	Hours	Line Total
AntonioHernandez		Install 225 ft 1x8	7	7
			Total (Hours)	7

Description:
 Replace 225 FT of 1x8 Board Over 2 Days

Contractor Signature *Jonathan Kiddell* Inspector Signature _____

Change Order #003
Biggs Unified



Michael A Roberts Construction CA Lic.970214 Dir#1000814268

PO Box 942516 Redding, CA 96049

B, C-33, C-39

Project Title: BiggsUnified School District Admin Building Roof Replacement
 Address: 300 B Street, Biggs, CA 95917
 Date Performed: Jan 21, 2026

Description: Remove additional layer of roof tiles 2,600sq ft

Description	Quantity	Price		Cost
Remove 2,600 sqft of roof tiles	48 hrs@ \$115.52	\$5,544.96		\$5,544.96
			Subtotal	\$5,544.96
			Bond and Ins 3.5%	\$194.07
			Overhead & Profit 15%	\$831.74
		Total:		\$6,570.77

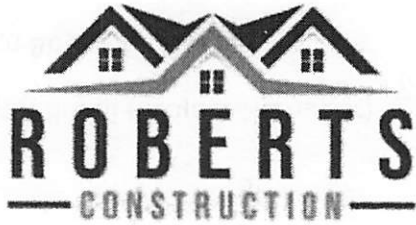
Notes

Jon Kidwell (Project Manager) Jonathan Kidwell

Sign Below to Accept

Name:

Signature:



Michael A Roberts DBA Michael A Roberts Construction
 PO Box 492516 • Redding, CA 96049
 CA Lic# 970214 • Classifications: B, C33, C39
 DIR# 10008814268

Project	Admin Reroof Biggs Unified	Date	1/22/2026
----------------	----------------------------	-------------	-----------

Time Log Tracking for T&M #003

Name	Class	Activity	Hours	Line Total
Bohdi Brown	Roofer	Demo Roof	8	8
Antonio Hernandez	Roofer	Demo Roof	8	8
Josh Sharp		Demo Roof	8	8
Octavius Victoria		Demo Roof	8	8
John Fargo		Demo Roof	8	8
Ryan Murphy		Demo Roof	8	8
			Total (Hours)	48

Description:

Demolish Extra Layer of Roof Tiles as directed by Inspector

Contractor Signature *Jonathan K... [Signature]* Inspector Signature _____

Change Order #004
Biggs Unified



Michael A Roberts Construction CA Lic.970214 Dir#1000814268

PO Box 942516 Redding, CA 96049

B, C-33, C-39

Project Title: BiggsUnified School District Admin Building Roof Replacement
 Address: 300 B Street, Biggs, CA 95917
 Date Performed: Jan 21, 2026

Description: Replace Blocking in Front Right Corner of Building at dry rot area

Description	Quantity	Price		Cost
Replace Blocking in Front Right Corner of Building	7 hrs@ \$115.52	\$808.64		\$808.64
Man Lift	7 days @ \$200.00	\$1,400		\$1,400.00
			Subtotal	\$2,208.64
			Bond and Ins 3.5%	\$77.30
			Overhead & Profit 15%	\$331.30
		Total:		\$2,617.24

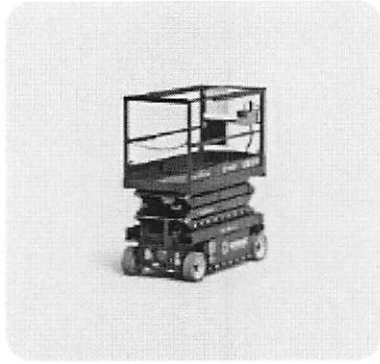
Notes

Jon Kidwell (Project Manager) Jonathan Kidwell

Sign Below to Accept

Name:

Signature:



CAT CLASS: 007-0025

19' Electric Scissor Lift

 Zero Emissions

\$200

1 DAY

SPECIFICATIONS

- 19' electric scissor lift rental reaches up to 25' working height
- Up to 70" x 30" platform with up to 550 lb max capacity and on-board AC outlet for crew and tools
- 36" slide-out deck with up to 265 lb extension capacity for extra reach and working area



**BEFORE THE GOVERNING BOARD OF
BIGGS UNIFIED SCHOOL DISTRICT
BUTTE COUNTY, CALIFORNIA**

**In the matter of: RESOLUTION AUTHORIZING
END-OF-YEAR BUDGET TRANSFERS**

Resolution 2025-2026 #09

In accordance with Section 42601 and 85201 of the Education Code, at the regular meeting of the Board of Education of the Biggs Unified School District held on May 13, 2026, the District Superintendent or the District Business Official are hereby authorized, at the close of this school year, to make transfers between the unappropriated fund balance and any expenditures classification, or balance any expenditure classification of the budget of the district for the 2025-26 school year, as necessary to permit the payment of obligations of the District incurred during such school year. The law requires a majority vote of the Board of Education for approval on transfers from unappropriated fund balance (Education Code Sections 42600 and 85200).

This is to certify that the above resolution was duly passed by the Governing Board of Biggs Unified School District at a regular meeting held on May 13, 2026, by the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Signed and approved by me after this passage.

Melissa Jesmer, Governing Board President

Doug Kaelin, Board Secretary

Biggs Unified Summer School

2026

The summer school program will run for 30 days as per ed-code.

June 1st – June 26th

Lead Teacher – Holly Perkins

TK-K Megan Duarte

1-2 Lucero Araujo

3-4 Caleb Johnson

5-6 Beth Chavez

June 29th, 30th, July 1st

July 6th-9th

July 13th-16th

Lead Teacher - Beth Chavez

TK-K Megan Duarte

1-2 Allison Weaver

3-4 Peter Gibson

5-6 Hollie Byers

If you are out any of your assigned days it is your responsibility to arrange subs:

CERTIFICATED STIPEND SCHEDULE
Effective August 2026

High School

Fall Athletics	Staff Member/Name	\$	Date Bd Apprvd
Head Varsity Football	Eddie Del Rio	2020	02/11/26
Assistant Varsity Football	Elias Munoz	1571	03/11/26
Assistant Varsity Football – Split \$\$	Mike Pequette / Jacob Hartley	1571	03/11/26
Head JV Football	Garrhett Milburn	1683	03/11/26
Assistant JV Football	Cody Owen	1459	03/11/26
Head Varsity Volleyball	Lisa Seipert	1683	04/08/26
Head JV Volleyball	Janet Thao	1459	04/08/26
Cheerleader Advisor		1683 Split 50/50	
Cross Country		1000	
<u>Winter Athletics</u>			
Head Varsity Basketball (boys)		1908	
Head Varsity Basketball (girls)	Tim Sheridan	1908	05/13/2026
Head JV Basketball (boys)		1571	
Head JV Basketball (girls)		1571	
Head Varsity Wrestling		1908	
Assistant Varsity Wrestling		1571	
<u>Spring Athletics</u>			
Head Varsity Baseball		1796	
Head Varsity Softball		1796	
Head Coed Track		1796	
Assistant Coed Track		1571	
Coed Golf	Vince Sormano	1683	05/13/2026

Other Stipends

Academic Decathlon Coordinator	Connor McGee	561	05/13/2026
Chess Advisor		500	
CSF Advisor	Anne Lair	750	05/13/2026
Student Council Advisor (ASB)	Lauren Garcia	1908	05/13/2026
Athletic Director	Doug Kaelin	3000	05/13/2026
State Testing Coordinator	Ashleigh Summerfield	337	05/13/2026
Student Study Team Coord	Ashleigh Summerfield	450	05/13/2026
Lead Teacher – H.S.	Vince Sormano	2000 (split)	05/13/2026
	Casey Morch		

District-wide

Assistant Athletic Director	Michelle Scheelf	2000	05/13/2026
-----------------------------	------------------	------	------------

BES/RES

Volleyball 8 th		600	
Volleyball 7 th		600	
Volleyball 5 th /6 th	Bereniz Baltazar	600	05/13/2026
Flag Football 7 th /8 th grade		600	
Flag Football 5 th /6 th grade		600	
Soccer		600	
Basketball (boys) 5 th /6 th grade		600	
Basketball (boys) 7 th grade		600	
Basketball (boys) 8 th grade		600	
Basketball (girls) 5 th /6 th grade		600	
Basketball (girls) 7 th grade	Hollie Byers (all grades; combo teams TBD)	600	05/13/2026
Basketball (girls) 8 th grade		600	

****If the team ends up being a combo grade team (ex.7th/8th), the stipend is paid \$600****

Other Stipends

CJSF Advisor		500	
Chess Advisor		500	
STEAM Night Coordinator	Jill Pearson	337	05/13/2026
ASB/Student Council Advisor	Beth Chavez	561	05/13/2026
RCA - Lead Teacher - Richvale	Jill Pearson	2244	05/13/2026
BES - Lead Teacher/PBIS/Classroom Support		2000	
Winter Program Director		337	
Science Camp Coordinator		800	
Science Camp Teacher (2)	Hollie Byers	500 each	05/13/2026

RESOLUTION 2025/2026 #05
BY THE BOARD OF TRUSTEES
OF THE BIGGS UNIFIED SCHOOL DISTRICT

RECOGNITION OF SERVICE

Cecilia Garcia

WHEREAS, On February 25, 1994 Cecilia Garcia was employed as a Bilingual Instructional Aide with the Biggs Unified School District, and has since served a total of **32** years in that capacity; and

WHEREAS, in such capacity the said Cecilia Garcia has contributed to the education of hundreds of children in the Biggs community; and has contributed to the betterment of our school.

NOW, THEREFORE, BE IT RESOLVED that in recognition of her thirty-two years of service, the Board of Trustees hereby extends to Cecilia Garcia its appreciation and commendations as well as that of the staff, students, and parents.

PASSED AND ADOPTED this 13th day of May 2026 in a regular meeting of the Board of Trustees of Biggs Unified School District by the following vote:

AYES:

NOES:

ABSENT:

Signed:

Melissa Jesmer, President

Sean Avram, Vice President

Jonna Phillips, Clerk

M. America Navarro, Member

Linda Brown, Member

RESOLUTION 2025/2026 #06
BY THE BOARD OF TRUSTEES
OF THE BIGGS UNIFIED SCHOOL DISTRICT

RECOGNITION OF SERVICE

Estella Herniman

WHEREAS, On August 9, 2019 Estella Herniman was employed as a Multi Subject Teacher with the Biggs Unified School District, and has since served a total of 7 years in that capacity; and

WHEREAS, in such capacity the said Estella Herniman has contributed to the education of hundreds of children in the Biggs community; and has contributed to the betterment of our school.

NOW, THEREFORE, BE IT RESOLVED that in recognition of her seven years of service, the Board of Trustees hereby extends to Estella Herniman its appreciation and commendations as well as that of the staff, students, and parents.

PASSED AND ADOPTED this 13th day of May 2026 in a regular meeting of the Board of Trustees of Biggs Unified School District by the following vote:

AYES:

NOES:

ABSENT:

Signed:

Melissa Jesmer, President

Sean Avram, Vice President

Jonna Phillips, Clerk

M. America Navarro, Member

Linda Brown, Member

RESOLUTION 2025/2026 #07
BY THE BOARD OF TRUSTEES
OF THE BIGGS UNIFIED SCHOOL DISTRICT

RECOGNITION OF SERVICE

Wendy Hall

WHEREAS, On August 9, 2019 Wendy Hall was employed as a Multi Subject Teacher with the Biggs Unified School District, and has since served a total of **7** years in that capacity; and

WHEREAS, in such capacity the said Wendy Hall has contributed to the education of hundreds of children in the Biggs community; and has contributed to the betterment of our school.

NOW, THEREFORE, BE IT RESOLVED that in recognition of her seven years of service, the Board of Trustees hereby extends to Wendy Hall its appreciation and commendations as well as that of the staff, students, and parents.

PASSED AND ADOPTED this 13th day of May 2026 in a regular meeting of the Board of Trustees of Biggs Unified School District by the following vote:

AYES:

NOES:

ABSENT:

Signed:

Melissa Jesmer, President

Sean Avram, Vice President

Jonna Phillips, Clerk

M. America Navarro, Member

Linda Brown, Member

RESOLUTION 2025/2026 #08
BY THE BOARD OF TRUSTEES
OF THE BIGGS UNIFIED SCHOOL DISTRICT

RECOGNITION OF SERVICE

Beverly Landers

WHEREAS, On July 1, 2023 Beverly Landers was employed as a Dean of Students with the Biggs Unified School District, and has since served a total of 3 years in that capacity; and

WHEREAS, in such capacity the said Beverly Landers has contributed to the education of hundreds of children in the Biggs community; and has contributed to the betterment of our school.

NOW, THEREFORE, BE IT RESOLVED that in recognition of her three years of service, the Board of Trustees hereby extends to Beverly Landers its appreciation and commendations as well as that of the staff, students, and parents.

PASSED AND ADOPTED this 13th day of May 2026 in a regular meeting of the Board of Trustees of Biggs Unified School District by the following vote:

AYES:

NOES:

ABSENT:

Signed:

Melissa Jesmer, President

Sean Avram, Vice President

Jonna Phillips, Clerk

M. America Navarro, Member

Linda Brown, Member

Biggs Unified School District		
GO Bond Series A		
Building Fund 21		
		Remarks/Location
Total Cash in Treasury- Beg	\$6,000,000.00	
Add Interest Earned	\$18,613.16	3/31/2025
Add Interest Earned	\$62,003.18	6/30/2025
Add COI refund	\$760.00	7/8/2025
Add Interest Earned	\$64,097.30	9/30/2025
Add Interest Earned	\$60,935.24	12/31/2025
Total Cash Building Fund	\$6,206,408.88	
Less Expenditures		
Bond Cost of Issuance	\$120,000.00	District Admin
Isom Advisors Services	\$40,275.00	District Admin
Environmental Testing- Asbestos	\$19,650.00	Asbestos- Richvale 8/7/25
Central Valley Environmental	\$269,000.00	Asbestos- Richvale 9/22/25
Zane Schreder	\$13,450.00	RCA Project Mngt Services 9/22/25
Nichols, Melburg, Rossetto	\$156,467.50	Architect District Wide Project
Environmental Science- DO	\$2,375.00	District Office Roofing
R&R Horn	\$19,568.00	Richvale Import Infill
Zane Schreder	\$9,119.51	District Office Roofing
Michael Roberts Construction	\$173,270.64	District Office Roofing
Total Expenditures	\$823,175.65	
Net Cash in Treasury 05/7/2026	\$5,383,233.23	
Current Projects		
Schreder & Associates	5% of Actual Project	Project Management Services
Nichols, Melburg, Rossetto	\$259,675.00	Architectural Services- Middle School Classromm
Nichols, Melburg, Rossetto	\$489,150.00	Architectural Services- Middle School Gym
Michael Roberts Construction	\$182,390.15	District Office Roofing (includes change orders)
Ray Dalton Construction	\$15,000.00	District Office Roofing
Nichols, Melburg, Rossetto	\$57,800.00	BHS Roofing
Mid Pacific Engineering	\$19,600.00	BHS Gym and Classroom Buildings

