

REGULAR MEETING OF THE BOARD OF TRUSTEES
Thursday, December 8, 2016

Members present

Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

1. CALL TO ORDER

A. WELCOME MESSAGE FROM THE BOARD PRESIDENT

President Smith called the meeting to order at 4:32PM.

2. APPROVAL OF AGENDA

A. APPROVAL OF THE AGENDA

The Board approved the meeting agenda, as presented.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

A. COMMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS

There were no comments made by the Public on the Closed Session agenda.

4. CLOSED SESSION

A. INDIVIDUAL STUDENT DISCIPLINARY MATTER(S)/STUDENT NEED(S)

B. PERSONNEL (GOVERNMENT CODE 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE)

5. RECONVENE TO OPEN SESSION AND FLAG SALUTE

A. REPORT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

President Smith led the Board in the Pledge of Allegiance.

President Smith reported that in Closed Session, Item A., Student No. 2173 was discussed and no action taken. The Board will return to Closed Session at the end of the meeting to discuss Item B.

6. PUBLIC COMMENT ON OPEN SESSION ITEMS

A. PUBLIC COMMENTS AT SHUSD BOARD MEETINGS

There were no comments made by Public on items not on the agenda.

7. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

A. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

President Smith provided the Public with an overview and Annual Organizational Meeting.

B. ADMINISTRATION OF OATH OF OFFICE

President Smith administered the Oath of Office to Trustee Jeff Conwell and Trustee Jeannie Kerr.

C. ELECTION OF BOARD PRESIDENT

President Smith asked for nominations for the position of Board President. Trustee Jeff Conwell nominated Trustee Cindy Smith for the position of Board President.

The Board approved the nomination of Cindy Smith as Board President.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

D. ELECTION OF BOARD VICE PRESIDENT

President Smith requested nominations for the position of Board Vice President. Trustee Maria Haug nominated Trustee Jeannie Kerr as Vice President.

The Board approved the election Jeannie Kerr as Board Vice President.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

E. ELECTION OF BOARD CLERK

President Smith requested nominations for the position of Board of Trustees Clerk. Trustee Jeannie Kerr nominated Trustee Maria Haug for the position of Board Clerk.

The Board approved the election of Maria Haug as Board Clerk.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

F. BOARD TO APPROVE THE BOARD MEETING CALENDAR FOR 2017

The Board approved the Board Meeting Calendar for the 2017 calendar year.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

8. PRESENTATIONS

A. VIDEO PRESENTATION ON FALL SPORTS

St. Helena High School Principal Ben Scinto introduced a video presentation created by students on Fall Sports.

9. COMMUNICATIONS

A. BOARD MEMBER REPORTS

Trustee Kerr reported on the St. Helena Primary School. Trustee Kerr began her report by inviting her fellow trustees to the Bagels and Buddies event on Friday, December 9, 2016 at 7:40AM. She continued her report by sharing the goals and successes of the Primary School students. She reported that 80% of the Transitional Kindergarten students have met the end of year goal for identifying letter names and 90% of Kindergarten students met the end of the year goal of counting and segmenting syllabus and words.

She continued her report by sharing that the purple prize winners at the Primary School enjoyed a trip to the woodshop for a morning of hands-on learning. Mr. Mendes' class assisted the students in creating tool boxes out of recycled wood. Students at the primary school have

enjoyed this treat for the last three years. The culinary and horticulture departments have also hosted the students in prior years.

Trustee Kerr also reported that the Primary School continues to offer parent workshops which are well attended. The last workshop hosted was on effective parent-teacher conferences. The teachers reported that the questions that parents during this year's conferences were "spot-on" and resulted in richer, more meaningful conversation.

In closing, Trustee Kerr expressed her appreciation to Mrs. Sanguinetti and the teaching staff for the love and knowledge that they are sharing with the students.

B. SUPERINTENDENT'S SUB-COMMITTEE REPORTS

CALENDAR COMMITTEE: Trustee Conwell reported that at December 8, 2016 Committee Meeting, the members reviewed the proposed calendar for the new school year. The calendar will be presented to the SHTA for approval for a one-year adoption. The districtwide committee will begin meeting in March 2017, to begin the process of creating a three-year student calendar.

PRE-SCHOOL FOR ALL: Trustees Kerr and Smith sharing information on the November 14, 2016 Committee Meeting. Discussion at the meeting focused on recruitment, administrative work, and shared that the organization is being currently being featured in the Napa Valley Giving Guide.

MONROVIA GROUP: Trustee Smith shared information on the November 17, 2016 Committee Meeting. The District provided updates on the current Facilities Projects. The Mayor shared information on the proposed increase in water rates and the overall financial state of the District. The St. Helena Chamber shared Holiday information.

FACILITIES COMMITTEE: Trustees Haug reported on the November 16, 2016 Committee Meeting. A majority of the meeting was spent discussing the Facilities Use Fees. The recommended fee schedule will be presented to the Board for approval for this evening.

C. STUDENT REPRESENTATIVE TO THE BOARD

Student Representative of the Board was absent from the December 8, 2016 Regular Meeting of the Board.

D. SUPERINTENDENT'S REPORT

Dr. Wilson shared in her Superintendent's Report details of a recent meeting with Hugh Davies who provided an update on the Davies Winery Project. Dr. Wilson shared that the Davies has contracted lined up to perform work as soon as he receives approval from the City's Engineer. The re striping of Grayson, No "U-Turn" signs, and lighted crosswalk signed will be the first items completed with tentative completion during the Winter Break.

Dr. Wilson shared the implementation of a first-time Math Skills Workshop that will be offered during the Winter Break. Students will receive additional Math support at the Boys and Girls Club.

Lastly, Dr. Wilson reminded the Board that the Winter Recess begins December 17, 2016 until January 9, 2017.

E. ST HELENA HIGH SCHOOL PRINCIPAL'S REPORT TO THE BOARD

The Principal's Report for the St. Helena High School is attached to the Board agenda.

F. ROBERT LOUIS STEVENSON MIDDLE SCHOOL PRINCIPAL'S REPORT TO THE BOARD

The Principal's Report from the Robert Louis Stevenson Middle School is attached to the agenda.

G. ST. HELENA ELEMENTARY SCHOOL PRINCIPAL'S REPORT TO THE BOARD

The Principal's Report from the St. Helena Elementary School is attached to the agenda.

H. ST. HELENA PRIMARY SCHOOL PRINCIPAL'S REPORT TO THE BOARD

The Principal's Report from the St. Helena Primary School is attached to the agenda.

10. CONSENT AGENDA

A. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE BOARD ON NOVEMBER 8, 2016.

B. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 10, 2016

C. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE BOARD ON NOVEMBER 18, 2016

D. APPROVAL/RATIFICATION OF CONTRACTS UNDER \$25,000

E. APPROVAL/RATIFICATION OF FIELD TRIPS

F. APPROVAL/RATIFICATION OF SCHOOL-CONNECTED ORGANIZATIONS TO RAISE FUNDS FOR DISTRICT STUDENTS

G. APPROVAL OF THE REVISION ON BOARD POLICIES: BP 3270, BP 3550, BP 5146, BP 6142.4, BP 6164.2

H. DISPOSAL OF SURPLUS PROPERTY

I. APPROVAL OF 2016-2017 PERSONNEL REGISTER #5

J. RATIFICATION OF ACCOUNTS PAYABLE WARRANT REGISTERS # 24 THRU 27, FY 16/17

The Board approved the Consent Agenda, as presented.

Motion by Jeff Conwell, second by Jeannie Kerr.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

11. BOARD RELATED ITEMS

A. APPROVAL OF THE ENROLLMENT CAPS FOR THE 2017-2018 SCHOOL YEAR

The Board approved the recommended Enrollment Caps for the 2017-2018 school year.

Motion by Jeff Conwell, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

B. REPORT ON THE CALIFORNIA SCHOOL BOARDS' ASSOCIATION (CSBA) ANNUAL EDUCATION CONFERENCE

The Board of Trustees shared information on the recent session they attended at the 2016 California School Boards' Association (CSBA) Annual Conference.

C. INFORMATION AND APPROVAL OF THE REVISION OF BP 6146 HIGH SCHOOL GRADUATION REQUIREMENTS

The Board approved the revision of BP 6146 High School Graduation Requirements.

Motion by Jeff Conwell, second by Jeannie Kerr.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

D. UPDATE ON THE ST. HELENA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES VACANCY

Dr. Marylou Wilson reviewed the Candidate Provisional Appointment timeline with the Board. Dr. Wilson then requested that the Board create a list of potential candidate interview questions and share desirable characteristics in a Board member.

The Board Members composed the following list of preferred characteristics in a trustee:

Honesty
Open minded skill set
Good listener
Respected in the Community
Involved in the St. Helena Schools and Community
Good team member

Some interview questions that Board would like are:

Do you have any experience in private school setting?
Do you have any experience in an out of state school?
Please share you most memorable experience in a school setting.
What motivated you to apply for the position?
Do you have students currently in the district? If yes, what grade level?
Please share some examples of proven leadership skills.

12. STUDENT LEARNING & ACHIEVEMENT

A. PRESENTATION ON LOCAL ACCOUNTABILITY CONTROL PLAN GOAL #9

The Board received a presentation on Local Control Accountability Plan (LCAP) Goal 9: Infuse 22nd Century Skills into all learning environments.

The presentation is attached to the Board Meeting agenda.

B. PRESENTATION ON ADVANCEMENT VIA INDIVIDUAL DETERMINATION CORNELL NOTES

The Board received a presentation from Karin Cox, Principal of the Robert Louis Stevenson Middle School, on the AVID program. Mrs. Cox focused a majority of her presentation implementation of Cornell Notes.

The interactive presentation is attached to the Board Meeting agenda.

C. PRESENTATION ON ST. HELENA UNIFIED SCHOOL DISTRICT PHYSICAL FITNESS TESTING

Director of Curriculum and Instruction, Mary Allen, provided the Board with the results of the SHUSD Physical Fitness Testing in 2015-2016. Ms. Allen showed charts which compared the current data to the previous year. After reviewing the data, Ms. Allen is planning on scheduling a meeting with the current PE staff to discuss the data. She is also planning of speaking with student leadership officers at each site to gain feedback.

Ms. Allen's presentation is attached to the Board Meeting agenda.

13. FACILITIES

A. FACILITY USE SUBCOMMITTEE RECOMMENDATION: FACILITY USE FEES

The Board approved the Facilities Use Fees, as presented.

Motion by Maria Haug, second by Jeannie Kerr.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

B. SHUSD FACILITIES PROGRAM - HIGH PRIORITY PROJECT LIST AND FUNDING PLAN

The Board approved Phase I. and Phase II. of the High Priority Project List and Funding Plan.

Motion by Jeff Conwell, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

14. BUSINESS & OPERATIONS

A. APPROVAL OF CONTRACTS OVER \$25,000

The Board approved the contacts over \$25,000, as presented.

Motion by Jeff Conwell, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

B. 2016-17 FIRST INTERIM REPORT

The Board approved the 2016-2017 First Interim Report, as presented.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

C. MEMORANDUM OF UNDERSTANDING BETWEEN SHUSD AND THE ST. HELENA PUBLIC SCHOOLS FOUNDATION AND ENDOWMENT TRUST

The Board approved the Memorandum of Understanding between the St. Helena Unified School District and St. Helena Public Schools Foundation and Endowment Trust, as presented.

Motion by Jeff Conwell, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

D. PUBLIC HEARING AND REVIEW OF RESOLUTION No. 16-14 REGARDING ACCOUNTING OF DEVELOPMENT FEES FOR THE 2015-16 FISCAL YEAR

Chief Business Official, Andi Stubbs, review Resolution #16-14, Regarding Accounting of Development Fees for the 2015-2016 Fiscal Year.

President Smith opened the Hearing for Public Comment at 8:56PM.

There were no comments made by the Public.

President Smith closed the Public Hearing at 8:57PM.

The Board will be asked to approve Resolution #16-14 at the January 12, 2017, Regular Meeting of the Board.

15. FUTURE AGENDA ITEMS

A. FUTURE AGENDA ITEMS

The Board reviewed the list of the future agenda items listed below:

- January 11, 2017: Special Board Meeting-Candidate Interviews
- SHHS Choir & Jazz Band Performance
- Report on Student Support Services
- LCAP Progress Goals 1 & 10
- District of Choice Lottery

Audit Findings
Bond Audit
Summer Pool Programming & Fee Structure
Report on Small Projects Deferment
Resolution - Skipping & Bumping Criteria

There were no additions made to the list.

16. ADJOURNMENT

A. ADJOURNMENT

President Smith reported that the Board was resigning to Closed Session to discuss item 4B.

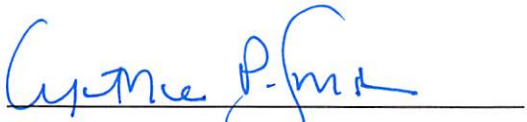
After returning from Closed Session, President Smith reported that Item 4B. was discussed and no action was taken.

President Smith adjourned the meeting at 10:10PM.

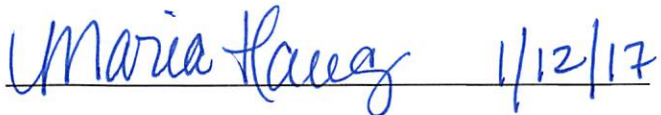
Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

Aye: Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith



Cindy Smith, Board President Date



Maria Haug, Clerk to the Board Date