

REGULAR MEETING OF THE BOARD OF TRUSTEES
Thursday, January 21, 2016

Members present

Alex Shantz, Jeff Conwell, Maria Haug, Jeannie Kerr, Cindy Smith

1. CALL TO ORDER

A. WELCOME MESSAGE FROM THE BOARD PRESIDENT

Vice President Kerr opened the meeting at 5:00PM. President Smith joined the Board meeting during Closed Session at 5:30PM.

2. APPROVAL OF AGENDA

A. APPROVAL OF THE AGENDA

The Board approved the meeting agenda, as presented.

Motion by Maria Haug, second by Alex Shantz.

Final Resolution: Motion Carries

Aye: Alex Shantz, 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 was not comments made by the Public on the Closed Session items.

4. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR, DISTRICT NEGOTIATORS: DR. MARYLOU WILSON, JR. CINDY TOEWS, AND MRS. ANDREA STUBBS. EMPLOYEE ORGANIZATIONS: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), ST. HELENA TEACHERS ASSOCIATION (SHTA), AND UNREPRESENTED EMPLOYEES (GOVERNMENT CODE 54957.6)

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

C. PERSONNEL (GOVERNMENT CODE 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT)

5. RECONVENE TO OPEN SESSION AND FLAG SALUTE

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

President Smith led the Board the Pledge of Allegiance.

President Smith reported that in Closed Session items A. and B. were discussed and District Administration was provided with direction. President Smith informed the Public that the Board will reconvene after Open Session to discuss item 4C.

6. PUBLIC COMMENT

A. PUBLIC COMMENTS AT SHUSD BOARD MEETINGS

There was no comment made by the Public on items not on the Agenda.

7. PRESENTATIONS

A. RECOGNITION OF CURRENT RETIREE: KIRBY TUBB

The Board honored Director of Food Services, Mrs. Kirby Tubb, on her retirement from the St. Helena Unified School District.

Megumi Sakamoto, representative of CSEA 287, thanked Mrs. Tubbs for the many healthy meals that were provided to the students of St. Helena.

Dan Boyett, President of the SHTA, presented Mrs. Tubbs with a gift from the teachers of St. Helena.

Mrs. Kirby Tubb, introduced and thanked her husband David for his support during her employment with the District. Mrs. Tubb referred to her food service staff as superheros and credited them for amazing work.

B. PRESENTATION OF RETROACTIVE DIPLOMAS

As a result of the repeal of the CAHSEE requirement for graduation, St. Helena High School Principal, Ben Scinto presented the retroactive diplomas to the following graduates:

2006 Graduates: Aldo Hernandez, Mark Macias and Armando Ramirez

2007 Graduate: Luis Martin Del Campo

2009 Graduate: Julio Maldonado, Martha Mora-Ceja and Adela Tobon

2010 Graduates: Karina Cobian and Jose Manuel Lopez

Former students, Martha Mora-Ceja and Jose Manuel Lopez were in attendance to accept their diplomas.

8. COMMUNICATIONS

A. BOARD MEMBER REPORTS

Trustee Maria Haug reported on two schools, the St. Helena Elementary School and the Robert Louis Stevenson Middle School at the January Board meeting.

The SHES coding exercises were extremely successful and lead to the development of a Coding Code Club. While on campus, Trustee Haug admired the wonderful sidewalk which was complete. She extended her thanks to retiree, Jaime Ponce, for his work on completing this project. Before

the Winter Break, a Holiday song was written and performed by students

Some future activities at the elementary school included the 5th grade colonial days.

The 4th graders are studying the Sonoma mission and attending a field trip to further deepen their knowledge. Finally the 3rd graders will be participating in poetry writing with a visiting author.

Events that occurred at the Robert Louis Stevenson Middle School included a Holiday Concert which was very well attended and included an excellent performance by the RLS band and choir. Trustee Haug also mentioned that the annual Oregon Shakespeare Festival occurred last month. She also extended her gratitude to the long-term subs who were on-campus and welcomed back the permanent staff. Trustee Haug requested assistance from the community in gathering volunteers for the Manifest Destiny event. She also mentioned that the 7th grade students will be visiting the castle, Castello di Amorosa on February 5, 2016. In closing, Trustee shared that the middle school will be hosting a Spirit Day titled "Cozy Friday" where students will dress in pajamas and conclude the school day with a movie.

B. SUPERINTENDENT'S SUB-COMMITTEE REPORTS

FACILITIES:

It was reported that construction has been held up by the recent rain. The Door and Window Project is in the final stages. The Playground Project is waiting for the bids for the DSA work. There is also a 10 week delay in the fields due to the rainy conditions.

PRESCHOOL FOR ALL:

Vice President Kerr reported that for the 2016-2017 school year there are possibly 20 students enrolling.

CAP:

President Smith Reported that at the committee meeting they reviewed the LCAP and discussed the communication survey that was administered to parents. The date for the Parent Forum Listening Circle is March 16, 2016.

C. STUDENT REPRESENTATIVE TO THE BOARD

Cristian Maldonado reported the following activities at each of the school sites:

SHHS - The high school is preparing for the annual Career Day. Activities included a survey of the students to find all of the professions that the students would like included in the event. Mr. Maldonado also expressed his interest in creating more interest in the Green Club.

RLS: Mr. Maldonado reported that the Family Groups were focusing on the PBIS safety and responsibilities. Students made posters to be placed at the sites. The City of St. Helena will be planting trees on campus. The RLS Garden Club follow through with the long-term care of the trees.

SHES: At the SHES, the Code Club was created and the students will be launching the chess club. The composting has gone well and reduced the number of trash cans from 6 to 2 cans in the school cafeteria.

SHPS: Mr. Maldonado reported that the campus was buzzing with excitement around Science projects.

D. SUPERINTENDENT'S REPORT

Superintendent Wilson invited Ali Bowyer to share an announcement regarding Run for Funds and Give Big, St. Helena! Ms. Bowyer announced that a new districtwide fundraiser called Run Big! which will take place in March of 2016.

Dr. Wilson invited the community to the Superintendent's Open House which will occur in early February. Flyers are attached to the Board agenda.

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

The Report from the St. Helena High School Principal is the attached to the Board agenda.

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

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

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

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

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

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

9. CONSENT AGENDA

A. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD ON DECEMBER 10, 2015

B. APPROVAL/RATIFICATION OF FIELD TRIPS

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

D. APPROVAL OF OUT-OF-STATE EMPLOYEE TRAVEL

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

F. RATIFICATION OF ACCOUNTS PAYABLE WARRANT REGISTERS #23 THRU 25, FY 2015/16.

The Board approved the Consent Agenda, as presented.

Motion by Maria Haug, second by Jeannie Kerr.

Final Resolution: Motion Carries

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

G. APPROVAL OF PERSONNEL REGISTER #6

Trustee Haug requested that a District Administration created a separate section titled "reassignments".

Motion by Maria Haug, second by Jeannie Kerr.

Final Resolution: Motion Carries

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

10. BOARD RELATED ITEMS

A. REQUEST TO ACCEPT GIFTS, DONATIONS OR EARMARKED FUNDS

Vice President Jeannie Kerr read the list of Gifts, Donations and Earmarked Funds. The Board accepted the Gifts, Donations, and Earmarked Funds, as presented.

Motion by Jeff Conwell, second by Jeannie Kerr.

Final Resolution: Motion Carries

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

B. REPORT ON THE SUPERINTENDENT'S EVALUATION - FIRST QUARTER

President Smith reported that the Superintendent's Evaluation was not completed in the 5:00 PM Closed Session. The Board will reconvene to Closed Session at the end of Open Session to address the 4C. Superintendent's Evaluation.

10. INFORMATION ON THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DECEMBER 2015 POLICY UPDATES

Dr. Wilson provided the Board with information on the list of the California School Boards Association (CSBA) December 2015 Policy Updates. Trustee Conwell reported that he reviewed the policies revisions and is in agreement with District Administrations recommended action.

11. HUMAN RESOURCES

A. APPROVAL OF THE JOB DESCRIPTION FOR CHIEF ACADEMIC/HUMAN RESOURCES OFFICER

The Board approved the job description for the Chief Academic/Human Resources Officer, as presented.

Motion by Alex Shantz, second by Maria Haug.

Final Resolution: Motion Carries

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

B. APPROVAL OF RESOLUTION #15-23, ED. CODE SEC 44955(b): SKIPPING AND COMPETENCE CRITERIA

The Board adopted Resolution# 15-23, Ed. Code Sec 44955 (b): Skipping and Competence Criteria.

Motion by Jeff Conwell, second by Maria Haug.

Final Resolution: Motion Carries

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

C. CONSIDERATION AND APPROVAL OF RESOLUTION#15-24, ED. CODE SEC 44955(b) TIE BREAKING CRITERIA

The Board adopted Resolution# 15-24, Ed. Code Sec 44955 (b): Tie Breaking Criteria.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

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

12. STUDENT LEARNING & ACHIEVEMENT

A. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) PROGRESS REVIEW

The Board received a presentation on the final goal of the Local Control Accountability Plan (LCAP) # 11, the Implementation of Effective Communication to Cultivate Authentic Family Engagement and Meaningful Community Partnerships.

Dr. Toews informed the Board that revised goals for 2016 will be presented to the Board at the February meeting.

B. REPORT ON THE STUDENT SUPPORT SERVICES

The Board received a report from Dr. Cindy Toews on the Student Support Services provided by the St. Helena Unified School District and community partners.

13. TECHNOLOGY

A. PRESENTATION ON THE TECHNOLOGY NETWORK UPDATES

The Board of Trustees received a presentation on the Technology Network Updates completed from November 23, 2015 through January 1, 2016. The Board commended the Technology Team for their hard work and thanked them for a detailed presentation.

14. FACILITIES

A. MONTHLY UPDATE: FACILITIES PROJECTS & FINANCING

Director of Facilities, Perry Herrera, provided the Board with an update on the current facilities projects. CBO Stubbs reviewed the updated budget spreadsheet.

B. APPROVAL 2016 HIGH-PRIORITY FACILITY PROJECTS - SHHS/RLS ROOF MAINTENANCE & HVAC WORK

The Board requested that District Administration create a budget for the Projects using Developer Fees as a funding source. District Administration will create the budget and bring it to the Board at the February Board meeting for approval.

The Board of Trustees approved the 2016 High-Priority Facility Projects – SHHS/RLS Roof Maintenance & HVAC Work.

C. APPROVAL OF CHANGE ORDER #1 TO THE LEASE-LEASEBACK AGREEMENT FOR THE ST. HELENA HIGH SCHOOL BASEBALL AND SOFTBALL FIELD PROJECT

The Board approved Changed Order #1 to the Lease-Leaseback Agreement for the St. Helena High School Baseball and Softball Field Project, as presented.

Motion by Jeannie Kerr, second by Alex Shantz.

Final Resolution: Motion Carries

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

D. APPROVAL OF CHANGE ORDER #4 TO THE LEASE-LEASEBACK AGREEMENT FOR THE ST. HELENA ELEMENTARY SCHOOL ALTERATIONS TO BUILDING G, WINDOW REPLACEMENT TO BUILDINGS A & H AND CAMPUS DOOR HARDWARE REPLACEMENT / DATA CABLING AND FIRE ALARM PROJECT

The Board approved the Change Order #4 To The Lease-Leaseback Agreement For The St. Helena Elementary School Alterations To Building G, Window Replacement To Buildings A & H and Campus Door Hardware Replacement / Data Cabling and Fire Alarm Project.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

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

E. APPROVAL OF CHANGE ORDER #4 TO THE LEASE-LEASEBACK AGREEMENT FOR THE ST. HELENA HIGH SCHOOL AUDITORIUM PROJECT

The Board approved the Change Order #4 to the Lease-Leaseback Agreement for the St. Helena High School Auditorium Project, as presented.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

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

15. BUSINESS & OPERATIONS

A. CONTRACTS OVER \$25,000

CBO Stubbs informed the Board that the contact being presented is a Purchase Order revision which was a result in a change in the original contract with the Waves. The Board approved the Contracts over \$25,000, as presented.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

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

B. APPROVAL OF THE ENROLLMENT CAPS FOR 2016-2017

The Board approved the Enrollment Caps for the 2016-2017 school year.

Motion by Jeff Conwell, second by Jeannie Kerr.

Final Resolution: Motion Carries

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

C. CONDUCT THE DISTRICT OF CHOICE LOTTERY AND CREATE STUDENT WAITING LIST FOR 2016-2017

The Board of Trustees conducted the District of Choice Lottery and created a Student Waiting List for 2016-2017.

D. APPROVAL OF RESOLUTION #15-21 REGARDING ACCOUNTING OF DEVELOPMENT FEES FOR THE 2014-15 FISCAL YEAR

The Board adopted Resolution #15-21, Accounting of Development Fees for the 2014-15 Fiscal Year.

Motion by Jeannie Kerr, second by Maria Haug.

Final Resolution: Motion Carries

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

E. APPROVAL OF REVISED BYLAWS, CITIZENS' BOND OVERSIGHT COMMITTEE

The Board approved the revision of the Citizens' Bond Oversight Committee Bylaws.

Motion by Jeff Conwell, second by Alex Shantz.

Final Resolution: Motion Carries

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

F. REVIEW OF THE EDUCATOR EFFECTIVENESS SPENDING PLAN AND BUDGET

The Board received information on the Educator Effectiveness Spending Plan and Budget. The item will be brought back to the February Board meeting for approval.

G. APPROVAL OF PUBLIC DISCLOSURE OF COST SAVINGS CERTIFICATION FOR THE EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

The Board approved the Public Disclosure of Cost Savings Certification for the Early Retirement Incentive Program (ERIP). The Board requested an annual update on the repayment. The report will be added to the Governance Calendar to occur every August.

Motion by Jeff Conwell, second by Jeannie Kerr.

Final Resolution: Motion Carries

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

H. APPROVE THE DISTRICT'S 2014-15 AUDIT REPORT AND CORRECTIVE ACTIONS

CBO Stubbs provided the Board with the 2014-2015 Audit Report and discussed the Corrective Actions.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

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

I. DISPOSAL OF SURPLUS PROPERTY

The Board approved the Disposal of Surplus Property.

Motion by Maria Haug, second by Jeff Conwell.

Final Resolution: Motion Carries

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

J. REVIEW OF A REQUEST FOR PROPOSALS (RFP) FROM INDEPENDENT FINANCIAL ADVISORS

Staff reviewed and evaluated the responses regarding each firm's relative qualifications, experience, fees and overall responsiveness of the proposals. District Administration will make a recommendation to the Board of Trustees at an upcoming Board meeting.

K. PROPOSITION 39 CLEAN ENERGY JOBS BILL FUNDING - REQUEST FOR QUALIFICATIONS, ENERGY ENGINEERING CONSULTANT FIRMS

The Board received information on the "Request for Qualifications (RFQ)" for Energy Engineering Consultant Firms which will be released on January 15, 2016, with proposals due back to the district on February 2, 2016. It is anticipated that a bid will be brought to the Board for contract award during the March 10, 2016 Board meeting.

16. FUTURE AGENDA ITEMS

A. FUTURE AGENDA ITEMS

The Board reviewed the list of future agenda items. The February list of items includes:

Presentation of the St. Helena High School (SHHS) Winter Sports

Recognition of Retirees

Preschool for All Presentation

Food Service Report

Second Interim Report

2016-2017 Budget Assumptions

Energy Updates

Solar Report

Board Policy Review

Presentation on the COC Bond Audit

Approval of new Job Descriptions

17. ADJOURNMENT

A. ADJOURNMENT

The Board adjourned to closed session at 8:57PM to discuss item 4C. The Board returned to open session and President Smith reported that the Board of Trustees conducted the Superintendent's first quarter evaluation. Trustee Conwell added that he was very pleased and excited to continue their work with Dr. Wilson.
President Smith adjourned the meeting at 9:39PM.

Motion by Jeannie Kerr, second by Alex Shantz.

Final Resolution: Motion Carries

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



Cynthia Smtih, Board President Date 2/11/16



Maria Haug, Clerk to the Board Date 2/11/16