

# St. Helena Unified School District Board Governance Calendar

2024-25

JOB AREAS	AUG. 8, 2024	SEPT. 12, 2024	OCT. 10, 2024	NOV. 14, 2024	DEC. 12, 2024	JAN. 9, 2025	FEB. 13, 2025	MAR. 13, 2025	APRIL 17, 2025	MAY 8, 2025	JUNE 12, 2025
<b>Effective Governance</b>		<ul style="list-style-type: none"> <li>• Oath of Office – Student Rep.</li> <li>• Appoint Superintendent</li> </ul>			<ul style="list-style-type: none"> <li>• Report on the CSBA Conference</li> <li>• Annual Org. Meeting of the Board</li> </ul>					<ul style="list-style-type: none"> <li>• Adoption of Board Self-Evaluation Tool</li> </ul>	<ul style="list-style-type: none"> <li>• Governance Calendar</li> <li>• Sub-committee assignments</li> <li>• Bd. Self-Evaluation-Reflections</li> <li>• Resolution – Elections</li> </ul>
<b>Setting Direction for the District</b>											<ul style="list-style-type: none"> <li>• Approval of District Goals</li> </ul>
<b>Student Presentations</b>			<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• SHUSD Play and Musical for 2024/2025</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• Introduction of ASB Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• Report on Fall Sports</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• FFA</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• SHUSD Orchestra</li> <li>• Report on Winter Sports</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• SHHS Choir</li> </ul>	<ul style="list-style-type: none"> <li>• Student Board Member Presentation</li> <li>• SHHS Jazz Band</li> </ul>	<ul style="list-style-type: none"> <li>• Report on Spring Sports</li> </ul>
<b>Program Reports to the Board</b>	<ul style="list-style-type: none"> <li>• Williams Quarterly – Q1 Plan</li> <li>• Written Reflections on Summer School</li> <li>• Written Report on Student Discipline – 2023/2024</li> <li>• Written Report on Hate-Motivated Behavior – 2023/2024</li> </ul>	<ul style="list-style-type: none"> <li>• Report on Professional Development</li> <li>• St. Helena Preschool for All Annual Written Report</li> </ul>	<ul style="list-style-type: none"> <li>• Written Report- Parent Training</li> <li>• CA Healthy Kids Survey</li> <li>• Annual District of Choice Report - 24/25</li> <li>• Annual Residency Report-24-25</li> <li>• EL Master Plan</li> <li>• ELL Reclassification Criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Williams Quarterly – Q2</li> <li>• Written Report on Emergency Preparedness</li> <li>• Site Safety Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Written Report on Student Services</li> <li>• Information on PG Budgets</li> <li>• DOC Application Overview-25/26</li> </ul>	<ul style="list-style-type: none"> <li>• District of Choice Lottery</li> <li>• DOC Enrollment Caps-Resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Williams Quarterly – Q3</li> <li>• LCAP Mid-Year Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>• Written Report on Food Services Program</li> <li>• Presentation on Enrichment Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Report on the Green Initiative</li> <li>• Report on Summer Pool Programming</li> </ul>	<ul style="list-style-type: none"> <li>• Williams Quarterly – Q4</li> <li>• CIF/Student Injury Written Report</li> <li>• SEL Kelvin Report</li> <li>• Written Report on Summer School Offerings</li> </ul>	<ul style="list-style-type: none"> <li>• Seal of Biliteracy</li> <li>• Gold Merit Seals</li> <li>• Presentation on Enrichment Programs</li> <li>• Conn App.-Spring</li> </ul>

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<b>Student Learning and Achievement</b>	<ul style="list-style-type: none"> <li>•LCAP Presentation Overview</li> </ul>	<ul style="list-style-type: none"> <li>•Sufficiency of Textbooks Hearing &amp; Resolution</li> <li>•District PLC Plan and Staff Development</li> </ul>	<ul style="list-style-type: none"> <li>•Report on Math</li> <li>•Approval of LCAP Site Action Plans</li> </ul>	<ul style="list-style-type: none"> <li>•A-G Completion Improvement Plan</li> <li>•Presentation – SHES Showcase</li> </ul>	<ul style="list-style-type: none"> <li>•Presentation - SHHS Showcase</li> </ul>	<ul style="list-style-type: none"> <li>•Presentation – SHPS Showcase</li> </ul>	<ul style="list-style-type: none"> <li>•Presentation – RLS Showcase</li> </ul>	<ul style="list-style-type: none"> <li>•Report on Parent &amp; Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>•Report on Community Partner Feedback</li> </ul>	<ul style="list-style-type: none"> <li>•Textbook Adoption – Info.</li> <li>•LCAP Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>•LCAP Approval</li> <li>•Textbook Adoption</li> <li>•CA Dashboard – Local Indicators</li> <li>•Written Report on Site Action Plans</li> <li>•Report on A-G</li> </ul>
<b>Budget/ Resource Allocation</b>	<ul style="list-style-type: none"> <li>•Resolution – Interfund Transfer</li> <li>•2023/2024 Budget Revisions</li> <li>•2023/2024 Donations &amp; Plaques Report</li> <li>•Resolution – GANN Limit</li> </ul>	<ul style="list-style-type: none"> <li>•Perkins Agreement</li> <li>•Consolidated Application</li> <li>•Prop 28 Plan</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution – Preschool for All</li> </ul>		<ul style="list-style-type: none"> <li>•First Interim Report</li> <li>•Developer Fee Report &amp; Resolution (Public Hearing)</li> <li>•Audit Report</li> </ul>		<ul style="list-style-type: none"> <li>•Consolidated Application- Winter</li> </ul>	<ul style="list-style-type: none"> <li>•Second Interim Report</li> </ul>	<ul style="list-style-type: none"> <li>•Budget Assumptions – Written Report</li> <li>•Resolution – Education Protection Account</li> </ul>	<ul style="list-style-type: none"> <li>•Education Protection Acct. Resolution</li> <li>•Budget Presentation &amp; Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>•Agreements– Community Partners</li> <li>•Resolution – Budget Transfer</li> <li>•Resolution – Authorization to Sign</li> <li>•Budget Adoption</li> <li>•Bond Audit</li> <li>•Annual COC Report</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>•Presentation on Energy Cons.</li> <li>•RLS Track Report</li> <li>•Solar PVPPA Project Award</li> </ul>										<ul style="list-style-type: none"> <li>• Summer Pool Programming</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>•Consent to Teach</li> </ul>	<ul style="list-style-type: none"> <li>• Salary Schedules – w/formula</li> <li>• Review of Sub Rates</li> <li>• Approve Supt. Contract</li> </ul>		<ul style="list-style-type: none"> <li>•Classified Seniority List</li> <li>•Certificated Seniority Lists</li> </ul>		<ul style="list-style-type: none"> <li>•Resolution - Skipping Bumping</li> <li>•Resolution - Tie-Breaking</li> </ul>	<ul style="list-style-type: none"> <li>•Notice of Lay offs</li> </ul>	<ul style="list-style-type: none"> <li>•Executive Cabinet Contracts</li> </ul>		<ul style="list-style-type: none"> <li>•Decl. of Need</li> <li>•CTC Waiver</li> </ul>	

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Adopt-a-School Report		SHPS Wolf	SHES Moura	RLS Kerr	SHHS Symon		SHPS TBD	SHES TBD	RLS TBD	SHHS TBD	
Technology											
Policy & Judicial Review	<ul style="list-style-type: none"> <li>•Board Policy Updates</li> </ul>	<ul style="list-style-type: none"> <li>•Board Policy Updates</li> </ul>		<ul style="list-style-type: none"> <li>•Board Policy Updates</li> </ul>	<ul style="list-style-type: none"> <li>•Board Policy 6145 Review</li> <li>•Out-of-District Enrollment Options</li> </ul>	<ul style="list-style-type: none"> <li>•Board Policy Updates</li> </ul>		<ul style="list-style-type: none"> <li>•Board Policy Updates</li> </ul>	<ul style="list-style-type: none"> <li>•NCS CIF Designee</li> </ul>	<ul style="list-style-type: none"> <li>•Board Policy Updates</li> <li>•Written Report – Wellness Policy</li> </ul>	
Collective Bargaining			<ul style="list-style-type: none"> <li>•Golden Handshake</li> </ul>			<ul style="list-style-type: none"> <li>•SARC Report</li> </ul>	<ul style="list-style-type: none"> <li>• CSEA Sunshine</li> </ul>				
Community Relations & Advocacy	<ul style="list-style-type: none"> <li>•Annual Report - UpValley Family Center</li> <li>•Resolution- Hispanic Heritage Month</li> <li>•Update on the Vine Trail</li> <li>•Communication Tool</li> </ul>	<ul style="list-style-type: none"> <li>•Report and Resolution on Anti-Bullying</li> <li>•Introduction of the CSEA Board</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution – Red Ribbon Week</li> </ul>			<ul style="list-style-type: none"> <li>•Resolution – School Board Recognition</li> <li>•Resolution – Black History Month</li> <li>•Classified School Employee of the</li> <li>•Mid-Year Report – UpValley Family Center</li> </ul>	<ul style="list-style-type: none"> <li>• Give BIG!</li> <li>• Teacher of the Year</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution – Volunteer Appreciation</li> <li>•Run BIG!</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution – Employee Appreciation</li> <li>•Resolution – AAPI Month</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution – Pride Month</li> </ul>	<ul style="list-style-type: none"> <li>•Annual Report on Commitment to Anti-Racism Resolution</li> <li>•SHPS PLC Model Celebration</li> <li>•Resolution - Election-</li> </ul>

# St. Helena Unified School District Board Governance Calendar

2024-25

Board Special Mtg/ Workshop	AUG. 2024	SEPT. 2024	OCT. 2024	NOV. 2024	DEC. 2024	JAN. 2025	FEB. 2025	MAR. 2025	APRIL 2025	MAY 2025	JUNE 2025
Topic	<ul style="list-style-type: none"> <li>•Superintendent Applicant Selection</li> <li>•Superintendent Interviews</li> </ul>			<ul style="list-style-type: none"> <li>•Special Closed Session – School Services of CA</li> </ul>	<ul style="list-style-type: none"> <li>•Study Session - Deferred Maint.</li> </ul>	<ul style="list-style-type: none"> <li>•Study Session – Student Data</li> </ul>	<ul style="list-style-type: none"> <li>•Study Session – Student Enrollment</li> </ul>		<ul style="list-style-type: none"> <li>•Study Session – EL Master Plan</li> </ul>		

## TRUSTEE INSTRUCTIONS

### **Bringing Up New Agenda Items**

When it comes to requesting an item to be put on a future agenda, there should be no surprises to the Superintendent or other Board members. The focus of the agenda needs to align with the Local Control Accountability Plan.

Prior to asking to have an item placed on a future agenda, a Board member should follow these guidelines:

- Discuss the idea with the Superintendent: The discussion should include how the new topic or idea affects staff’s ability to accomplish the Board-adopted vision and goals.
- Express interest: After discussing the topic with the Superintendent, a Board member will express interest in the topic to the rest of the Board during the “Future Agenda Items” section of a Board agenda.
- Discuss/act: If the Board has a favorable reaction to a proposal, the Board President may ask to place it as a discussion/action item.

The ultimate goal may be to create a team where profound respect for and belief in each other’s wisdom and perspective is imbedded: then when someone really cares about an issue, the others are quickly open to considering it without a lengthy consensus-building process becoming necessary.

### **Follow-Up on Future Agenda Items**

The Board realizes that undertaking new initiatives listed as future agenda items may place too heavy a burden on staff time. New efforts may detract from the focus on the District’s current priorities. Acknowledging this, the Board still sees “Future Agenda Items” as a way to have the District explore new ideas and improved approaches. When the Superintendent and Board President meet to review upcoming Board agendas, they will work together to prioritize future agenda items. An additional Board member will be invited to attend these meetings, on a rotating basis. The Superintendent will provide progress reports to the Board until the agenda item is on the Agenda for a meeting. The Board President will make sure progress reporting expectations are clarified.

## PUBLIC INSTRUCTIONS

### **Bringing Up New Agenda Items**

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any . The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.