



ST. HELENA UNIFIED

High Expectations Lead to High Achievement

Orientation for Potential Candidates 2020

Information provided to help those considering running for the St. Helena Unified School District Governing Board

Election Information

Election Date	November 3, 2020
Candidate Filing Dates	July 13, 2020 through August 7, 2020, 5:00 p.m.
Number of Seats up for Election	There are two seats up for election, the four-year term expires in 2020 and there are currently no term-limits in place. Board members are elected at-large, meaning they are elected to represent the entire community rather than a subset of the community.
Candidate Filing Information	<p>The election process is managed through the Napa County Registrar of Voters. The Executive Assistant to the Board/Superintendent in SHUSD cannot help with the filing process.</p> <p>The updated candidate filing handbook is available on the Napa County Registrar of Voters website https://www.countyofnapa.org/396/Elections. Due to the current COVID-19 pandemic, all candidate filing will be done by appointment only. Please email elections@countyofnapa.org or call 707-299-1470 to make an appointment.</p>

School District Information

Board Bylaws	Board Bylaws 9000 Series Index
BB 9000 Role of the Board	BB 9000 Role of the Board

Mission Statement	SHUSD provides academic rigor within a safe and supportive learning environment where students can explore their creativity, collaboratively problem solve, and fully develop as resilient, caring and responsible individuals, learners, and citizens.
Vision Statement	Our vision is to provide an engaging and dynamic learning environment that inspires a passion for learning and prepares every student to adapt and thrive as a responsible citizen in a rapidly changing world.
Local Control Accountability Plan (LCAP)	https://www.sthelenaunified.org/Page/64
Meetings	The Governing Board is subject to all of the requirements set for in The Ralph M. Brown Act
Board Members	St. Helena Unified School District has a five-member Board. A President, Vice President and Clerk are elected annually during the annual organizational meeting in December.
Board Meeting Dates	https://ca50000465.schoolwires.net/Domain/41#calendar65/20200708/month There are generally 11 regular Board meetings per year. We do not host a regular board meeting in the month of July. In addition to regular meetings, there are potential special board meetings and workshops throughout the school year.
Board Meetings	All Board meetings are currently being held in a hybrid model, via Zoom and live streamed via YouTube. Due to the COVID-19 pandemic, study sessions scheduled to date have been canceled. Under normal circumstances, the Board meeting would be held at the Vintage Hall, located at 465 Main Street, St. Helena, CA
Board Agendas	For all regular meetings, Board Meeting agendas must be posted 72 hours in advance. For special meetings, Board meeting agendas must be posted 24 hours in advance and emergency meetings must be posted at least an hour in advance. 54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency,

	<p>or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency’s Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.</p>
<p>Governance Calendar</p>	<p>A guiding document created by district staff and governance team that provides a timeline of board actions and events. The timing of tasks and schedule of special events varies on the culture and priorities set by the district. Current Governance Calendar: https://www.sthenaunified.org/site/default.aspx?DomainID=44</p>
<p>Governance Handbook</p>	<p>The Governance Handbook is a document organized around the four concepts of effective governance with a goal of:</p> <ul style="list-style-type: none"> • creating an understanding of the common ground shared by governance members • gaining clarity on the role of the board and the role of the superintendent • building and sustaining a positive culture based on trust and respect • agreement of the structures & process team members utilize to fulfill their responsibilities <p>Current Governance Handbook: https://www.sthenaunified.org/domain/46</p>
<p>CSBA Annual Education Conference</p>	<p>The Annual Education Conference and Trade Show is a three-day conference where you’ll network with colleagues from across the state, share insights, and explore ways to raise student achievement levels. Trustees and district staff attend conference sessions regarding student achievement, governance, facilities and school operations. The conference is hosted by the superintendent and the costs related to</p>

	this professional development event are paid by the district.
CSBA Masters in Governance Training	CSBA's Masters in Governance program equips board members and superintendents with the knowledge and skills to build and support an effective governance structure. The five-course program includes the core governance principles that have made it the standard for board member professional development with an accelerated timeline, convenient format and program flexibility. The program modules are offered at various locations statewide throughout the year.
CSBA Institute for New Board Members	This two-day seminar is a great opportunity for newly elected and first-term trustees to learn about their unique role and responsibilities. Board members can sharpen their skills on effective governance, finance, human resources and student learning. Participants explore the board's role in each area and will be able to apply these processes on their board. The superintendent will join the new trustee for this valuable training.
Adopt-A-School Assignments	Board members select a school to "adopt" for the school year. Board members report on their school at Board meetings on a rotating basis. You are encouraged to visit the site, tour classrooms, and participate in special events.
Superintendent's Sub Committees	As a school district committed to continuous learning, we depend on student, staff, and community voices to inform our practice. A maximum of two members of the Board of Trustees attend the Committee meetings to provide input for the Board's perspective. Each month the Board members, in attendance at a committee meeting, provide an update to the Board on the meeting content and discussion for other Board members and the public. A brief description of each of the current committees is here .
Board Policies	The Board approves and adopts Board policies brought forward by staff. All Board policies are available to the public and are posted online. Board Policies
Budget	The St. Helena Unified School District is a Basic Aid District and is funded by the St. Helena Community. Adopted Budget
Conflict of	As a government official or designated employee, the Political Reform Act requires you to publicly

Interest Filing (Form 700)	disclose your personal assets and income on Form 700. The form—filed every year, as well as when you are assuming or leaving office— is a public document that is made available to anyone who requests it.
Organization Chart	Organization Chart December 2019
Schools	There are four schools in SHUSD: St. Helena Primary School (TK-2), St. Helena Elementary School (3-5), Robert Louis Stevenson Middle School (6-8), and St. Helena High School (9-12). There are on average 175 employees (teachers, classified staff, and administrators), serving approximately 1,250 students.