



# St. Helena Unified School District

465 Main Street, St. Helena, CA 94574 (707) 967-2708 FAX (707) 963-1335

TRUSTEES  
Ines DeLuna-Macias  
James Haslip  
Cynthia Jaeger  
Carolyn Martini  
Cindy Warren

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# FILED

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SUPERINTENDENT  
Allan Gordon

The Honorable Raymond A. Guadagni  
Presiding Judge  
Superior Court of the State of California  
County of Napa  
825 Brown Street  
Napa, CA 94559

Clerk of the Napa Superior Court  
By: C. Brennan  
Deputy

Dear Judge Guadagni,

Please accept this letter as a response to the 2008-09 Final Report issued by the Grand Jury on the Fundraising Activities by School PTA/Parent Clubs and Booster Clubs. The District has reviewed the report and wants to respond to the recommendations made.

The District is moving forward to address the concerns raised by the Grand Jury. In May 2009, the Superintendent reviewed the Grand Jury report with the Parent Cabinet. Subsequently, a committee made up of our PTG / Parent Group Presidents and Treasurers along with our Administrative team including the CBO, was formed. This committee has met in June and discussed the concerns raised. The Administration is moving forward with input from this committee to bring the District in line with their own policies.

Recommendation 1:

The NVUSD and SHUSD institute periodic briefings to teachers/instructors regarding the prohibition against the assignment of grades for fundraising activities.

Response:

SHUSD has reviewed this recommendation with the Administrative team comprised of District and School level administrators. The Site Administrators will remind staff of this prohibition at staff meetings twice a year.

Recommendation 2:

SHUSD and NVUSD develop site specific ASB Manuals.

Response:

SHUSD has sites follow the FCMAT's (Fiscal Crisis Management Assistance Team) ASB Manual which was developed specifically for use by District level staff and Site ASB's. SHUSD will develop a site specific ASB Manual in 2009/10.

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Recommendation 3:

SHUSD establish detailed written internal controls for the relationship between school-connected organization and the District as required by SHUSD BP 1230 and an audit program to monitor compliance be established.

Response:

The District has begun discussions with our Board representatives, our Administrative Team and our PTG/ Parent Groups. We are working collaboratively to be able to describe the relationship in a narrative form. We aim to define a clear understanding, establish detailed written controls and be able to support the system we put in place. It is our goal to finish in the fall of 2009.

Recommendation 4:

SHUSD BP 1321 regarding advance permission for fundraising by PTA/ Parent Clubs and Booster Clubs be enforced and an audit program to monitor compliance be established.

Response:

The District maintains a master calendar for school events. The District will add fundraising events from the PTG/Parent Clubs and submit the calendar to the Board for approval. We will work towards an annual calendar approval for these events.

Recommendation 5:

SHUSD BP 3290 regarding assignment of gifts to the District be reviewed and updated as necessary to reflect the wishes of the District and that when this review/update has been completed the resultant policy be enforced.

Response:

The District is reviewing the Policy and the Practices to determine what changes are necessary so that our Policy reflects our Practices. We have had discussions with our Board representatives, our Administrative Team and our PTG/ Parent Groups. It is our goal to have finished this review and make changes in the fall of 2009.

St Helena Unified School District appreciates the parent and community support. We also appreciate the Grand Jury wanting to make sure we have a system in place that clearly identifies the relationship and expectations.

If you have any further questions or comments, please contact me at 707/967-2704.

Respectfully submitted,



Catrina Howatt  
Chief Business Official

C: Robert A. Haley, Ed.D.  
SHUSD Board of Trustees