



**BOARD OF TRUSTEES  
SARATOGA UNION SCHOOL DISTRICT  
Regular Board Meeting  
January 22, 2008**

**M I N U T E S**

Present: Michael Gipe, Pragati Grover, Jack Chang, Cindy Ruby, Shinku Sharma

**1. Call to Order/Public Comment**

The meeting was called to order at 6:02 p.m. by Board President Michael Gipe. The public was invited to address the board on issues on the Closed Session agenda.

There were no comments from the public.

**2. Closed Session**

Board members met in Closed Session for:

**2.1 Personnel Report**

**2.2 Certificated and Classified Negotiations** – Conference with labor negotiator Lane Weiss

**2.3 Conference with Labor Negotiator** (Government Code section 54954.5)

Agency designated representative: Board President Michael Gipe

Unrepresented employee: Superintendent

**3. Open Session**

Board President Michael Gipe called the meeting into Open Session and announced action taken in Closed Session.

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve the Personnel Report and Personnel Report Addendum.

AYES: Gipe, Grover, Chang, Ruby, Sharma

NOES: 0

**Personnel Report**

**New Hires**

**Grace Leung** is being recommended for the Crossing Guard position at Saratoga Elementary effective January 17, 2008.

**Linda Watson** is being recommended for the 1 on 1 Instructional Aide position at Argonaut Elementary School effective January 10, 2008.

**Personnel Report Addendum**

**Leave of Absence**

**Cathy Matheson**, Occupational Therapist is requesting to extend a medical leave of absence until March 3, 2008.

4. **Action/Consent Items**

\*Approval of Agenda

\*Approval of Minutes for January 8, 2008

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Action/Consent Items.

AYES: Gipe, Grover, Chang, Ruby, Sharma

NOES: 0

5. **Communications**

**5.1 Community Comments**

- There were no comments from the community.

**5.2 Comments from Employee Groups**

- There were no comments from Employee Groups.

**5.3 Comments from the Superintendent**

- Superintendent Weiss reported about an incident at West Valley College today. He commended administrators Kelly Green, Jason Robertson, and Eric Witter, office staff, teachers and students for their measured response. There will be a follow-up with the sheriff's office and with SUSD staff.
- Superintendent Weiss attended a STAR Workshop with Beth Polito and Dianne Wall at the Santa Clara County Office of Education which provided an update on this year's testing. There will be no major changes this year.
- The SEF Phone-a-thon will be this Sunday. He is looking forward to a great turnout and thanked Jen Fraisl and Katherine Tseng for all their efforts on behalf of the students of SUSD.
- Assistant Superintendent Beth Polito participated with Los Gatos-Saratoga High School District staff in a visioning activity.
- Superintendent Weiss has scheduled meetings with all principals to discuss staffing and enrollment for 2008-09 and a mid-year review of success indicators.
- A Science Instructional Textbook and Instructional Materials parent night was held last Thursday and was attended by 6 parents, 7 vendors, and 4 staff members. Vendors brought books and hands on activities for students.
- Superintendent Weiss congratulated staff on a very success Professional Development Day for teachers. The upcoming SLCT days will focus on technology and include LCD/projector use, digital camera use, powerpoint, Data Management Module, and website development. Classes will be held in our school site computer labs.

**5.4 Comments from the Board**

- Pragati Grover reported SUSD has done exceptionally well this year in the Reflections program sponsored by PTA. The following students have received awards: Argonaut School - Alex Hunt (1st place Intermediate Music), Thomas Hunt (1<sup>st</sup> place Intermediate Photography), Vivian Lin (2<sup>nd</sup> place Primary Visual Art), Stephen C. Ding (Honorable Mention) and Redwood Middle School - Michael Chang (1<sup>st</sup> place Junior Literature) and Terrance Wang (5<sup>th</sup> place Junior Visual Art). The theme for this year was "I can make a difference by...". Three students will go to the state level.
- Pragati Grover enjoyed a visit to Redwood Middle School to see the Core/Writing Workshop where teachers were busy with professional development.
- Jack Chang expressed appreciation to principal Kelly Green and teacher Chad Svoboda for their efforts in making the math contest possible for four teams of students at Redwood Middle School.

## 6. Action/ Discussion

### 6.1 Budget Update

Superintendent Weiss updated the board on the State Budget and the Governor's budget proposal. This is a serious fiscal problem and a time to do some careful strategic planning. We will pay close attention as the budget continues to be revised. The impact of the Governor's budget proposal may effect Categorical Funding and Class Size Reduction in SUSD.

Superintendent Weiss and board member Cindy Ruby attended the California School Boards Association Masters in Governance School Finance Workshop on January 12<sup>th</sup>. This clearly defined the board's role in finance, audit, and presented information on the differences between basic aid districts and revenue limit districts. It was a very productive workshop.

### 6.2 SUSD and Saratoga Education Foundation (SEF) Board Discussion

Superintendent Lane Weiss facilitated a discussion with the board and SEF co-presidents Jen Fraisl and Katherine Tseng on the following topics:

- Philosophy, Goals, and Purpose of SUSD/SEF
- Overview of SEF funded programs
- Roles and responsibilities of SUSD/SEF
- Brainstorm input for the development of the SUSD major grant proposal to SEF

Jen Fraisl reported on the history of SEF. Twenty-five years ago a group of parents and community members concerned about state funding cutback in public schools founded SEF as a non-profit organization. This mission of SEF is three—fold:

1. To channel private sector resources to SUSD schools
2. To promote excellence in education, and
3. To inform and involve the community in the needs of our school district

Goals of the organization include impacting as many students as possible, make sure parents' dollars are well spent, communicate effectively with parents by hearing what parents want and how SEF is going toward its goals. Programs began with music and art and have been expanded to include P.E., science, library, technology, and a K-5 counselor. Faithe Liu has been hired to take charge of scheduling to better organize programs while looking at the needs of our students.

#### Communication

- What are ways we can use to get input from parents?  
SEF has used surveys effectively and may do so again in the spring. Also, informal feedback is received during the Phone-a-thon. There is a fresh view and new insight from the new executive board.
- SEF board members have been meeting with other local education foundations for new ideas.
- This year the SEF website will be redesigned and this will provide an easier means to send and receive feedback from parents and the community. The website will be kept current and they will use listservs to send reminders, invitations, see children's work.
- A new family coordinator is in place to contact and welcome new families.

- There is a great bond between SEF and SUSD and we can do even better with more awareness within each school. Principals have been asked to communicate with staff to create a greater awareness about SEF funded programs. It is a challenge to help parents understand how the SEF dollars work in the classroom. What can the board/district do to help SEF create awareness for the community? Opportunities for better communication and to remind parents about SEF funded programs include school visitation days, open house, and orientations. Also the Superintendent's Advisory Council is a good place to share ideas. The Lawrence Hall of Science program is very popular and because it is new and sprinkled throughout the year is in need of a different awareness strategy.
- An SEF corner in classroom newsletters would promote awareness. Possibly a template could be made for staff to make communication easier.

Programs:

- P.E. program (Rhythm and Moves) is very popular – need for management of space and materials at some sites.
- Will the K-5 counseling position remain funded? Consistency is important in this position.
- 6<sup>th</sup> grade science at RMS is a very important part of student curriculum.
- Art - Is it possible to add another art teacher? What about adding parent art docents for lower grades? The art aide is greatly appreciated at RMS.
- There is very positive feedback for the music program.
- Providing two counselors at RMS allows someone to be in the office for student needs at all times.
- The library program at RMS is wonderful and SEF funds the media specialist and the library aide.

Fundraising:

- Fill SEF's bucket - plans for next year being considered include a donation day in October/November to replace gift wrap that would be held at each school on the same day.
- Work will be done to find a way to improve matching grants with businesses. Approximately \$20,000 has come in from business donors from directory advertising.
- Approximately 97% of donations come from parents and SEF would like to expand the donation base. The parent participation rate is 70% and the leadership rate of \$700 per child has seen significant growth from 26 – 35% in the past few years.
- The endowment is growing thanks to a large donation of \$600,000 from Dr. Dutra. This is high for a public school endowment.

On behalf of SEF, Jen Fraisl and Katherine Tseng presented Superintendent Weiss a check in the amount of \$1,188,480.00. Board members and Superintendent Weiss expressed their appreciation to the SEF Executive Board and to all the parent volunteers who made this possible.

Board members asked the SEF Co-Presidents to let their board know that possible state funding cuts this year may decrease the district's funding capabilities. It will be necessary to prioritize, to be conservative and if the SEF goal is not reached determine what can our children do without.

Jen Fraisl shared three goals: Awareness, Articulation (all the way through with regular programs), and Assessment (to be sure this is incorporated into all plans).

Board members expressed their appreciation to SEF Co-Presidents Jen Fraisl and Katherine Tseng for their leadership and to all of the SEF volunteers for all they do on behalf of the students of SUSD.

### **6.3 SUSD Facilities Use Update**

Chief Business Official Ellen Tipton reviewed the history of the district's facilities use fees. She also provided a copy of the Saratoga Union School District Facility Use Fee Schedule, effective July 1, 2008 and a copy of a letter being sent to facility users.

The board thanked Ellen for her work on the facilities use fee schedule and the letter to constituents that will be sent out.

### **6.4 Approval of Consolidated Application, Part II**

Assistant Superintendent Beth Polito and Chief Business Official Ellen Tipton presented the Consolidated Application, Part II for board approval. The five programs that are funded through the Consolidated Application, Part II include: Economic Impact Aid (EIA), Title I, Title II- Improving Teacher Quality Funds, Title IV –Safe and Drug Free Schools, TUPE (Tobacco Use Prevention Education).

After review of the programs and funding, the board was asked to approve the Consolidated Application, Part II.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve the Consolidated Application, Part II.

AYES: Gipe, Grover, Chang, Ruby, Sharma  
NOES: 0

### **6.5. Safety/Crossing Guards**

Superintendent Lane Weiss presented a contract for services for crossing guards in the Saratoga Union School District for the remainder of the 2007-2008 school year with All City Management Services (ACMS). This is not a budget increase and he requested approval of this contract for open positions for this school year.

A motion was made by Shinku Sharma and seconded by Pragati Grover to approve the contract with All City Management Services (ACMS) for the remainder of the 2007-2008 school year for crossing guard services for open positions.

AYES: Gipe, Grover, Chang, Ruby, Sharma  
NOES: 0

### **6.6 Board Protocol Discussion**

Board President Mike Gipe continued to facilitate a discussion and the development of a draft protocol on how to place items on board meeting agendas. After a review of notes from the last discussion and input from board members it was agreed next steps will include: dividing issues into categories, develop a process, incorporate legal requirements and draft a protocol. Board President Mike Gipe will draft an outline of steps and bring this to the board for further discussion.

**6.7 Solar Update**

Superintendent Lane Weiss updated the board on staff research and study regarding the feasibility, logistics, and cost of solar panels and energy systems in the Saratoga Union School District. He met with Board member Pragati Grover and reviewed history of our study of solar energy.

The board directed staff to form a sub-committee to look at the total picture of energy use, develop a preliminary plan, and then to report back to the board. This will be a great learning opportunity and fit in with student curriculum.

Pragati Grover acknowledged the help of SUSD parent Dominic Polito for his help in providing information on the use of solar energy.

**7. Communications**

**7.1 Community Comments**

- There were no comments from the community.

**8. Future Agenda Items**

The Board discussed items for future agendas.

- Board Protocol
- Summer School
- Solar Update (February 26, 2008)

Next meeting: February 12, 2008 -

Closed Session: 5:00 p.m.  
District Office Conference Room

**9. Adjournment**

The meeting was adjourned at 10:01 p.m.

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Clerk of the Board