



**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
January 8, 2008**

M I N U T E S

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

1. Board Workshop – Agenda Online

Governance Technology Trainer Kim Ludwig from California School Boards Association presented information and a demonstration of *Agenda Online*. This web-based application allows governance teams and staff to develop and access board meeting information through a secure internet site. Key features include: meeting templates, submission of agenda items and supporting documents electronically, links to district policies, ability to search public meetings, and track district goals.

The board recessed for 10 minutes.

2. Call to Order/Public Comment

The meeting was called to order at 6:45 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.

3. Closed Session

Board members met in Closed Session for:

- 3.1 Personnel Report
- 3.2 Certificated and Classified Negotiations – Conference with labor negotiator Lane Weiss
- 3.3 Conference with Labor Negotiator (Government Code section 54954.5)
Agency designated representative: Board President Michael Gipe
Unrepresented employee: Superintendent
- 3.4 Conference with Labor Negotiator (Government Code section 54954.5)
Agency designated representative: Superintendent
Unrepresented employee group: Site Administrators

At this time Board member Shinku Sharma left the meeting.

4. Open Session

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

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Personnel Report.

AYES: Gipe, Grover, Ruby, Sharma

NOES: 0

ABSENT: Chang

Personnel Report

New Hire

Emma Kolb is being recommended for the 1 on 1 Instructional Aide position at Redwood Middle School effective January 7, 2007.

Return from leave of Absence

Anmari Koltchev is returning from leave of absence and will be sharing the Health Aide position at Redwood Middle School with Carol Supan effective January 7, 2008 to June 11, 2008.

Leave of Absence

Cathy Matheson, Occupational Therapist is requesting a medical leave of absence effective December 19, 2007 to January 28, 2008.

Resignation

Mona Amireh, English Language Learners Aide resigned effective December 13, 2007.

Melissa Dawson, Crossing Guard resigned effective December 20, 2007.

5. Action/Consent Items

- *Approval of Agenda
- *Approval of Minutes for Regular and Organizational Meetings, December 11, 2007
- *Approval of Warrants for December 2007

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

AYES: Gipe, Grover, Ruby

NOES: 0

ABSENT: Chang, Sharma

6. Communications

6.1 **Community Comments**

There were no comments from the community.

6.2 **Comments from Employee Groups**

There were no comments from employee groups.

6.3 **Comments from the Superintendent**

- Superintendent Weiss reported on the Governor's address. He will keep the board apprised of budget information as it becomes available.
- He announced *Leadership Associates* will conduct the search for the next Santa Clara County Office of Education Superintendent and he will inform the board about providing input.
- State Senator Joe Simitian has scheduled a community meeting next Saturday, January 12th. This is the same time as the CSBA Masters in Governance meeting which board member Cindy Ruby and Superintendent Weiss will attend.
- Re-entry to the new year has been smooth for schools and they have weathered recent storms well. He looks forward to the beginning of the cycle of committee meetings including Budget, Health and Welfare, Technology, and Math.

6.4 **Comments from the Board**

There were no comments from the board.

7. **Action/ Discussion**

7.1 **Approval of 2006-2007 Audit Report**

Chief Business Official Ellen Tipton presented the 2006-2007 Audit Report and added that there were no adjustments or findings. The board was asked to approve the 2006-2007 Audit Report. Board members expressed their appreciation to CBO Ellen Tipton and the business office staff for all their work.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the 2006-2007 Audit Report.

AYES: Gipe, Grover, Ruby

NOES: 0

ABSENT: Chang, Sharma

7.2 **California School Boards Association - Online Agenda**

Superintendent Lane Weiss and board members discussed the potential adoption and implementation of the California School Boards Association's *Agenda Online* program. Board members reviewed information from their workshop and considered the use of *Agenda Online*.

Governance Technology Trainer Kim Ludwig was present to answer questions. The board discussed benefits of *Agenda Online*:

- Web-based, tailored to SUSD, aligned to board goals, paperless, searchable database with easy access to meeting history, documents, and policies; helps with storage, increased sense of transparency, helpful to community, and increased efficiency for staff, better meeting management system.
- Board members will have a laptop and agendas and documents will be projected on a large screen for the community in the District Office Conference Room. This system will be portable for meetings at the Redwood Middle School Library.
- Fiscal impact: Initial fee \$2750.00 and thereafter \$2250.00 annually.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the adoption of the California School Board Association *Agenda Online* program, to approve taking the actions necessary to equip this program, and to approve entering into a contract with CSBA to be reviewed annually.

AYES: Gipe, Grover, Ruby

NOES: 0

ABSENT: Chang, Sharma

Board members and Superintendent Weiss thanked Kim Ludwig for her excellent presentation.

7.3 **Resolution 326.1/08 – Resolution of the Board of Trustees of the Saratoga Union School District to Amend the Citizens' Bond Oversight Committee Guiding Principles and Procedures**

Chief Business Official Ellen Tipton presented Resolution 326.1/08 – Resolution of the Board of Trustees of the Saratoga Union School District to Amend the Citizens' Bond Oversight Committee (CBOC) Guiding Principles and Procedures and requested the board's approval. The CBOC will continue with existing members until the board selects new members. CBO Ellen Tipton will write up guiding principles, a description of responsibilities, a timeline and purpose of the work.

A motion was made by Pragati Grover and seconded by Cindy Ruby to approve Resolution 326.1/08 – Resolution of the Board of Trustees of the Saratoga Union School District to Amend the Citizens’ Bond Oversight Committee Guiding Principles and Procedures.

Roll Call Vote

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

7.4 Williams Quarterly Report

Superintendent Lane Weiss presented the Williams Quarterly Report as required by the Williams Settlement. No complaints were filed with any school in the district during the reporting period October 1 – December 31, 2007.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Williams Quarterly Report for the reporting period October 1 – December 31, 2007.

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

7.5 Board Protocol Discussion

Board President Mike Gipe facilitated a discussion and the development of a draft protocol on how to place items on board meeting agendas. This will be brought back for further discussion and included in the board handbook section on policies and protocols.

7.6 Calendar Development

Superintendent Lane Weiss and Executive Assistant Kathy Devich updated the board on calendar development which has been taking place in the Los Gatos – Saratoga Joint Union High School District.

- A 2008-09 calendar committee will be formed to gather input from Saratoga Teachers’ Association, Saratoga Classified Association, Superintendent’s Staff, and Principals.
- In the fall, Los Gatos-Saratoga High School District adopts the next annual school year calendar. We will provide input on a poll reviewing two drafts for the 2009-10 calendar.

Superintendent Lane Weiss asked the board to give direction on the development of calendars for the 2008-2009 and 2009-2010 school years. Board members requested input about the response to the shortened conference week in March; adopt a 2008-09 calendar with the beginning, ending and holiday break dates; gather input from parents to see if it still in their interest to align the school year calendar with the high school district; and, align holidays not necessarily start and end days.

8. Communications

8.1 Committee Updates

Superintendent Weiss and Assistant Superintendent Polito updated the board on the following committees and organizations:

- District Leadership Team
- Emergency Prep/Wellness
- Technology Advisory Committee- commence in January
- Board Policy Development Sub-committee
- Budget Reserve Committee

8.2 Community Comments

STA President Mary Thomas reported she has heard from teachers at Redwood Middle School that *Powergrade* is running smoothly, parents are responsive, and students are taking time to check their information in the library.

9. Future Agenda Items

The Board discussed items for future agendas.

Next meeting: January 22, 2008

Joint SUSD/SEF Board Meeting

Location: TBA

Superintendent Weiss will meet with SEF Co-Presidents Jen Fraisl and Katherine Tseng to plan specific mutual outcomes and topics for the meeting.

10. Adjournment

The meeting adjourned at 9:07 p.m.

Clerk of the Board