BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
October 23, 2007

M I N U T E S

Present: Cindy Ruby, Pragati Grover, Jack Chang, Shinku Sharma
Michael Gipe joined the meeting at 6:45 p.m.

1. Call to Order/Public Comment

The meeting was called to order at 6:06 p.m. by Clerk of the Board Cindy Ruby. The public was invited to comment or 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 negotiators (Government Code section 54954.5)
Agency designated representative: Board President Michael Gipe
Unrepresented employee: Superintendent

3. Open Session

Clerk of the Board Cindy Ruby called the meeting into Open Session and announced action taken in Closed Session and that the board would return to Closed Session at the end of the meeting to continue discussion of Items 2.2 and 2.3.

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

Personnel Report

New Hire

Melanie Knight is being recommended for the Reading Intervention Specialist position at Argonaut/Saratoga Elementary School effective October 18, 2007.

Resignation

Diana Overhouse, RSP Instructional Aide at Argonaut Elementary School is resigning effective October 26, 2007.

Personnel Report Addendum

New Hire

Kimberly Cummings is being recommended as the Temporary 1st grade Teacher at Foothill Elementary School effective October 23, 2007 to June 11, 2008.

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

4. Action/Consent Items

*Approval of Agenda
*Approval of Minutes for October 9, 2007

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

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

5. Spotlight: Saratoga Elementary School Student Council

Saratoga School Principal Diane Smalley introduced student leaders who reported on the California Association of Student Councils (CASC) student leadership workshop. They shared what they learned at the conference including communication skills, public speaking, how to work together, ideas for fundraising activities and spirit days.

The following students provided the board with highlights from their experience Will Fraisl, Eoghan Walsh, Analisa Ruff, David Meyer, Marcus Emery, Alana Hess, Natalie Lemire, Lauren Belotti, Neha Anand, Matt Nobles, Amanda Alexander, Brandilyn Small and Chester Leung.

Superintendent Weiss and board members thanked the students and Mrs. Smalley for attending the board meeting to share their experiences.

6. 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 commented on the following:

- County Committee on School District Organization election information is available in the Superintendent's office for board members who are interested.
- Los Gatos-Saratoga Joint Union High School District Superintendent Cary Matsuoka is available November 13th to report on Project Cornerstone.
- The Saratoga City Council will review plans for safety modifications on Oak St and Komina Avenue on November 7th. Superintendent Weiss will meet with City Manager Dave Anderson to discuss details and also talk about crossing guards.
- Information about ECHO, funding for special education, will be presented to the board at a future meeting.
- Our thoughts go out to the families in San Diego who have been victims of the fires. There have been many school closures and the evacuations have been frightening. Community projects will be organized to help.
- Assistant Superintendent Beth Polito has done a great job in coordinating with principals and teachers on SLCT Days. Focus will be on Math – Problem of the Month (POM) and writing.
- The Saratoga Teachers' Association (STA) Contract is now in electronic format and on the district website. He thanked STA representatives, Ellen Tipton, Kym Plaing, Amy Schaumburg and Barbara McGee. He thanked all for their work and patience.
- Sharing Good News – Diane – 5th graders become mentors with autism class – support and friendship and builds a great sense of community.

- Superintendent Weiss will attend the National Superintendents' Roundtable in Phoenix October 26 -28th. The main speaker is Kathleen Hall Jameson and she will talk about framing communication for messages superintendents send out.
- A broken pipe at Argonaut School will be repaired this week.
- The PowerSchool parent portal is open and has received numerous logins from both parents and students.
- Doris Watson, Instructional Media Specialist, attended a workshop on Cybercitizenship, internet safety for kids. She will be meeting with Redwood Middle School staff to discuss how we can implement some of these techniques.
- The masters' class Superintendent Weiss is teaching through Santa Clara University is going very well. There are 9 SUSD teachers attending and there is lots of enthusiasm. The future looks bright with capable leaders interested in what's best for kids.

5.4 Comments from the Board

- Pragati Grover congratulated Dr. Beth Polito on the completion of her Ph.D. She attended the 4th grade Walk Through California at Foothill School and it was a fabulous presentation and a great resource.
- Shinku Sharma attended two Project Cornerstone presentations. They were very helpful and she is proud of the work of the Redwood Middle School Task Force, the SUSD social emotional literacy program, and our board goal of caring responsible citizens.
- Cindy Ruby is looking forward to the presentation on Project Cornerstone as she has heard about it through her work on the First Five Commission.

7. Action/Discussion

7.1 Facilities Use – Summer Use by Community Groups in late July and during the month of August

The board discussed the impact of community groups using SUSD facilities in late July and during the month of August. The board has determined groups will be charged for deep cleaning classrooms used after summer school concludes. Three organizations went past the July 30th date in which case there was not enough time to prepare classrooms for teachers' return and outside help had to be hired.

It became apparent more clarity was needed in the information provided to community groups. Suggestions included:

- Support groups using schools in the summer with more specific instructions
- Require contracts be signed and returned 3-5 days before use begins
- Consider deposits and/or payment in full before use begins

There was interest in modifying the charges based on misunderstandings. There must be a balance with the needs of Saratoga Union School District and community use of the facilities.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve the collection of 50% of the deep cleaning fees for classrooms used by community groups at the end of July and beginning of August 2007.

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

Saratoga Teachers' Association president Mary Thomas commented that teachers feel that they can't get into their room as soon as they need to and that classrooms are not as clean and orderly as they would like. Teachers spend much time packing up because of

summer school. She is glad the board is supportive of teachers by having classrooms ready and by taking into consideration the needs of students and teachers.

7.2 2005-06 School Accountability Report Cards (SARCs)

Superintendent Lane Weiss and Assistant Superintendent Beth Polito reported to the board on the district's School Accountability Report Cards which are available on the district website at www.saratogausd.org. We are now working on 2006-07 SARCs using School Plan software offered by the Santa Clara County Office of Education and updating narrative information. Also, each school's Single Plan for Student Achievement will be kept more up to date with authentic information and will be available earlier in the school year.

7.3 Success Indicators for Board Goals

Superintendent Lane Weiss and Assistant Superintendent Beth Polito presented staff input on success indicators for the 2007-2008 board goals. With the addition of input from the board he will draft Success Indicators for approval.

Discussion included:

- How will we know if we have been successful in implementing the goal?
- Board's responsibility is to set direction and determine how to measure success
- Express success indicators in terms of results – be specific
- Throughout the year collect examples of ways goals were met

Board members Pragati Grover and Cindy Ruby agreed to polish the language for review at the next board meeting.

7.4 SCCOE Facilities

Superintendent Lane Weiss reported to the board on meetings which have taken place with SUSD staff and Santa Clara County Office of Education staff in the area of school construction, available funding, and special education programs. The proposed construction would house county special education students and free up space in district classrooms. SUSD is considering additional classrooms at Argonaut and Foothill Schools and the board was asked to share any questions they may have to see if this would be beneficial for our district.

Superintendent Weiss Lane requested questions from the board:

1. What is the timeframe?
2. Who owns the buildings? They would own the buildings and we would renegotiate after several years.
3. What are the models for ownership?
4. If we give land to them, what happens to our plan for adding classrooms?
5. Would this be more about continuing the relationship with these classes?
6. What is the impact on traffic considerations, parking?
7. What benefits have districts seen as side affects of this?
8. How do we communicate with principals, teachers, parents and community?
9. How many students will be served?

7.5 First Reading - Board Policy Draft – Series 6000) - Instruction

Superintendent Lane Weiss presented a draft of the Series 6000 board policies for a first reading to the board of trustees. The policy sub-committee has reviewed these policies and CSBA has provided the board with this copy for review and adoption.

Highlights and a summary of these policies will be provided by Superintendent Weiss, Assistant Superintendent Polito and Director of Special Education Janice Yamamoto. This will include:

- provide up-to-date language
- review items that need discussion (e.g. Homework)
- make sure policies are in congruence with contracts and our goals
- provide table of contents and policies already reviewed and customized by the sub-committee
- track changes that have been made specific to SUSD
- scan specific policies requested for review

7.6 Interdistrict Transfer Report

Superintendent Lane Weiss and Executive Assistant Kathy Devich presented a summary of information regarding interdistrict transfers in SUSD. Transfers in and out are consistent with past years.

7.7 Paper Document Reduction Opportunities - REPORT

Superintendent Lane Weiss reported to the board on possible programs for use by the board to reduce paper used for agendas, supporting documents, minutes, and reference documents used in board meetings.

Options include:

- AgendaOnline – California School Boards Association program
- BoardDocs – company specializing in governance organizations going paperless
- Use of laptop computers and projectors
- Web based resources

Discussion:

- How do we keep the meeting flow going smoothly?
- How do we keep eye contact with audience - do not want to lose personal contact.
- How is the electronic board packet working?
- Would a working folder at the board meeting be helpful?

These ideas will continue to be investigated.

7.8 Board Protocol Discussion

Board President Mike Gipe facilitated a discussion on the formation of a draft protocol for board members in the area of email use and communication. Cindy Ruby will send a draft of the protocol to Superintendent Weiss.

Superintendent Weiss shared an update regarding email communication from Miller, Brown and Dannis which will be included as an addendum to the board protocol.

The next board protocol topic will be the logistics of board meetings.

8. Communications

8.1 Community Comments

- There were no community comments

9. Future Agenda Items

The Board discussed items for future agendas.

- Board Policies – Series 6000

Next meeting: November 13, 2007

10. **Adjournment to Closed Session**
Board members adjourned to Closed Session to continue discussion of Items 2.2 and 2.3.

11. **Report from Closed Session**
Board President Michael Gipe reported no action was taken in Closed Session.

12. **Adjournment**
The meeting was adjourned at 10:25 p.m.

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Clerk of the Board