BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
October 9, 2007

M I N U T E S

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

1. Call to Order/Public Comment

The meeting was called to order at 6:08 p.m. by Board President Michael Gipe. 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 Negotiations – Conference with labor negotiator Lane Weiss
2.3 Public Employee Discipline/Dismissal/Release

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.

Personnel Report

New Hires

Ana Defrancisci is being recommended for the Noon Duty Supervisor/Cashier position at Saratoga Elementary School effective October 1, 2007.

Grace Leung is being recommended for the Noon Duty Supervisor/Cashier position at Saratoga Elementary School effective September 27, 2007.

Kimberly Weitkamp is being recommended for Noon Duty Supervisor position at Foothill Elementary School effective October 8, 2007.

Personnel Report Addendum

Leave of Absence

Meg Ebner, 1st grade teacher at Foothill Elementary School is requesting a leave of absence effective October 1, 2007 through the remainder of the 07-08 school year.

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

4. Action/Consent Items

*Approval of Agenda
*Approval of Minutes for September 25, 2007
*Approval of Warrants for September 2007

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

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

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 and Assistant Superintendent Beth Polito attended Silicon Valley Projections 2008, *Clean and Green*, a presentation on the importance of addressing climate change and was sponsored by Silicon Valley Leadership Group.
- Superintendent Weiss reported the revised state Physical Education Grants have been announced. Foothill and Redwood Middle School were selected to receive $35,000 to improve physical education programs.
- Santa Clara County Superintendents' Retreat discussion topics included essential district leadership practices on student achievement learning and updates on school funding.
- Assistant Superintendent Beth Polito, Data Coordinator Dianne Wall, and Superintendent Weiss attended an assessment workshop in Sacramento sponsored by the California Department of Education today. There are increased requirements, numbers of assessments and the testing window may be increased.
- The Santa Clara County School Boards' Association Annual Fall Dinner will be held Wednesday, October 24, 2007. Board members interested in attending were asked to contact Kathy Devich.
- Superintendent Weiss met with principals to discuss recently approved budget additions.
- Superintendent Weiss applauded District Information Coordinator Amy Schaumburg for her work in providing a new calendar link on the district website. She was commended for her efforts to improve communication in SUSD.
- Superintendent Weiss publicly acknowledged former Saratoga News reporter Michele Tjin for her positive approach to promoting public education in our community. He welcomed Emilie Doolittle, the new Saratoga News reporter, who will cover education in the Saratoga and Los Gatos communities.
- Superintendent Weiss and administrators met with representatives from Junior Achievement. On February 8, 2008 Grades 2-5 will participate in the Junior Achievement program. The possibility of a K-1 pilot is being explored. A meeting with Redwood Middle School staff to discuss direction will be scheduled. There will be collaboration with District Leadership Team and the board on the Junior Achievement program.

5.4 Comments from the Board

- Michael Gipe welcomed Emilie Doolittle, the new Saratoga News reporter.
- Shinku Sharma reported Project Cornerstone is taking place at Saratoga High School.

Superintendent Weiss has been in communication with Los Gatos-Saratoga High School Superintendent Cary Matsuoka and will invite him to attend a board meeting to present information on Project Cornerstone.

- Shinku Sharma announced a reception in honor of retiring Saratoga Community Librarian Dolly Barnes will be held on Wednesday, October 17, 2007, from 2:00 to 4:00 p.m. at the Saratoga Library.

6. Spotlight: Introduction of New Teachers

Superintendent Lane Weiss welcomed teachers new to Saratoga Union School District for 2007-2008 and principals Diane Smalley and Kelly Green were present to introduce their new staff members. New teachers are as follows:

Foothill Elementary School
Eveonne Lockhart – 5th Grade
Brittney Norman – K-2nd SDC

Saratoga Elementary School
Tori Shaffer – 4th Grade
Sandra McConnell – 5th Grade

Redwood Middle School
Nicole Burruss – 8th Math
Kristi Kirwan – 7th Core
Vicki Gochnauer – 6th Math
Kathy Lasko – Spanish
Katherine Lighty – 8th Core
Shannon McQuaide – 7th Science
Holly Nakashima – French
Christine Coelho – RSP

Special Education
Claudia Paige – Speech
Cathy Matheson – OT
Jennifer Rocabado – School Psychologist

Silicon Valley New Teacher Project

Superintendent Lane Weiss introduced Rosalie Chako and Kristi Schwiebert, Silicon Valley New Teacher project mentors, who reported on the Silicon Valley New Teacher Project. This is the 8th year of the project in SUSD. This year Kristi supports new teachers in grades K-5 and Rosalie supports teachers at Redwood Middle School. Assistant Superintendent Beth Polito serves as the administrator for the program. Teachers participate in monthly seminars, create action plans, and track students in a case study. The program allows teachers to clear their preliminary credential in two years.

Board members thanked Kristi and Rosalie for their work and for making new teachers feel part of SUSD. The board looks forward to celebrating with the teachers at the annual spring colloquium

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 impact to the deep cleaning schedule and the timeline for preparing classrooms for the opening of the school year was discussed.

Discussion of purpose and priorities:

- How can we make our facilities accessible to community groups?
- How can we make costs fair to user groups and to the district?
- How can we have classrooms ready for teachers return? SUSD teacher contract requires classrooms be ready two weeks before the first day of school.
- How do we get classrooms ready? We have 10 custodians and they all work together in the summer. With a short timeframe to prepare

classrooms for returning teachers it is necessary to hire an outside service. If outsourced, the cost will be passed on to user groups. This information is included in the contract.

Representatives from Wisdom Culture Camp, Yeuling Tang, Mei-Chih Tsai, Katherine Tseng and Alice Chiou, spoke about their program which has been held for the past 3 years in SUSD. They requested guidance from the board about miscommunication they felt occurred over the contract in regard to clarity about the deep cleaning fee and timelines. They thanked Superintendent Weiss and the board for their support and requested a positive resolution about this issue.

Steve Rauwolf, Director of the Los Gatos-Saratoga Community Education and Recreation Department, works to help the district with the summer programs. He reviewed the history of the contract and next year will specify an end of summer date. Reminders were sent to the three groups who exceeded the end of summer timeframe explaining the additional charge as was done last year. To be fair and equitable a decision was made to charge by the number of classrooms that were used.

Common Interests	Challenges	Opportunities
- Provide 3D Success for all students - Security of buildings - Provide space in summer for community groups - Keep schools clean - Fair share/Equity: SUSD & Groups	- Supervision in summer - Organization - Summer Coordination – Programs - Summer cleaning in time for regular school year - Timeline: 14 days – 14 days - 1st day for teachers - Change in fee structure - Identify actual costs - Planning (scheduling with Facilities Department) Planning----------→	- Clarify contract language - Dates - Estimate of costs - Fixed cost? - Clarify timing and authority of contract signing - Clarify intent - Authority on oversight and direction of custodial staff - Scheduling with Facilities Department ----------→

Board discussion:

- Decide if fees are for cost recovery or if the board will take on more of a burden to budget
- Clarify use and cleaning costs
- Provide clarity going forward and reach agreement that is fair to all user groups for last summer
- Disadvantages could include a loss of opportunities for community to use SUSD facilities
- Improve communication
- Study possibility of providing a fixed cost upfront that is adjusted year to year
- Work with new Facilities Director Jerry Peth
- User groups are asked to check with the District Office before printing brochures.

- New facilities use rates, approved by the board in January 2007, will be used beginning next July 1, 2008 for groups that had been discounted.

Superintendent Lane Weiss recommended that before we engage in contracts they are brought to the board. He added that the Los Gatos-Saratoga Community Education and Recreation Department only carried out and executed direction from the district as part of our Joint Powers Agreement. We will focus on common interests, challenges and opportunities as discussed tonight. He applauded the Wisdom Cultural Camp representatives for coming to the board meeting.

Steve Rauwolf thanked the board for making SUSD facilities available to the kids during the summer.

Representatives from Wisdom Cultural Camp expressed their appreciation to the Board for hearing their concerns.

Board President Michael Gipe commended the Los Gatos-Saratoga Community Education and Recreation Department for an excellent job, the addition of new programs, and their long term support over many years.

The board directed administration to work on the list of opportunities, in a timely manner, and agendize this item for action considering the possibility of a rebate or discount, at the next meeting.

7.2 Resolution 323.10/07 – Authorized Signatures

Chief Business Official Ellen Tipton reviewed Resolution 323.10/07 -Authorized Signatures which assures only authorized personnel are permitted to pick up bill and payroll warrants.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve Resolution 323.10/07 -Authorized Signatures.

Roll Call Vote

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

7.3 First Quarter Report on Board Goals

Superintendent Lane Weiss presented a brief summary on the progress made on district goals during the months of July, August, and September 2007.

1. Organizational Culture
   - Introduction of "How Full Is Your Bucket?" "The Power of Nice", and "Building a Contagious Culture of Kindness"
   - Recognition of bucket filling and kind acts
   - Regular meetings with high school district staff
   - Meeting with city council – common work and challenges

2. Curriculum and Instruction
   - Involvement with the First in Mathematics Consortium
   - Lesson Study professional development
   - Beth Polito- site visits and professional development planning aligning with math focus
   - Mardi Kambish, math coach, number talks at each school site

- Data management training
- Use of *SchoolPlan*, *SchoolCharts*, and *Powerschool* to manage and communicate about data
- MARS results obtained; more detail; planning in process for professional development

3. Human Resources
   - Beginning to study recruitment practices in other school districts
   - HR Director is attending credentialing commission conference in Sacramento
   - Superintendent is networking with other superintendents
   - Director of Special Education is networking with county office and other directors

4. Finance
   - New state funding – stay focused on plan; re-direct to plan when necessary
   - Continue to focus on budget as a spending plan and re-direct to goals and learning outcomes for students
   - Formation of sub-committee to review draft of budget reserve policy
   - Consult with Schools For Sound Finance
   - Attend CSBA Basic Aid District breakfast meeting on 12/1/07

5. Communication
   - Encourage multiple avenues with personal touch (phone and face to face)
   - Improve the quality of rumors ("Call them out, stomp them out")
   - Focus on goals
   - Formation of Superintendent's Advisory Committee
   - Increase in phone communication and face to face meetings

6. Technology
   - Superintendent and staff are collaborating with CTAP (California Technology Assistance Project) on technology plan
   - Phone training has been scheduled
   - Professional Development Day dedicated to technology use
   - Technology equipment purchased with new state funding is being deployed
   - Board approved the addition of a .40 FTE desktop support person
   - New National Standards for Technology Education
   - Articulation K-12

Next Step: Development of Success Indicators with staff and report to the board.

7.4 Williams Quarterly Report

Superintendent Lane Weiss presented the quarterly complaint report as required by the Williams Settlement. No complaints were filed with any school in the district during the reporting period July 1 – September 30, 2007.

A motion was made by Pragati Grover and seconded by Shinku Sharma to approve the Williams Quarterly Report for July 1 – September 30, 2007.

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

7.5 Board Protocol Discussion

Board President Michael Gipe led the board in a discussion regarding board protocol development in the area of communication as a follow up to the board workshop held on September 25th.

Board member Pragati Grover summarized points for discussion for drafting a board protocol in the area of communication:

1. Written protocol, adopted, not stature of a policy – can be included in a board handbook.
2. What Brown Act rules apply?
3. How can members access legal requirements for protocols?
4. How do we inform the rest of the board concerning status?
5. How to distinguish board vs. superintendent issue?

Email Protocol

Statement of Issue

Goals

- Be responsive, respect the law, respect board as a body, responsible to the whole community

Guidance

- Guidelines on email usage from counsel will be coming from Lane.

1. Board member forwards email to superintendent and board president
2. Superintendent will respond and cc: to the board
3. Acceptable email: board must act as a single entity - acknowledge receipt, forwarded to phone, meet, propose presenting to board (customize a sample script by a board member)
4. Board legal questions directed through superintendent
5. Board can only act as a board
6. Discourage ping pong email, encourage personal and direct to board communication
7. Inform John Doe on how to address board
8. The clock guides us when determining board vs. staff issue
9. Always go through superintendent, not to staff directly

Procedure

Exhibit (Sample)

How can you control where an email goes? Choose other options: phone/meeting. Board handbook - CSBA and customize to SUSD; website

8. Communications

8.1 Community Comments

- STA representative Sandy Waite Lopez announced 4th grade students at Foothill School will participate in *Walk Through California* on October 10 and 11 in the school library.

9. Future Agenda Items

The Board discussed items for future agendas.

- Board Protocol
- Project Cornerstone
- Use of laptops and online agenda

Next meeting: October 23, 2007

10. Adjournment

The meeting was adjourned at 9:55 p.m.

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Clerk of the Board