



**BOARD OF TRUSTEES  
SARATOGA UNION SCHOOL DISTRICT  
Regular Board Meeting  
September 25, 2007**

**M I N U T E S**

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

**1. Workshop on Board Protocols**

Board President Mike Gipe led the board in a discussion on the development of board protocols. The process will include a review of protocol areas for discussion and a volunteer board member will refine the discussion for presentation at a future board meeting.

What form do protocols take?

- Board Policies
- Common Understanding
- Written protocols, adopted, not stature of a policy and can be used in a board handbook.

**Communication**

Examples: Complaint using email, Logistics – Agendas, Role Play Exercise - Email complaint

**Issues/questions:**

Who answers?  
Who shares the dialogue?  
What Brown Act rules apply?  
How can members access legal requirements for protocols?  
What is the board's decision making process?  
Individual vs. board?  
What are John Doe's rights? (to talk, access the board)  
How do we direct John Doe?  
How to distinguish board vs. superintendent issue?  
When does whole board get informed?  
How does failing to inform superintendent/staff early put him at disadvantage?  
At what level should staff be informed?  
How do we inform rest of board concerning status?  
How to avoid being labeled unresponsive?  
When do you cc? Who?  
How do you control where an email goes?  
Email usage: retain how long? Who retains? What about non-SUSD email account?  
How to reply through SUSD?  
Website vs. Outlook

**What went wrong in discussion?**

Took position as individual with John Doe  
Brown Act violated  
Deferral to staff  
Attempt to influence another board member  
Other members are blindsided  
Supt does not get email addressed to board  
Context missing

**How to fix (steps)?**

- President refers to Superintendent
- President or Superintendent responds
- Superintendent informs rest of board
- All board members have acceptable reply

Informing superintendent does not violate Brown Act – inform him first!  
Refer to Superintendent/staff before responding  
One way communication of information Superintendent → Board

Goals: be responsive, respect law, respect board as a body, responsible to whole community

This discussion will be reviewed at a future meeting. Pragati Grover will review the discussion and put items not discussed and separate the list. For the next board discussion the following will be agendized:

- Board meeting logistics
- Community/Public Relations

**2. Call to Order/Pubic Comment**

The board meeting was called to order at 6:21 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.

**3. Closed Session**

Board members met in Closed Session for:

- 3.1 Personnel Report
- 3.2 Negotiations – Conference with labor negotiator Lane Weiss
- 3.3 Public Employee Discipline/Dismissal/Release

**4. Open Session**

Board President Michael Gipe called the meeting into Open Session and announced action taken in Closed Session and that the board will adjourn back to Closed Session at the end of the meeting to continue discussion of Item 3.2 Negotiations – Conference with labor negotiator Lane Weiss and Item 3.3 Public Employee Discipline/Dismissal/Release.

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

**Personnel Report**

**New Hires**

Sarah Dankha is being recommended for the Child Nutrition I position at Redwood Middle School effective September 19, 2007.

Jan Johnson is being recommended for the 1 on 1 Instructional Aide position at Redwood Middle School effective September 24, 2007.

Jonathan Jow is being recommended for the Music Aide position at Redwood Middle School effective September 12, 2007.

Brittney Norman is being recommended for the K-2<sup>nd</sup> Grade SDC Teacher at Foothill Elementary School effective September 21, 2007.

## Personnel Report Addendum

### New Hire

**Jennifer Guidry** is being recommended for a Library Technician position at Argonaut Elementary School effective September 24, 2007.

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

### 5. Action/Consent Items

- \*Approval of Agenda, amended Item 8.4 to state “The Initial Proposal for compensation (salary) was presented to the board and a public hearing was held 9/11/07 – 9/25/07.
- \*Approval of Minutes for September 11, 2007
- \*Approval of Surplus Equipment

A motion was made by Pragati Grover and seconded by Cindy Ruby to approve the Action Consent Items including the agenda as amended.

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

### 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 attended the Santa Clara County Office of Education Teacher Recognition Event last night which honored SUSD retiree Martie Connor.
- Tomorrow Superintendent Weiss and Assistant Superintendent Beth Polito will attend Silicon Valley Projections 2008 - *Clean & Green* sponsored by The Silicon Valley Leadership Group.
- Superintendent Weiss shared a video clip of the Redwood Middle School anti-bullying rally held last Friday.

#### 6.4 **Comments from the Board**

- Michael Gipe read a thank you letter from retired Foothill School teacher Martie Connor, expressing her appreciation for the clock she received.
- Pragati Grover reported the meeting with the Saratoga City Council went very well.
- Cindy Ruby also attended the wonderful Santa Clara County Office of Education Teacher Recognition Event and highly recommends those that have the opportunity attend next year.

### 7. Spotlight: Redwood Middle School Math

Math Coach Mardi Kambish and Redwood Middle School math teachers Greg Giammona and Suzanne Ross presented information and an overview of “lesson study” training with the Noyce Foundation. This technique of professional development is designed to support teacher study and the improvement of math instruction for students.

- Proportional reasoning is the focus this year.
- Training is part of the Noyce Grant and will be attended by a team of middle school teachers from Saratoga, Los Gatos, and Cambrian districts. SUSD teachers Greg Giammona, Suzanne Ross and Nicole Burruss will participate.
- Teachers will research lessons, observe lessons as they are taught and gather information regarding student behavior and response.

- Teachers will debrief what went well and what improvements can be made.
- Benefits allow teachers to go in depth regarding students' response to lessons and strategies.
- Greg and Suzanne shared their impressions of the "lesson study" introduction and what they will be experiencing. They felt it was very beneficial to see how students are thinking when lessons are taught, how students approach math problems, and to hear reflections from other teachers.
- They will be sharing this information with other math teachers at Redwood Middle School. This will also provide an opportunity for cross teaming between the three middle schools in the consortium.
- The program will culminate in a lesson study open house where teams will present lessons and a written report describing the process will come out in January 2008.

8. **Action/Discussion**

8.1 **Public Hearing: Textbooks/Instructional Materials – Resolution 322.9/07**

Board President Michael Gipe opened the Public Hearing for 2007-08 Sufficiency or Insufficiency of Textbooks or Instructional Materials as required by Education Code 60119 on September 11, 2007. The public was invited to send comments to the Saratoga Union School District Board of Trustees at 20460 Forrest Hills Drive, Saratoga, CA 95070 or to email comments to [board@saratogausd.org](mailto:board@saratogausd.org). Comments may also be sent to Superintendent Lane Weiss at the above address or by email to [lweiss@saratogausd.org](mailto:lweiss@saratogausd.org).

Superintendent Lane Weiss presented Sufficiency of Instructional Materials - Resolution 322.9/07 - (Education Code 60119) that is consistent with the State curriculum framework. This public hearing is held annually for public input and to certify that each student has been provided with a standards-aligned textbook or basic instructional material in each of the following areas: history/social science, mathematics, reading/language arts, science. The public hearing will be closed on September 25, 2007.

Superintendent Weiss reported we have the required standards-aligned textbooks or basic instructional materials in each of the following areas: history/social science, mathematics, reading/language arts, science. He reviewed the process where administrators take inventory in the spring, orders are placed for fall and then inventoried again. He thanked the board for the funding \$70,000 to purchase additional textbooks.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve the Certification of Provision of Standards-Aligned Instructional Materials

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

Superintendent Weiss reported that the required numbers of textbooks/instructional materials are provided. Teachers are governed by California Education Code and also have latitude to use other materials.

A motion was made by Pragati Grover and seconded by Cindy Ruby to approve Resolution 322.9/07 - Approval of Sufficiency of Instructional Materials -Resolution 322.9/07.

Roll Call Vote

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

## 8.2 2007-08 Budget

Superintendent Lane Weiss reviewed progress and recommendations in the following areas:

- Budget expenditures for the 2007-2008 school year
- Level 2 recommendations from the Superintendent and Budget Advisory Committee:
  - \* Increase site instructional materials allocation by approximately 16% - \$17,370.00
  - \* 2007-08 furniture budget for all school sites - \$26,000.00
  - \* Increase desktop technology support by .40FTE - \$21,000.00
  - \* Increase Basic Aid Reserve – TBA
  - \* Increase K-5 noon duty supervision - \$20,000.00 (2007-08)
  - \* Teacher and Administrator Support Person for Powerschool

Discussion:

- Consider a plan to assess furniture needs and determine if deferred maintenance funds may be used at Redwood Middle School
- Consider including instructional materials for SEF programs in the district budget

The board was asked to consider approving items from the budget recommendation list.

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve the following:

1. Increase site instructional materials allocation by approximately 16% - \$17,370.00
2. 2007-08 furniture budget for all school sites - \$26,000.00 (pending a plan for inventory/replacement assessment/long-range planning/establishment of standards)
3. Increase desktop technology support by .40FTE - \$21,000.00
4. Increase funding for noon-duty supervision for K-5 sites (pending discussion with STA regarding duty free lunch and procedures/process for implementation)

AYES: Gipe, Ruby, Grover, Sharma, Chang

NOES: 0

## 8.3 Public Hearing for Saratoga Union School District and the Saratoga Teachers' Association Initial Proposals for Negotiations for 2007-08

The initial proposal announcing areas of the contract open for negotiations with the Saratoga Teachers' Association was presented on September 11, 2007 and a public hearing was opened by the Board President to provide an opportunity for community responses.

A hearing on the Initial Proposal for 2007-08 compensation (Health and Welfare Benefits only) was held March 13 – March 27, 2007. The tentative agreement on Health and Welfare Benefits was ratified by the Board of Trustees on May 8, 2007. The Initial Proposal for compensation (salary) was presented to the board and a public hearing was held 9/11/07 – 9/25/07.

The public was invited to send comments or suggestions in writing to Superintendent Lane Weiss or the Board of Trustees at the Saratoga Union School District Office, 20460 Forrest Hills Drive, Saratoga, CA 95070, or via email at [lweiss@saratogausd.org](mailto:lweiss@saratogausd.org) or [board@saratogausd.org](mailto:board@saratogausd.org). No comments were received. The public hearing was closed at 8:06 p.m. and the board was asked to accept the proposal with any additions.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Saratoga Union School District and the Saratoga Teachers' Association Initial Proposals for Negotiations for 2007-08.

AYES: Gipe, Ruby, Grover, Sharma, Chang

NOES: 0

**8.4 Public Hearing for Saratoga Union School District and the Saratoga Classified Association Initial Proposals for Negotiations for 2007-08**

The initial proposal announcing areas of the contract open for negotiations with the Saratoga Classified Association was presented on September 11, 2007 and a public hearing was opened by the Board President to provide an opportunity for community responses.

A hearing on the Initial Proposal for 2007-08 compensation (Health and Welfare Benefits only) was held March 13 – March 27, 2007. The tentative agreement on Health and Welfare Benefits was ratified by the Board of Trustees on May 8, 2007. The Initial Proposal for compensation (salary) was presented to the board and a public hearing was held 9/11/07 – 9/25/07.

The public was invited to send comments or suggestions in writing to Superintendent Lane Weiss or the Board of Trustees at the Saratoga Union School District Office, 20460 Forrest Hills Drive, Saratoga, CA 95070, or via email at [lweiss@saratogausd.org](mailto:lweiss@saratogausd.org) or [board@saratogausd.org](mailto:board@saratogausd.org). No comments were received. The public hearing was closed at 8:07 p.m. and the board was asked to accept the proposal with any additions.

A motion was made by Shinku Sharma and seconded by Jack Chang to approve the Saratoga Union School District and the Saratoga Classified Association Initial Proposals for Negotiations for 2007-08.

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

**8.5 Board Report on Saratoga City Council Meeting**

Board President Mike Gipe and board members provided a brief summary of the recent meeting between the SUSD board and the Saratoga City Council last Wednesday. The discussion included an inquiry into the following discussion topics:

- Understanding concerns of both organizations
- Public safety: crossing guards, safety improvements, Community Resource Officer
- Develop relationship regarding field usage and maintenance
- Utilize Saratoga Recreation Department, Walden West and the Saratoga Historical Museum
- SUSD Board Goals for 2007-08

Superintendent Weiss was credited for building positive relationships between the City of Saratoga and the Saratoga Union School District.

**8.6 2007-2008 Board Goals – Success Indicators**

Superintendent Lane Weiss presented staff input on success indicators for district goals. The board discussed the definition of a success indicator – something that lets you know we have achieved success in reaching the goal. The board would like success indicators that are measurable activities to say these things have happened for students and families. The board will set direction for the goal and would like to hear how that process will take place by those that will implement them and see how we have been successful by measuring tasks. Success indicators will be reviewed by staff.

**9. Communications**

**9.1 Community Comments**

- Jen Fraisl and Katherine Tseng, SEF Co-Presidents, requested the board consider funding instructional materials for SEF programs and be included as a line item in the district budget. This will be discussed at the joint SUSD/SEF board meeting on January 22, 2008.

**10. Future Agenda Items**

The Board discussed items for future agendas.

- Board Protocol Discussion
- Silicon Valley New Teacher Report
- Williams Quarterly Report

Next meeting: October 9, 2007

**11. Adjourn to Closed Session**

Board members adjourned to Closed Session to continue discussion of:

- 3.2 Negotiations – Conference with labor negotiator Lane Weiss
- 3.3 Public Employee Discipline/Dismissal/Release

**12. Report Out from Closed Session**

Board President Michael Gipe reported no action was taken in Closed Session.

**13. Adjournment**

The meeting was adjourned at 10:00 p.m.

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Clerk of the Board