



**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
August 14, 2007**

M I N U T E S

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

1. Call to Order

The meeting was called to order at 6:03 p.m. by Board President Michael Gipe. The public was invited to comment on items on the Closed Session Agenda. There were no comments from the community.

2. Closed Session

Board members will meet in Closed Session for:

2.1 Personnel Report

2.2 Negotiations – Conference with labor negotiator Lane Weiss

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 Cindy Ruby and seconded by Shinku Sharma to approve the Personnel Report and Personnel Report Addendum with the exception of the request for leave of absence from Heather Russell, teacher currently on leave of absence.

AYES: Gipe, Ruby, Grover, Sharma

NOES: 0

ABSENT: Chang

New Hires

Katherine Lighty is being recommended for the 8th grade Core position at Redwood Middle School effective August 20, 2007. Katherine comes to SUSD from Discovery Charter School.

Sandra McConnell is being recommended for the 5th grade teaching position at Saratoga Elementary School effective August 20, 2007.

Tori Shaffer is being recommended for the 4th grade teaching position at Saratoga Elementary School effective August 20, 2007. Tori comes to SUSD from Loma Prieta School District.

Olivia Southerland is being recommended for the Copy Aide position at Redwood Middle School effective August 13, 2007.

Carol Supan is being recommended for the Health Aide position at Redwood Middle School effective August 20, 2007.

Request for Leave of Absence

Heather Russell, teacher currently on leave for the 2006-2007 school year would like to extend her child rearing leave for the 2007-2008 school year.

Resignation

Jason Borgen, 7th Grade Science Teacher at Redwood Middle School, resigned effective June 29, 2007.

Kerry Cornejo, Special Education Aide at Redwood Middle School, resigned effective July 23, 2007.

Allison Ireland, 50% Occupational Therapist, resigned effective July 30, 2007.

Joanne Volpe, 40% Speech Therapist, resigned effective July 9, 2007.

New Hire

Eveonne Lockhart is being recommended for the 5th grade teaching position at Foothill Elementary School effective August 20, 2007. Eveonne comes to SUSD from Los Gatos Union School District.

Request for Shared Contract

Michelle Jordan 40% and Linda Rosiak 60% -Argonaut 2nd Grade

4. Action/Consent Items

- *Approval of Agenda
- *Approval of Minutes for June 26, 2007
- *Approval of Warrants for June and July 2007

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

AYES: Gipe, Ruby, Grover, Sharma
ABSENT: Chang
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 welcomed everyone back to an exciting new school year.
- At the end of August the San Jose Mercury News will be publishing *Where We Live* featuring Saratoga and SUSD.
- There will be a reception to welcome and introduce Janice Yamamoto, Director of Special Education and Kelly Green, Redwood Middle School Principal.
- Welcome Every Body (WEB) training for incoming 6th grade students has been planned by Redwood Middle School Dean Eric Witter for next week.

5.4 Comments from the Board

- Pragati Grover reported the board participated in a very productive workshop today to discuss goal setting for the 2007-08 school year.

6. Action/Discussion

6.1 Enrollment/Staffing Update

Superintendent Lane Weiss updated the board on staffing and enrollment for the 2007-08 school year. A staffing chart was distributed showing that hiring is almost complete. Registrations continue and enrollment continues to increase at some grade levels. A new 5th grade class has been opened at Foothill School to accommodate new students. A report on enrollment trends will be presented at the August 28, 2007 board meeting.

6.2 Budget Update

Chief Business Official Ellen Tipton and Superintendent Lane Weiss updated the board on current budget information. Ellen reported she is in the process of closing the books for 2006-07 and analyzing general fund expenditures. She will attend a meeting with the Santa Clara Tax Assessor next week. The State of California budget has not been passed and this can affect our district budget in the areas of Categoricals, Class Size Reduction (CSR), School Improvement Plan (SIP) and 2nd grade STAR testing. More information will be reported and report information at the August 28th board meeting.

6.3 Update on Redwood Middle School Sewer Project

Superintendent Lane Weiss updated the board on the repair/installation of the sewer project at Redwood Middle School. The project has been completed with the exception of a lateral line that will be finished this week. Concrete has been poured. This project was completed on budget from deferred maintenance funds.

6.4 Redwood Middle School Redwood Tree

Superintendent Lane Weiss reported to the board about the condition of a tree at Redwood Middle School and asked direction from the board on next steps for staff. The arborist report indicates the tree is in distress and needs to be removed. The redwood tree is located between two classroom wings and could pose a problem. We will communicate with the City of Saratoga if action is planned.

A motion was made by Pragati Grover and seconded by Cindy Ruby to direct staff to remove the redwood tree and develop a plan for appropriate replacement landscape.

AYES: Gipe, Ruby, Grover, Sharma

ABSENT: Chang

NOES: 0

6.5 STAR Testing Update

Superintendent Lane Weiss reported to the board on the release of STAR testing results in California. Summary reports have been received and reviewed. Results are very positive and will be mailed from all school sites on August 16th. A detailed report to the board on SUSD results will be made later in the fall.

6.6 Administrative Advance Summary

Superintendent Lane Weiss and Assistant Superintendent Beth Polito reported on the work completed by the SUSD administrative team at their administrative advance, August 8-10.

The advance was a tremendous success and complete commitment to children and the work that we do. A productive conflict charter from The Five Dysfunctions of a Team was developed as well as input for board goals and success indicators.

6.7 Redwood Middle School Performing Arts

Superintendent Lane Weiss requested an expenditure of \$3,000.00 to support the performing arts program at Redwood Middle School. This request is made in response to a request from the PTA. This funding will come from the LGS Recreation Department After School Program and will be earmarked to performing arts.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve the expenditure of \$3000.00 to support performing arts and to set up guidelines for all PTA sponsored productions. Recommendations for oversight have been provided from parents which will be shared with K-5 schools.

AYES: Gipe, Ruby, Grover, Sharma

ABSENT: Chang

NOES: 0

6.8 Policy/Procedure Update – Technology Inventory/Bond Expenditures/Employee Attendance Tracking/Conflict of Interest

Superintendent Lane Weiss reported to the board on the current policies and procedures regarding technology inventory/bond expenditures/employee attendance tracking/conflict of interest:

Technology/inventory of hardware: a numbering system and data base for new equipment is in place. Items are tagged with a barcode before distribution to schools. We are working to make sure controls are in place when items are moved from classroom to classroom.

Bond Expenditures: the new telephone system was paid for with general fund dollars We will work with legal council to be sure expenditures are within Prop 39 guidelines when doing construction projects.

Employee attendance tracking: on a monthly basis staff submits an absence report form for vacation, personal, and other days off. A work calendar for all employees including administrators and itinerant staff is being developed.

Conflict of Interest: there are no situations around conflicts of interest.

6.9 Resolution 320.8/07 Variable Term Waiver

Human Resources Director Kym Plaing requested the Board approve a variable term waiver for Harrison Dill, who will be the 7th & 8th Computer Programming Teacher at Redwood Middle School. The District must apply for a variable term waiver as he is in the process of being recommended for a teaching credential through San Jose State University and will take CSET for Math this fall.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve Resolution 320.8/07 Variable Term Waiver.

ROLL CALL VOTE

AYES: Gipe, Ruby, Grover, Sharma

ABSENT: Chang

NOES: 0

7. **Reports/Discussion**

7.1 **Welcome Back Staff Activity**

Board members discussed plans for a welcome back staff activity. The board will host an event in appreciation of educators on Monday, August 20, 2007, 3:45 – 5:45 p.m., at the home of board member Shinku Sharma.

8. **Communications**

8.1 **Community Comments**

- There were no comments from the community.

9. **Future Agenda Items**

The Board discussed items for future agendas.

- Staffing
- Budget
- Approval of board goals for 2007-08

Next meeting: August 28, 2007

10. **Adjournment**

The meeting was adjourned at 8:25 p.m.

Clerk of the Board