



**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
February 13, 2007**

M I N U T E S

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

1. Call to Order

The meeting was called to order at 5:00 p.m. by Board President Michael Gipe. The public was given the opportunity to make community comments on any item on the closed session agenda.

There were no comments from the community.

2. Closed Session

Board members met in Closed Session for:

- 2.1 Review of recommendations for Teachers' Permanent Status
- 2.2 Personnel Report
- 2.3 Classified and Certificated Negotiations: Conference with Labor Negotiator Lane Weiss

CLOSED SESSION – Personnel, Negotiations, Legal Matters

Pursuant to State law (Section 54954.2), closed sessions are not open to the public and may only be held for collective bargaining discussion, employment or dismissal of an employee, disciplinary matters relative to student(s) or employee(s), meeting with legal counsel on pending or anticipated litigation, emergency situations, and other exceptions as provided by law, including Government Code sections 54957 and 54957.6.

3. Open Session

Board President Michael Gipe called the meeting into Open Session and announced action taken in Closed Session. Board members met with district and site administrators to review recommendations for permanent status for teachers.

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve the Personnel Report.

AYES: Gipe, Ruby, Grover, Chang, Sharma

NOES: 0

Personnel Report

New Hires

Edith Kuhlmann is being recommended for the 3rd Grade Language Center Aide position at Saratoga Elementary School effective January 30, 2007.

Kim Romero is being recommended for the 1 on1 Aide position at Foothill Elementary School effective February 12, 2007.

Marybeth Smails is being recommended for the 2nd Grade Language Center Aide position at Saratoga Elementary School effective January 30, 2007.

Kristine Smith is being recommended for the Substitute Crossing Guard position effective February 12, 2007.

Resignation

Christine DeCaporale, 50% 7th Grade Core Teacher at Redwood Middle School resigned effective January 26, 2007.

4. Action/Consent Items

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes for January 23, 2007 and February 2, 2007
- 4.3 Approval of Warrants for January 2007

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

AYES: Gipe, Ruby, Grover, Chang, Sharma
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 attended Lunar New Year luncheons at Redwood Middle School, Argonaut School and the District Office. Live music, decorations and great food made it a wonderful celebration and he expressed appreciation to the Chinese parent community.
- Superintendent Weiss shared three articles from the *Saratoga News*: *Redwood Middle School Geography Bee*, *Redwood Middle School Math Marathon Winners*, and *Saratoga Education Foundation Phone-a-thon*. He thanked SEF President Terrie Creamer, SEF Co-Chairs Kristi Petters and Beth Kingsley, the SEF board, and all the parent and staff volunteers for their work in making the Phone-a-thon a great success.
- Two constituent communications were received: (1) regarding residency of enrolled students and (2) strong concern with the new facility use fee structure.
- A formal constituent complaint has been received and he will respond and work with the board to schedule a hearing.
- He is working with a Foothill School neighbor to mitigate concerns regarding use of the school fields, parking, traffic and use of restrooms.
- Superintendent Weiss and Mardi Kambish from Redwood Middle School attended the Noyce Foundation meeting in preparation for the MARS exam scheduled for March 5th and 6th in grades 3-8.
- Superintendent Weiss and Dianne Wall presented a Writing Assessment Workshop. Writing Assessments have been received and are stored in a secure location.
- On February 26th Superintendent Weiss and CBO Ellen Tipton will attend a basic aid meeting at the county assessor's office and will share information with the board.

- Superintendent Weiss thanked Michael Gipe for attending the CSBA Board President Workshop on February 10th and for taking the time to participate.
- Superintendent Weiss announced Junior Achievement - *JA in a Day* on February 9th was a huge success. There were over 80 volunteers in grades 2-5. Board member Jack Chang and Mahesh Jethanandani, Board member Pragati Grover's husband volunteered at Argonaut School. Superintendent Weiss thanked Mark Linsky, Board member Shinku Sharma, and Terrie Creamer for their work to organize the event. Mark Linsky is sponsoring a table at the annual Junior Achievement dinner on April 17th and anyone interested in participating may contact him.

5.4 **Comments from the Board**

- Board member Shinku Sharma reported she is working with administration at Redwood Middle School to make changes in the 6th grade *JA in a Day* program. She reported being contacted regarding the new Facility Use Fee Schedule and would like to make the process easier for non-profit organizations. She has also been contacted with a concern about crossing guards and safety patrol in the area of Foothill and Saratoga High Schools and would like to look into sharing this responsibility with the City of Saratoga and Saratoga High School. She also reported the public is anxious to hear about the new Math Advisory Committee.
- Board Secretary Pragati Grover thanked District Office staff Amy Schaumburg and Kathy Devich for their help in preparation for the Board workshop on February 2nd. She thanked Superintendent Weiss, and Redwood Middle School Principal Beth Polito and Administrative Assistant Teri Brandt for helping in the Argonaut School office when Principal Alex Chapman and Administrative Jenny Teeple were ill.
- Clerk of the Board Cindy Ruby enjoyed teaching at *JA in a Day* at Foothill School. She made a request that the clock at Foothill School be repaired.
- Board President Michael Gipe shared a review of the annual California State Lottery report with Board members and announced that the First Interim Report has been approved by the Santa Clara County Office of Education. He reported attending the CSBA Board Presidents' Workshop and that CSBA did an excellent job. This is a great resource for the board and it was beneficial to talk with other board presidents. He thanked board members for always keeping kids as the top priority and for being a functional, good working team.

6. **Spotlight: CSBA Masters in Governance Program/Board Workshop**

Superintendent Lane Weiss, Board President Michael Gipe, and Clerk of the Board Cindy Ruby shared their experience at the California School Boards' Association Masters in Governance Workshop. This is a 2-year program for the governance team with ongoing learning on how to best work together to benefit the district, students and staff.

Superintendent Weiss thanked the board for their work during the Board Governance Workshop on February 2, 2007 and presented them with a certificate in appreciation of their time and work.

7. **Action/Report Items**

7.1 **Public Hearing to Sunshine Tentative Compensation Agreement with the Saratoga Teachers' Association**

Superintendent Lane Weiss announced the Saratoga Teachers' Association and the Saratoga Union School District have reached tentative agreement on compensation. The Superintendent read the tentative agreement:

Saratoga Teachers' Association and Saratoga Union School District
Tentative Agreement
February 13, 2007

The Saratoga Teachers' Association and Saratoga Union School District have negotiated in good faith and have reached tentative agreement. This agreement is subject to ratification by the general membership of the Saratoga Teachers' Association and the Saratoga Union School District Board of Trustees.

The tentative agreement includes the following:

- Adjustment/increase to compensation on the salary schedule
(Cost of Living Adjustment - COLA): Retroactive to July 1, 2006 5.75%
- The previously negotiated Health and Welfare package that was negotiated and ratified last spring for the 2006-2007 school year, capped at the highest family HMO rate: \$14,263.58
- A step and column increase as per the current step and column contract language and certificated salary schedule. Average increase to salary based on step and column: 3.40%

Negotiations are continuing in the following areas:

- Staff Learning and Collaboration Time (SLCT Days)
- Leaves (personal necessity, sick leave, and family leave)
- Class size balance and class size guidelines
- Professional Days/Hours – spring teacher/parent conference schedule

Board President Michael Gipe opened a Public Hearing at 7:27 p.m. and the public was invited to comment. There were no comments from the public. Copies of the agreement may be reviewed at the District Office. Comments may be sent to Superintendent Lane Weiss or Board of Trustees, 20460 Forrest Hills Drive, Saratoga, CA 95070 or via email at lweiss@saratogausd.org or board@saratogausd.org. The Public Hearing will be closed February 27, 2007 and after hearing comments from the community the Board will be asked to vote on the agreement.

Superintendent Weiss publicly thanked the Saratoga Teachers' Association and the Saratoga Union School District bargaining teams for their thoughtful work in reaching tentative agreement.

7.2 Close Public Hearing for Saratoga Union School District and the Saratoga Teachers' Association Initial Proposals for Negotiations

The Saratoga Teachers' Association presented an initial proposal (Demand to Bargain) in an area they wish to open (expenses associated with obtaining a CLAD credential (Cross-Cultural Language and Academic Development) for negotiations with the Saratoga Union School District. A Public hearing was opened on January 23, 2007 and the public was invited to send comments 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 or board@saratogausd.org.

No comments have been received and Board President Michael Gipe closed the Public Hearing at 7:28 p.m.

7.3 Confidential Employee Group Proposal

Superintendent Lane Weiss reported on proposed changes to job titles, job descriptions, and compensation for members of the confidential employee group. This is a follow up item from the 2005-2006 school year and is a result of a comparison study of surrounding school districts and an internal study of job responsibilities in the Saratoga Union School District. He introduced Dianne Wall and Patti Wareham representing the confidential employees. The group is requesting the same COLA of 5.75% and Health and Welfare package as the Saratoga Teachers' Association. Following up from the 2005-06 school year restructuring would cost approximately \$21,800 and include changes to four job titles.

Board members commented that current classifications fit years ago, realignment with the more technical duties now required will better reflect what is currently being done. The proposed titles are comparable to titles in other districts. Superintendent Weiss added that this will more accurately describe job responsibilities.

The Board will be asked to vote at the next meeting on February 27, 2007.

7.4 Citizen Proposal of Designation of Oak Street as a Heritage Lane

Superintendent Lane Weiss reported on details of the parameters of a Heritage Lane designation as it relates to a community proposal for Oak Street. The board was asked to give staff direction on the next steps in response to a community request for support of the designation of Oak Street as a Heritage Lane.

Superintendent Weiss met with staff from the City of Saratoga. Parameters for the designation of a Heritage Lane are not clearly defined. Currently a petition being circulated has not been approved by 60% of property owners as required. Saratoga School has the most frontage on Oak Street and a citizens group is looking for support from the district.

Jenni Young Taylor, an Oak Street resident since 1952 and an alumni of Saratoga Elementary School, urged the school board to help forward the designation of Oak Street as a Heritage Lane. Ms. Taylor shared photographs of Saratoga School from 1854-1999.

Board members discussed the request.

- What will the designation require? There is no answer at this time.
- This may add additional steps for modification to property on Oak Street.
- Schools are under the jurisdiction of the Department of State Architect (DSA) not the city.
- Litigation may be required to resolve differences.
- The district went to great lengths for the architect to match the historical school and neighborhood during reconstruction.
- It is difficult to find a way to be part of the solution in this unknown territory.
- The district would like to be part of a collaborative process to more specifically define criteria.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to postpone action pending dialogue between the district and appropriate city personnel.

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

Jenni Young Taylor thanked the board for hearing her request.

7.5 Budget Update

Superintendent Lane Weiss updated the board on the first SUSD Budget Committee meeting for 2007. Members were introduced to the process, a roster was handed out, and information was shared about basic aid, one-time state money and budget recommendations for this year's budget adoption. Also discussed was the role of School Site Council, PTA groups and the responsibility of members to communicate with their constituents.

Superintendent Weiss presented draft language for a District Reserve Policy as well as background information. The board discussed expenditures in the event of an emergency situation, current status of reserve, and examples of contributions. This draft will be shared with employee association groups, district budget committee and principals. Language about when decisions are made and mutual concerns will be discussed. Board members will review the policy and hear comments from interested organizations. The Basic Aid Reserve Policy was formerly known as the Special Reserve Policy and not the creation of a new fund.

7.6 Approval of Resolution 317.2/07 Tax and Revenue Anticipation Note (TRAN)

Chief Business Official Ellen Tipton explained the California Cash Reserve Program and asked the Board to approve Resolution 317.2/07 Tax and Revenue Anticipation Note (TRAN). By passing this resolution the District will have the opportunity to participate in the Cash Reserve Program sponsored by the California School Boards Association Finance Corporation.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve Resolution 317.2/07 Tax and Revenue Anticipation Note (TRAN).

Roll Call Vote

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

7.7 Second Reading – Approval of Board Policy Draft – (Series 2000) - Administration

Superintendent Lane Weiss presented a draft of the Series 2000 Board Policies – Administration for second reading. The policy sub-committee has reviewed these policies and CSBA has provided the board with this copy for review and adoption. The board was asked to approve Series 2000 Board Policies – Administration.

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve Board Policy – Series 2000 – Administration.

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

7.8 Board Policy Revision – 3000 Series – Business and Non-Instructional Operations

Superintendent Lane Weiss reviewed draft copies of the Board Policy 3000 Series – Business and Non-Instructional Operations. The First Reading of these policies will be scheduled for the February 27, 2007 board meeting. Superintendent Weiss and CBO Ellen Tipton will summarize information for the board.

7.9 Calendar Update

Superintendent Lane Weiss updated the board on the discussion of the 2007-2008 school year calendar in SUSD as well as the discussions taking place with the Los Gatos-Saratoga Joint Union High School District regarding the 2008-2009 school year calendar and the 2009-2010 school year calendar. The next meeting with high

school district has been tentatively rescheduled to March 8, 2007. Superintendent Weiss will hold a calendar meeting to communicate with bargaining units.

7.10 Form 700 – Filing of Disclosure Statements

The Board discussed requirements for filing Form 700 – Disclosure Statements. They were asked to return the Form 700 to Kathy Devich by March 13, 2007.

7.11 CSBA Delegate Assembly

Clerk of the Board Cindy Ruby was directed to provide recommendations for candidates running for the California School Boards' Association Delegate Assembly at the February 27th Board meeting.

8. Communications

8.1 Community Comments

There were no community comments.

9. Future Agenda Items

The Board discussed items for future agendas:

Approval of Recommendations for Permanent Status
Close Public Hearing: Tentative Agreement between STA and SUSD
Approval of Second Interim Report – J200
Approval of Ed. Code Assignments/Single Subject Credentialed Teachers
at Redwood Middle School
First Reading Board Polices 3000 - Business and Non-Instructional Operations
Discussion of Facilities Use Fees
Safety/Crossing Guards
Report on Articulation with Saratoga High School
Math Report
Confidential Employee Proposal

Next meeting: February 27, 2007
District Office Conference Room

10. Adjournment

The meeting was adjourned at 9:14 p.m.

Clerk of the Board