

**BOARD OF TRUSTEES  
SARATOGA UNION SCHOOL DISTRICT  
Regular Board Meeting  
January 9, 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 6:01 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.

Matt Weber, 4<sup>th</sup> grade teacher at Argonaut Elementary School presented a request for leave on behalf of his wife Connie Weber, 3rd grade teacher at Foothill Elementary School.

**2. Closed Session**

Board members met in Closed Session for:

2.1 Personnel Report

2.2 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.

**Personnel Report**

**New Hire**

Cresencio Rodriguez is being recommended for the Custodian position at Foothill Elementary School effective January 9, 2007.

**Resignation**

Steven Odom, 1 on 1 Aide at Redwood Middle School is resigning effective January 5, 2007.

Randy Sweet, 1 on 1 Aide at Redwood Middle School is resigning effective December 26, 2006.

**Personnel Report Addendum**

**Leave of Absence**

Connie Weber, 3<sup>rd</sup> Grade Teacher at Foothill Elementary School is requesting a Child Rearing Leave effective February 5, 2007 to June 14, 2007.

## Retirement

Assistant Superintendent Louise Levy is retiring, effective June 30, 2007. Louise has been with SUSD for 20 years. She started at SUSD in July 1987 as the Principal at Foothill Elementary School and in July 1996 became the Assistant Superintendent. Louise Levy has contributed a rich 40 years of her life to education.

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 for Connie Weber, 3rd grade teacher at Foothill Elementary School

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

## 4. Action/Consent Items

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes for December 12, 2006 - Organizational and Regular Meeting
- 4.3 Approval of Warrants for December 2006

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**

- The Superintendent thanked Louise Levy, Assistant Superintendent for her 40 years of service in education, and 20 years working in the Saratoga Union School District.
- The Superintendent updated the board on the progress being made with Science Instructional Materials and the forming of the task force which will serve to guide the process of adoption of new materials.
- Superintendent Lane Weiss and Dianne Wall will be attending an upcoming County STAR workshop to gain information regarding test administration. They will in turn train principals and site administrators.
- A former parent in SUSD Chuck Sabes passed away in December. Chuck was very active with SEF and contributed a great deal to SUSD.
- The Calendar Committee, Budget Advisory Committee and Health and Welfare Committee are formed and will soon begin work planning for the 2007-2008 school year.
- January 19 is a Professional Development Day in SUSD. Superintendent Lane Weiss is very pleased with the alignment of professional day activities with board goals. He invited board members to attend Professional Development Day activities.
- Superintendent Weiss reported that he recently spent about 45 minutes in Redwood Vice Principal Jason Robertson's "chair." He reported that Jason had been able to juggle daily administrative tasks with ease.

- Junior Achievement Day is coming soon. Board members Shinku Sharma and Jack Chang as well as Mark Linsky have been busy planning activities for students in Grades 2-5.
- Superintendent Weiss attended a ribbon cutting ceremony at the Saratoga Library on January 8. It was a pleasure to be there with so many community members and to watch Redwood Middle School's band perform.
- Eileen Kao has been appointed as school liaison and will be meeting with the superintendent soon.
- Denise Pope, author of "Doing School" will be talking with our school principals on January 23. Board members are invited to attend this workshop
- Superintendent Weiss updated the board about progress being made at Redwood Middle School in math. He will be meeting with community parents this week. Superintendent Weiss also shared an informational letter recently sent to Redwood parents by Principal Beth Polito, outlining new information in the area of math curriculum.
- The board was reminded that school newsletters, posted and updated on the district and school websites, are an excellent source for school site information and upcoming activities and programs.
- Superintendent Weiss will be working with Terrie Creamer and Faithe Liu in planning the upcoming SEF/Board of Trustees meeting on January 23, 2007. He also mentioned that the SEF Phonathon is coming soon.

#### 5.4 **Comments from the Board**

- Board member Shinku Sharma thanked the district maintenance department for re-striping the parking lots at Redwood Middle School.

#### 6. **Spotlight: Saratoga School Sea Turtles Service Club and Student Council**

Principal Diane Smalley introduced members of the Saratoga School Sea Turtles Service Club and Student Council who updated the board on current activities. Council and Service Club members included:

Student Council Members: Drew Bryan (5<sup>th</sup> Grade, school president) & Matthew Nobles (4<sup>th</sup> Grade, school vice-president)

Sea Turtle Service Club: Raquel Yoffie (1<sup>st</sup> Grade), Callen Weiss (1<sup>st</sup> Grade), Claire Cottingham

#### 7. **Action/Report Items**

##### 7.1 **Proposed Facilities Use Fee Schedule**

Chief Business Official Ellen Tipton presented the board with a draft facility use fee schedule to be implemented July 1, 2007.

A motion was made by Shinku Sharma and seconded by Pragati Grover to approve the proposed facilities use fee schedule.

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

##### 7.2 **Budget Update**

**Arts and Music Block Grant Funding** – Superintendent Lane Weiss shared data regarding Arts and Music Block Grant Funding from the State. The total for the school district is \$38,144.42. Seventy-five percent of the estimated entitlement will be received in January, 2007. The remaining funding will be released in a second apportionment in May 2007. This is

on-going funding that is designed to supplement existing resources for visual and performing arts.

**District Budget Advisory Committee** – The District Budget Advisory Committee will have their first meeting on January 29. The board discussed possibly addressing larger programs that have experienced cutbacks in the past and balancing resources throughout the district.

**Budget Reserve Policy** - The Superintendent presented additions made to the Basic Aid Reserve Policy draft. The Board requested information and scenarios be run to better aid in decisions made about the Basic Aid Reserve Policy. The Board asked for clarity with regards to the wording and formatting of the information contained in the Basic Aid Reserve Policy.

- 7.3 **First Reading – Board Policy Draft – (Series 2000) - Administration**  
Superintendent Lane Weiss presented a draft of the Series 2000 Board Policies – Administration for 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. Second Reading will be presented February 13, 2007 when the board will be asked to approve Series 2000 Board Policies – Administration.

- 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 October 1 – December 31, 2006.

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Williams Quarterly Report for October 1 – December 31, 2006.

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

- 7.5 **School Board Meeting Schedule and Calendar**  
The board discussed the format and frequency of board meetings for 2007. A once-a-month meeting and once-a-month board workshop-style meeting were discussed. The board will continue to discuss School Board meeting schedule format and options. No action was taken on this item.

- 7.6 **Board Goals – Second Quarter Update**  
Superintendent Lane Weiss presented the board with a summary progress report on the 2006-07 board goals and success indicators as follows:

**Organizational Culture**

- School site positive climate committees working on positive school climate (assessment and action plan)
- Planning for January 19 Professional Development Day includes Second Steps / Steps to Respect (character education programs) training for teachers
- Increase in student leadership and student community service opportunities
- Administrator workshops and guest speakers

**Curriculum and Instruction**

- In the process of loading SUSD data (student assessment information) into SchoolPlan programs.
- In the process of training principals and teachers on use of SchoolCharts

- Superintendent presentations on STAR and MARS to the SUSD board, school site councils, and PTA/parent groups
- Coaching and professional development based on assessment data from the California Standards Test (CST) and MARS
- Student writing assessment data collected – site based improvement plans based on local data
- Use of science CST data in the instructional materials adoption process for science, K-8 (adoption process will include a study of instruction, assessment, and professional development)
- Ruth Parker – math workshop with principals and parent information evening
- Facilitated online access of History-Social Science classroom and supplementary learning materials for Grades 4-5

#### **Communication**

- District coordination with community and school groups regarding flyers, advertising of school events and information
- Negotiations updates posted on the district website and distributed to the negotiations teams
- Key information has been presented by e-mail, hard copy letters, small group meetings and phone calls
- School newsletters are announced via a listserv e-mail message
- District holiday LifeLinked video message was viewed by over 75% of listserv members within 24 hours
- KSAR TV broadcasts – coordination with parent volunteers and KSAR staff

#### **Finance**

- In the process of organizing a training for school site councils which will include an alignment of site budgets with board goals and school goals
- Budget committee will be formed and begin meeting in January – alignment and prioritization process outlined by School Services will be used

#### **Human Resources**

- Board spotlights continue to highlight excellent work that benefits students
- Internal communication to staff continues to highlight excellent work that benefits students, our work environment, and district organizational culture
- Administrative team was given a sample template for positive press releases for external sharing of information from schools and our district – we have a target of issuing two positive press releases per month per administrator

#### **Technology**

- 95% of our teachers are using Powerschool to take attendance
- Powerschool / CSIS project completed (this allows us to submit our CBEDS report and receive our funding)
- Powerschool was used to generate our pre-ID report for STAR testing
- Powergrade is being used internally at Redwood; report cards were generated using Powerschool
- Powergrade and parent access is scheduled to begin at Redwood Middle School at the beginning of the 2007-08 school year
- Technology committee is continuing work on technology plan; team visited Las Lomas School District
- Over 70% of our teachers completed the California Technology Assistance Project (CTAP) online survey which assesses teacher proficiency and professional development needs

- Strong parent / community support for technology (purchase of hardware and volunteering of time and talent)
- The district office, Foothill, Argonaut, Saratoga have the new phone system installed; the RMS phone installation has just started – estimated to be completed within 30 days

**7.7 Board Committee Assignments for 2007**

Board President Michael Gipe led a discussion on 2007 committee assignments. Board committee assignments were determined as follows:

<i>Budget Advisory Committee</i>	Pragati Grover
<i>Budget Reserve Committee</i>	Michael Gipe / Jack Chang
<i>Health &amp; Welfare Task Force</i>	Cindy Ruby
<i>Negotiations – Certificated</i>	Michael Gipe / Cindy Ruby
<i>Negotiations – Classified</i>	Shinku Sharma / Jack Chang
<i>Policy – CSBA Policy Project (as needed)</i>	Michael Gipe / Cindy Ruby
<i>Presidents’/Coordinating Council</i>	Pragati Grover
<i>Saratoga Education Foundation (SEF)</i>	Jack Chang / Shinku Sharma
<i>K-8 Math Advisory Committee</i>	Shinku Sharma

**8. Communications**

**8.1 Community Comments**

Rebecca Hellwig, Field Representative from the office of Assemblymember Jim Beall greeted the board and invited board members to attend an open house at the assembly member’s new district office on January 19 to meet staff and discuss any items of interest or concern.

**9. Future Agenda Items**

The Board discussed items for future agendas.

Approval of Consolidated Application, Part II  
 Masters in Governance Program  
 February 2 Board Workshop

Next meeting: January 23, 2007  
 Board/SEF Meeting  
 Redwood Middle School Library

**10. Closed Session**

The Board returned to meet in Closed Session for:  
 2.2 Conference with Labor Negotiator Lane Weiss

**11. Open Session**

Board President Michael Gipe reported that no action was taken during Closed Session

**12. Adjournment**

The meeting was adjourned at 9:40 p.m.

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Clerk of the Board