

**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
May 23, 2006**

M I N U T E S

Present: Cindy Ruby, Cathie Thermond, Shinku Sharma, Michael Gipe, John Poo

1. Call to Order

The meeting was called to order at 6:00 p.m. by Board President Cindy Ruby.

2. Closed Session

Board members met in Closed Session for:

- 2.1 Personnel Report for May 23, 2006
- 2.2 Public Employee Discipline/Dismissal/Release
- 2.3 Classified and Certificated Negotiations: Conference with Labor Negotiator Lane Weiss

3. Open Session

Board President Cindy Ruby called the meeting into Open Session and announced action taken in Closed Session.

A motion was made by Cathie Thermond and seconded by Michael Gipe to approve the Personnel Report and the Personnel Report Addendum.

AYES: Ruby, Thermond, Sharma, Gipe, Poo

NOES: 0

Personnel Report

Resignation/Retirement

Sharon Makoff, First Grade Teacher at Argonaut Elementary School is retiring effective June 15, 2006. Sharon has been with SUSD for 6 years.

Sandra Moser, Crossing Guard, resigned effective May 12, 2006.

Kari Sparks, 1 on 1 Aide at Saratoga Elementary School is resigning effective June 15, 2006.

Leave of Absence

Amy Bosinger, Spanish Teacher at Redwood Middle School is requesting to extend her leave of absence to October 1, 2006.

Susan Johnson, Third Grade Teacher at Argonaut Elementary School is requesting a maternity leave effective June 5, 2006 to January 3, 2006.

Eljas Long, Physical Education Teacher at Redwood Middle School is requesting a Family Leave effective September 11, 2006 to October 6, 2006.

Personnel Report Addendum

Marie Geers, Occupational Therapist is requesting to resign 40% of her 100% occupational therapist position effective August 2006.

At this time Board Clerk Shinku Sharma left the meeting.

4. Action/Consent Items

4.1 Approval of Agenda

4.2 Approval of Minutes for May 9, 2006

A motion was made by Cathie Thermond and seconded by John Poo to approve the Action Consent Items.

AYES: Ruby, Thermond, Gipe, Poo

NOES: 0

ABSENT: Sharma

5. Communications

5.1 Community Comments

There were no comments from the community.

5.2 Comments from Employee Groups

Saratoga Teachers' Association President Debra Elerath read *What Teachers Make* to the board.

5.3 Superintendent Lane Weiss made the following comments:

There were no comments from the Superintendent.

5.4 Comments from the Board

There were no comments from the Board.

6. Spotlight: Redwood Middle School Computer Lab/SUSD Technology Update

Superintendent Lane Weiss introduced Mary Thomas, Howard Lorenz, Steve Cunningham, and Harry Dill and thanked them for their work this year in the area of instructional technology and communication. He expressed appreciation to the Cisco families that have provided a variety of donations for technology and a new telephone system for the district. The new telephone system will be more efficient as repair and support will be taken care of internally by Howard Lorenz. Students are enjoying the new computers in the Redwood Middle School Computer Lab. They can now create electronic portfolios and they open up possibilities to new software.

7. Action/Discussion Item

7.1 History-Social Science Instructional Materials Task Force Recommendation

Superintendent Lane Weiss and Assistant Superintendent Louise Levy reported to the board about the work of the History/Social Science Instructional Materials Task Force this year. The background, K-8 pilot process and recommendation, and next steps were presented.

Kindergarten teacher Stephanie Dixon reported Pearson Scott Foresman has been recommended as it best represents "Three Dimensional Success", is good for differentiation, has lots of assessments, supports the state standards, and promotes respect. Second grade teacher Laurie Marshall added that units are all inclusive, provide a student magazine, and that student work can go home and provide an opportunity for discussion with parents.

Fourth grade teacher Sandy Waite Lopez reported Harcourt School Publishers has been recommended. The textbooks are standards based, include virtual field trips, kid friendly language, and a culminating activity. The textbook and homework are available on online.

Redwood Middle School Assistant Principal Alex Chapman reported the recommendation for grades 6-8 is Teachers' Curriculum Institute (TCI) and also grades 7-8 are recommending one set of Glencoe/McGraw Hill materials per grade level. This allows flexibility in teaching styles and materials are available online or CD-ROM.

Superintendent Lane Weiss reported all K-8 materials will be ordered at one time and that the order will be placed by June 30, 2006. Estimated cost for the History/Social Science textbook adoption is \$125,000. Textbooks will be delivered, inventoried and out to school sites by the end of August.

Background:

- ◆ History-Social Science Task Force began work in January 2006 with 9 K-8 teachers, 2 site administrators and 2 district office administrators.
- ◆ CDE Evaluation Criteria: Content/alignment with curriculum, program organization, assessment, universal access, instructional planning and support.

Pilot Process:

- ◆ Task Force met monthly and followed the Material Adoption Toolkit highlighting the state framework and the criteria for evaluating instructional materials.
- ◆ Attended SCCOE History-Social Science Materials Fair and chose materials to pilot in February.
- ◆ From March to May teachers and students evaluated textbooks and materials, assessments and technology.
- ◆ The week of May 8th parents and community members were invited to review materials at a public display of textbook materials and asked to provide input. On the evening of May 10th publishers' representatives explained programs and answered questions.

K-8 Recommendations:

- ◆ K-3 Pearson Scott Foresman
- ◆ 4-5 Harcourt School Publishers
- ◆ 6-8 Teachers' Curriculum Institute with resource sets of Glencoe/McGraw Hill materials

Next Steps:

- ◆ Order K-8 materials for 2006-07 school year
- ◆ Publishers will provide in-service for staff on the new materials
- ◆ Ongoing communication about implementation with parents and community

The Board applauded all for their work and the informative presentation. At the next board meeting on June 13th the board will be asked to approve the recommendation.

7.2 **Public Hearing to Sunshine Tentative Health and Welfare Agreement for 2006-07 with the Saratoga Teachers' Association**

The Saratoga Teachers' Association and the Saratoga Union School District have reached tentative agreement for the 2006-07 school year on **Article XVI – Health and Welfare Benefits**. The district proposes to negotiate fair and equitable adjustments in compensation (Health and Welfare benefits), consistent with the District's ability to pay now and in the future, and the reality of state and local economies.

Tentative Agreement

Commencing July 1, 2006 the district will pay Health and Welfare Benefits for all qualified bargaining unit members and families at a rate no greater than the highest cost family HMO plan rate. Any cost above the highest cost family HMO will be paid by the bargaining unit member.

The Board President opened the Public Hearing on May 9, 2006 and the public was invited to comment. Letters may be addressed to the Board or Superintendent, 20460 Forrest Hills Drive, Saratoga, CA 95070. Emails may be sent to lweiss@saratogausd.org or to board@saratogausd.org. Copies of the agreement were available for review at the District Office.

Superintendent Lane Weiss announced no comments have been received. Saratoga Teachers' Association (STA) President Debra Elerath announced that STA has ratified the agreement. Board President Cindy Ruby closed the Public Hearing at 7:48 p.m. and the board was asked to vote on the agreement.

A motion was made by Cathie Thermond and seconded by Michael Gipe to approve the tentative agreement between the Saratoga Teachers' Association and the Saratoga Union School District for the 2006-07 school year on Article XVI – Health and Welfare Benefits.

AYES: Ruby, Thermond, Gipe, Poo

NOES: 0

Absent: Sharma

7.3 **Budget Update**

Superintendent Lane Weiss welcomed members of the Budget Advisory Committee including Bill Hunt (Argonaut School parent), Terrie Creamer (SEF President) Beth Polito (Redwood Middle School Principal) and Mary Thomas (STA representative). Others who served on the committee chaired by Superintendent Lane Weiss were Julie Peck (Saratoga School parent), Tara Mattson (Foothill School parent), Lisa Lau (SEF Treasurer), Nancy Ondrejka (Foothill Principal), Sue Brooks (Argonaut Principal), Anne Kolb (Redwood Registrar), Ellen Tipton (Chief Business Official), Kym Plaing (Human Resources Director) and Patti Wareham (Payroll Specialist).

Chief Business Official Ellen Tipton and Superintendent Lane Weiss updated the board on the following:

- **2005-06 Estimated Actuals**
Estimated ending balance \$551,000 an increase of \$291,000.
- **2006-07 Budget – First Draft**
Major assumptions: 6% increase to the secured property taxes, no penalties for K-3 Class Size Reduction, reduced staffing at 6-8 due to loss of SEF funding, \$75,000 contribution from the general fund for State Instructional Materials, \$25,000 estimated cost for November 2006 Board member election expense, increases to Health & Welfare and mandated benefits costs, step and increment and a 2% COLA for all employees.
- **Funding per student in SUSD vs. Media Reports**
This information provided contextual framework for understanding funding in public education.
- **District Budget Advisory Committee Recommendations**
Superintendent Weiss described the process and provided a list of the recommendations. At the next board meeting the items will be sorted by category and prioritized. A high priority of the committee was for funding to go directly to students in the classroom. Superintendent Weiss thanked the members of the Budget Advisory Committee for their very thoughtful work and appreciates their efforts in getting information out to stakeholders.

- Saratoga Education Foundation Major Grant for 2006-07
Superintendent Lane Weiss introduced SEF President Terrie Creamer who shared information about the SEF Major Grant for 2006-07. The grant was approved by the executive board in the amount of \$1,055,613 and the board will be asked to approve the 2006-07 Major Grant at the next board meeting on June 13, 2006.

Superintendent Weiss thanked Terrie Creamer and all the SEF volunteers for the incredible amount of money they have raised, for their community building and partnership.

- Redwood Middle School Proposal
Redwood Middle School Principal Beth Polito
New proposal for 2006-07: 3.17 FTE Budget Add
Burden to Budget - \$244,000 with Categorical Budget Support
\$308,000 without Categorical Budget Support

7.4 WebFeedback – Staff and Parent Surveys – Report

Superintendent Lane Weiss presented a summary report on the progress and preliminary results of the online surveys that have been recently taken in the Saratoga Union School District. Summary results of the surveys will be posted on the district website in early June.

We are currently at the tail end of finishing our surveys and appreciate parents and staff for their participation. We are committed to continuous improvement, excited to have this feedback.

7.5 Staff Learning and Collaboration Time – Schedule/Calendar for the 2006-2007 School Year

Superintendent Lane Weiss provided board members with an update on negotiations between the district and the Saratoga Teachers’ Association on the schedule/calendar being considered to provide teachers time for learning and collaboration. We are currently looking at several options to support teacher learning and collaboration. Another meeting is planned and we hope to communicate a decision to the public by mid-June.

7.6 Saratoga Union School District Wellness Policy- First Reading

Superintendent Lane Weiss presented a draft California School Boards Association (CSBA) template of a policy that is required to be adopted before the start of the 2006-2007 school year in the area of Wellness. This policy will serve as an umbrella to other wellness related policies.

A key component to the process is obtaining input from teachers and the community. Assistant Superintendent Louise Levy shared input and involvement of parents and staff related to this policy through the work of the district Wellness Committee. Members of the Wellness Committee include:

Parents – Margery Chen (Argonaut School), Julie Johnson (Foothill School), Mary Lynne McLaughlin and Dana Schwartz (Saratoga School).

Community – Don Anastasia (HAM Operator), Bill Morrison and Sue Long (Saratoga Fire Department), Harry McKay (St. Andrews School).

Staff – Kathy Finnecy and Kelly Greenfield (Argonaut Teachers), Cristina Lee (District Nurse), Pat Obermeier (Saratoga Teacher), Karen Smyrl (Foothill Teacher), Angela Steely (Redwood Counselor).

Administrators – Louise Levy (Assistant Superintendent), Diane Smalley (Saratoga Principal) and Jason Robertson (Redwood Dean).

In this process we are also working with Sodexo (Food Services) who has provided a summary guide of information.

Next Steps:

- Customize policy language
- Hear feedback from the board
- Review policies from other districts

7.7 California Healthy Kids Survey (CHKD) Results

Assistant Superintendent Louise Levy, Redwood Middle School Principal Beth Polito and Foothill Principal Nancy Ondrejka shared summary results from the California Healthy Kids survey that was administered in the Saratoga Union School District to students in grades 5 and 7. The survey meets the requirements of the federal Safe and Drug Free Schools and Communities Act (SDFSCA).

The CHKS is voluntary and individual student results are kept confidential. A total of 220 or 77% of fifth grade students participated in the survey. Parents of fifth graders are required to sign a consent form. Nancy Ondrejka reported the overall results have heightened awareness and have been shared with staff and PTA. All K-5 schools are working with the Second Step program to address areas of concern.

Redwood Middle School Principal Beth Polito reported the survey collects information about the health risks and resilience of our students. Interesting facts about our 7th grade students include: 76% of students surveyed have not moved at all in the last 12 months, 91% of students would characterize themselves as receiving A's and B's and 93% of students say they have not been truant once in the last 12 months. Areas of concern include: perceived safety, harassment, inhalant use, alcohol use and marijuana use. The presence of high levels of the three external assets (school environment, community environment and school connectedness scale) have increased over the survey period 2001-2005) and will help meet the fundamental needs of our students.

7.8 Field Naming Proposal: Steve Zankich Memorial Field

Superintendent Lane Weiss requested board approval to name the softball fields at Foothill School: *Steve Zankich Memorial Fields* in collaboration with the Los Gatos-Saratoga Girls' Softball Association. A copy of a proposed plaque design from representatives of the softball league was presented. A ceremony to honor Mr. Zankich will be planned in June.

A motion was made by John Poo and seconded by Mike Gipe to name the softball field at Foothill School "Steve Zankich Field". A biographical/background plaque will be added by the district to provide context.

AYES: Ruby, Thermond, Gipe, Poo

NOES: 0

ABSENT: Sharma

8. Communications

8.1 Community Comments

There were no comments from the community.

9. Future Agenda Items

Board members discussed items for future agendas.

- Budget Update
- SEF Grant for 2006-07
- Second Reading – Wellness Policy
- Request for approval of History/Social Science Textbook Adoption
- SLCT Professional Development Time
- Draft Reserve Policy
- LEA Plan

Next Meeting: June 13, 2006

10. Adjournment

The meeting was adjourned at 9:54 p.m.

Clerk of the Board