

**BOARD OF TRUSTEES  
SARATOGA UNION SCHOOL DISTRICT  
Regular Board Meeting  
February 14, 2006**

**M I N U T E S**

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

**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

2.2 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 Shinku Sharma to approve the Personnel Report.

AYES: Ruby, Sharma, Thermond

NOES: 0

ABSENT: Gipe, Poo

Personnel Report

New Hire

Lin-Lin Tsou was hired as a Crossing Guard, effective February 2, 2006

Request for Leave of Absence

Mary Aron, 2<sup>nd</sup> grade teacher at Argonaut Elementary School, is requesting a maternity leave, effective January 23, 2006 through the remainder of the 2005-06 school year.

Diana Greene, 3<sup>rd</sup> grade teacher at Foothill Elementary School, is requesting a maternity leave effective February 27, 2006 through the remained of the 2005-06 school year.

Erin Faye, Kindergarten teacher at Foothill Elementary School, is requesting a maternity leave effective March 1, 2006 through the remained of the 2005-06 school year.

**4. Action/Consent Items**

4.1 Approval of Agenda

4.2 Approval of Minutes for January 31, 2006

4.3 Approval of Personnel Report for February 14, 2006

4.4 Approval of Warrants for January 2006

4.5 Approval of 2004-05 Audit Report

4.6 Approval of Contract Extension with MBA of California

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

AYES: Ruby, Sharma, Thermond, Poo

NOES: 0

ABSENT: Gipe

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 visited K-5 schools for JA in a Day (Junior Achievement) on February 10<sup>th</sup> for grades 2, 3 and 4. He expressed appreciation to volunteer Mark Linsky, school principals, and parents for their participation in this exciting program for our students.
- Superintendent Weiss participated in the Saratoga Education Foundation Phone-a-thon on February 12<sup>th</sup> and acknowledged SEF President Terrie Creamer, Beth Kingsley and all the SEF volunteers, parents and staff who worked on this very successful event.
- Superintendent Weiss announced preparations for administration of MARS and STAR Writing Exams are underway. These tests will be given in early March.
- Superintendent Weiss met with a delegation of four educators from China who are studying at San Jose State University. They visited V. Hinkle and staff at Redwood Middle School and have submitted a written proposal to develop a partnership with the school and district.
- The District Leadership Team discussed progress to date and a report to the Board is planned in the spring.

5.4 **Comments from the Board**

- There were no comments from Board members.

6. **Spotlight: K-5 Junior Achievement**

Saratoga School Principal Diane Smalley introduced students who highlighted their Junior Achievement experiences. Reporting to the Board about what they learned were: Michael Okuno and Yasmeeen Mardi from 2<sup>nd</sup> Grade, Becky Hoag and Lauren Belotti from 3<sup>rd</sup> Grade and Nikhil Goel and Anneliese Nussbacher from 4<sup>th</sup> Grade.

7. **Action/Discussion Items**

7.1 **Second Quarter Board Goals Update**

Superintendent Weiss introduced Redwood Middle School Principal Beth Polito, Assistant Principal Alex Chapman and Dean Jason Robertson who presented an update on progress towards district goals by Redwood Middle School. Redwood Middle School goals were directly linked to the District's focusing of Three Dimensional Success: Academic Success, Balance Curriculum and Caring, Responsible Citizens and to the Board Priority Goals of Organizational Culture, Curriculum and Instruction, Communication, Finance, Human Resources and Technology. A handout outlining progress toward each goal was shared and is available at the District Office for review.

The Board thanked the Redwood Middle School administrators for their report.

**7.2 Budget Update/Year to Date**

Chief Business Official Ellen Tipton updated the board on 2005-06 expenses to date through January 31, 2006. This information reflects the General Fund income and expenses to January 31, 2006 and mirrors the Second Interim Report with a more detailed reporting of both revenue and expenses.

Superintendent Lane Weiss reported on high priority budget requests from school sites for the Board's consideration:

Technology - \$75,000

Technology infrastructure for phones, network and Redwood Middle School hardware upgrade

Gardner - (under budget – no additional cost)

Increase from .75 fte to 1.0 fte

Operations Assistant - \$6,784

Provide assistance to Warehouseman through June 2006

Graduation Chairs - \$2,000

Redwood Middle School Graduation Chairs

Study cost to purchase vs. rent chairs

Assess current inventory and needs

Electrical Upgrade – \$1,000

Electrical outlets for Redwood Middle School Physical Education equipment

Communication - \$2,000

KSAR communication project with corporate sponsorship

Survey usage and possibility of webcasts.

A motion was made by Cathie Thermond and seconded by Shinku Sharma to approve the high priority budget request as presented with the following stipulations:

- (1) an inventory of chairs be taken at Redwood Middle School and funds allocated if other resources cannot be found
- (2) communication project with KSAR be on a trial basis and effectiveness measured before additional funds are requested.

AYES: Ruby, Sharma, Thermond, Poo

ABSENT: Gipe

NO: 0

**7.3 Request for Approval of Confidential Employee Group Proposal**

Dianne Wall presented a proposal regarding wages and hours for the Confidential employee group. Members of the Confidential group introduced themselves and explained their job responsibilities at the district office. The proposal includes a 6.5% COLA, Health and Welfare cap at HMO family rate per employee, an increase vacation to 20 days per year providing closer alignment with SUSD Classified Association and written clarification of retirement plans offered by Saratoga Union School District for Confidential employees.

A motion was made by Cathie Thermond and seconded by John Poo to approve the Confidential employee proposal as presented.

AYES: Ruby, Sharma, Thermond, Poo  
NOES: 0  
ABSENT: Gipe

**7.4 Approval of Resolution 302.2/06 Tax and Revenue Anticipation Note (TRAN)**

Chief Business Official Ellen Tipton explained the California Cash Reserve Program and asked the board to approve Resolution 302.2/06 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 Cathie Thermond and seconded by John Poo to approve Resolution 302.2/06 Tax and Revenue Anticipation Note (TRAN) as presented.

Roll Call Vote

AYES: Ruby, Sharma, Thermond, Poo  
NOES: 0  
ABSENT: Gipe

**7.5 Resolution 303.2/06 Authorization to Close Fund 300- State School Building Fund**

Chief Business Official Ellen Tipton presented Resolution 303.2/06 Authorization to Close Fund 300- State School Building Fund. Fund 300 has served its intended purpose and all monies have been fully expended.

A motion was made by Shinku Sharma and seconded by Cathie Thermond to approve Resolution 303.2/06 -Authorization to Close Fund 300- State School Building Fund as presented.

Roll Call Vote

AYES: Ruby, Sharma, Thermond, Poo  
NOES: 0  
ABSENT: Gipe

**7.6 2006-07 Calendar Update**

Superintendent Lane Weiss updated the board on the Los Gatos – Saratoga Joint Union High School District's 2006-07 school year calendar and plans for adoption of the Saratoga Union School District 2006-07 school year calendar.

Two proposed calendars will be shared with the Saratoga Teachers' Association through building representatives. Input will be requested by February 27<sup>th</sup> and the Board will be asked to approve the 2006-07 school year calendar at their regular meeting on February 28, 2006.

Superintendent Lane Weiss asked the board for direction on the process and timeline for developing a draft calendar of minimum days for Staff Learning and Collaboration Time.

- Outline process for collecting information and drafting options
- Outline timeline for negotiations
- Outline timeline for decision and communication
- Involve SSC, PTA, DLT, STA, Presidents' Council/Coordinating Council in drafting a recommendation taking into account:
  - What is working well
  - Challenges for working parents, parents with childcare concerns
  - Instructional time and flow of calendar
  - Survey feedback from last year and updated survey data
  - Math focus and development of goals
  - Process of change vs. status quo
  - State requirements for instructional minutes
  - Supporting growth and learning for students and teachers
  - Positive support for a decision after it is made

Board members asked that the K-8 process begin in March and a recommendation for approval be presented at the first Board meeting in May. Modifications to the current schedule of Staff Learning and Collaboration Days and Time are subject to negotiation.

**7.7 Board Workshop**

Superintendent Lane Weiss and Board President Cindy Ruby finalized the board's mid-year workshop and review of CSBA Governance Standards. Superintendent Weiss reviewed the agenda which was posted today.

**7.8 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 14, 2006.

**8. Communications**

**8.1 Community Comments**

- Dory Albert, Saratoga School parent, requested the Board consider an upgrade of playground equipment at Saratoga School. PTA funded Phase I at a cost of \$9,000. The proposal includes a request for \$22,000 for Phase II playground equipment and \$5000 for a backstop.

Superintendent Weiss noted that each school has been given \$12,500 for projects like this. When those funds have been expended a report will come to the board.

**9. Future Agenda Items**

The Board discussed items for future agendas.

February 17, 2006 – Board Workshop, (9:00 a.m. – 1:30 p.m.)

February 28, 2006, Closed Session, 5:00 p.m., Redwood Middle School Library

- 5 p.m. - Recommendation for permanent status
- Approval of 2006-07 School Year Calendar
- Sunshine Saratoga Classified Tentative Agreement
- Attendance and Tardy Policy
- Tax Assessor Update
- CSBA Delegate Assembly

March 2006

- Budget Workshop

**10. Adjournment**

The meeting was adjourned at 9:13 p.m.

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Clerk of the Board