

**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
August 16, 2005**

M I N U T E S

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

1. Call to Order

The meeting was called to order at 5:30 p.m. by Board President Cathie Thermond.

2. Closed Session

Board members met in Closed Session for:

- 2.1 Personnel Report
- 2.2 Conference with Labor Negotiator Lane Weiss
- 2.3 Public Employee Discipline/Dismissal/Release
- 2.4 Public Employee Performance Evaluation – Title: Superintendent

3. Open Session

Board President Cathie Thermond called the meeting into Open Session and announced action taken in Closed Session. The Board reviewed the Personnel Report and Addednum and a motion was made by Cindy Ruby and seconded by Michael Gipe to approve New Hires, Leaves of Absence, Resignations, Requests for Shared Contract and Changes in Status. One leave of absence was denied and one change in status was removed from the Personnel Report.

AYES: Thermond, Gipe, Ruby, Sharma

NOES: 0

ABSENT: Poo

Personnel Report

New Hires

Elizabeth Belles has been hired as a 7th grade Core teacher at Redwood Middle School effective August 25, 2005.

Josh Henig has been hired as a 6th grade Core teacher at Redwood Middle School effective August 25, 2005.

Cadence Lazzarini has been hired as a 5th grade teacher at Saratoga Elementary School effective August 25, 2005.

Matt Owens has been hired as a 6th grade Science teacher at Redwood Middle School effective August 25, 2005.

Diane Rabago has been hired as a 4th grade teacher at Foothill Elementary School effective August 25, 2005.

David Roberts has been hired as an Art teacher for Fall 2005 at Redwood Middle School effective August 25, 2005.

Chad Svoboda has been hired as a 7th grade Physical Education teacher at Redwood Middle School effective August 25, 2005.

Cassandra Wakefield has been hired as an SDC teacher at Redwood Middle School effective August 25, 2005.

Kelly Wycke has been hired as a 5th grade teacher at Argonaut Elementary School effective August 25, 2005.

Leaves of Absence

Marie Geers, Occupation Therapist is requesting a leave of absence for the 2005-2006 school year.

Caroline Griffith an Instructional Aide is requesting a leave of absence for the 2005-06 school year.

Eve Roux a 6th grade Core teacher at Redwood Middle School is requesting a medical leave of absence from August 25, 2005 to September 30, 2005.

Resignation

Jessica Flaa a teacher on leave for the 2004-2005 school year resigned effective June 30th.

Request for Shared Contract

The following teachers have made a request to share a contract for the 2005-2006 school year:

Michele Calhoun 50% and Debbie Willheim 50% - Saratoga Kindergarten

Change of Status

Teresa Conway, Secretary at Redwood Middle School is requesting a lateral transfer to Saratoga Elementary School effective August 15, 2005.

Dianne Shanholtz, Secretary at Saratoga Elementary School has been promoted to Administrative Assistant to Principal at Saratoga Elementary School effective August 1, 2005.

Cindy Harris, 2nd grade teacher at Saratoga Elementary School is transferring to 2nd grade at Argonaut Elementary School effective August 25, 2005.

Gretchen James, 4th grade teacher at Saratoga Elementary School is transferring to 3rd grade at Saratoga Elementary School effective August 25, 2005.

Scott Lyon, 5th grade teacher at Saratoga Elementary School is transferring to 4th grade at Saratoga Elementary School effective August 25, 2005.

Sherri Wiesner, 1st grade teacher at Saratoga Elementary School is transferring to Kindergarten at Saratoga Elementary School effective August 25, 2005.

Julie Paolini, 40% at Saratoga Elementary School and 20% at Foothill will be only 50% at Saratoga effective August 25, 2005.

Stacy Hoover, SDC teacher at Foothill Elementary School has requested 50 % RSP at Saratoga Elementary School and 30% RSP at Foothill Elementary School effective August 25, 2005.

Karen Smyrl, 60% RSP teacher at Saratoga has requested to be 100% SDC at Foothill effective August 25, 2005.

Susan Kim, 3rd grade teacher at Foothill Elementary School is transferring to 2nd grade at Foothill elementary School effective August 25, 2005.

Laurie Marshall, 4th grade teacher at Foothill Elementary School is transferring to 2nd grade at Foothill elementary School effective August 25, 2005.

Juliana Orlando, 2nd teacher at Foothill Elementary School is transferring to 4th grade at Foothill Elementary School effective August 25, 2005.

Juliana Orme, 2nd grade teacher at Foothill Elementary School is transferring to 4th grade at Foothill Elementary School effective August 25, 2005.

Personnel Report Addendum

New Hire

Laurie Brandt has been hired as a 2nd grade teacher at Saratoga Elementary School effective August 25, 2005.

Leave of Absence

Caitlin Hoffman, French Teacher at Redwood Middle School is requesting a 20% leave of absence for the 2005-2006 school year.

Resignations

Kaaren Miller, Speech and Language Specialist resigned effective August 16, 2005.

Julie Nevitt, 40% Occupational Therapist resigned effective August 16, 2005.

4. Action/Consent Items

- *Approval of Agenda
- *Approval of Personnel Report for August 16, 2005
- *Approval of Warrants for July 2005

A motion was made by Shinku Sharma and seconded by Michael Gipe to approve Action/Consent Items.

AYES: Thermond, Gipe, Poo, Ruby, Sharma

NOES: 0

5. Communications

5.1 Community Comments

- There were no community comments.

5.2 Comments from Employee Groups

- Martie Connor was present representing the Saratoga Teachers' Association.

5.3 Comments from the Superintendent

- Superintendent Weiss made the following comments:
 - thanked Board members for their work at the Board workshop in July
 - congratulated site administrators, Louise Levy, Rosalie Chako and Kathy Devich for their participation in the Principals' Advance to support student success in SUSD.
 - thanked District Office staff for their work and extra effort in preparing for the opening of school
 - invited Board members to attend any of the back to school activities on the calendar of events for August 18-25.

5.4 Comments from the Board

- Cindy Ruby shared a get well card for all to sign for Los Gatos-Saratoga Joint Union High School District Superintendent Cindy Ranii who has been hospitalized.

6. Action/Discussion

6.1 Enrollment/Staffing Update

Superintendent Lane Weiss updated the Board on current staffing and enrollment for the 2005-06 school year by grade level.

| <u>Grade Level</u> | <u>Number of Classes</u> | <u>Regular Ed. Students</u> | <u>Spec. Ed Students</u> | <u>Class Size</u> |
|--------------------|--------------------------|-----------------------------|--------------------------|-------------------|
| K | 9 | 185 | 4 | 20.56 |
| 1 st | 10 | 195 | 3 | 19.50 |
| 2 nd | 12 | 237 | 1 | 19.75 |
| 3 rd | 13 | 267 | 4 | 20.54 |
| 4 th | 11 | 282 | 4 | 25.64 |
| 5 th | 10 | 287 | 3 | 28.70 |
| Total Students | | 1453 | 19 | 1472 |
| 6 th | 11 | 297 | | 27.00 |
| 7 th | 11 | 298 | | |
| 8 th | 12 | 320 | | 26.67 |
| Total | | 915 | | 2387 |

6.2 Budget Update

Chief Business Official Ellen Tipton presented a brief update on 2004-2005 school year expenses.

- Books will be closed August 26, 2005
- Reviewed major income increases based on final allocations (\$233,854.00)
- Major expense savings (\$95,744.00)
- Estimated ending balance for 6/30/05 as of 8/16/05 (\$691,311.00)
- Total general fund income (\$17,712,772.81)
- Total general fund expenses (\$17,279,429.56)

At the next board meeting Ms. Tipton will present a report to the Board on the forecast for the 2005-2006 school year.

6.3 Approval of Deferred Maintenance Five Year Plan

Chief Business Official Ellen Tipton presented the application to the State of California Office of Public School Construction (OPSC) for the Deferred Maintenance Program for Board approval. This application will update/revise our Deferred Maintenance Five Year Plan. The Deferred Maintenance Program provides State funds to assist school districts with expenditures for major repair or replacement of existing school building components.

A motion was made by Cindy Ruby and seconded by John Poo to approve the application to the State of California Office of Public School Construction (OPSC) for the Deferred Maintenance Program.

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

6.4 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 April 1 – June 30, 2005.

A motion was made by Michael Gipe and seconded by Cindy Ruby to approve the Williams Quarterly Report for the reporting period April 1 – June 30, 2005.

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

6.5 Board Goals and Self Evaluation

Superintendent Lane Weiss presented a draft of Goals for 2005-06 as discussed at with the Board and administrators.

Focusing Goal: Three Dimensional Success

Academic Success, Balanced Curriculum, Caring Responsible Citizens

Priority Goals:

- Organizational Culture
Promote a district culture of mutual respect, integrity, and equity.
- Curriculum and Instruction
Continue professional curriculum development efforts on the district wide coordinated writing program for all students.
- Communication
Increase the use of electronic communication to support goals.
- Finance
Develop a long term reserve management plan to insure future fiscal stability.
- Human Resources
Recognize good work and honor excellence.
- Technology
Extend the effective use of technology to improve learning and efficiency.

The board reviewed the goals and added under Curriculum and Instruction:
Develop and implement strategies to ensure success and maximize the learning of each student, enabling every student to reach his/her potential.

A motion was made by Michael Gipe and seconded by Shinku Sharma to approve the 2005-06 focus goal and priority goals as amended.

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

Board members discussed the self-evaluation tally compiled by Cindy Ruby and agreed to change the category labeled “rarely” to “sometimes”. This self-evaluation tool will provide baseline information for the Board’s workshop in January and self evaluation next summer in accordance with the standards of the California School Boards Association.

7. Reports/Discussion

7.1 Welcome Back Staff Activity

Board members discussed plans for a welcome back staff activity the afternoon of August 22, 2005 at the home of Board member Cindy Ruby. Invitations will be sent out to all staff.

8. Communications

8.1 Community Comments

- There were no comments from the community.

9. Future Agenda Items

The Board discussed items for future agendas.

- Budget Update
- Instructional Materials Hearing
- Facilities Use Policy

Next meeting: August 30, 2005

10. Reconvene to Closed Session

Board members reconvened to Closed Session to discuss Item 2.4 - Public Employee Performance Evaluation – Title: Superintendent.

11. Open Session

Board President Cathie Thermond reported out action taken in Closed Session.

12. Adjournment

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

Clerk of the Board