



SARATOGA UNION SCHOOL DISTRICT

GOVERNANCE HANDBOOK

BOARD OF TRUSTEES

Cynthia Miller, President

Susan Germeraad, Clerk of the Board

Patty Buchanan, Member

Sophia Kao, Member

Arati Nagaraj, Member

Superintendent

Nancy Johnson

This handbook reflects the governance team's work on the creation of an effective framework for successful leadership and governance. This involves ongoing discussions about Unity of Purpose, Governance Team Goals and agreement on protocols for formal structures that enable the governance team to perform its responsibilities in a way that best benefits each child.

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GOVERNANCE TEAM

The Governance Team is defined as the Saratoga Union School District Board of Trustees working in concert with the Superintendent.

DISTRICT MISSION STATEMENT

Create an innovative public school system that stimulates intellectual curiosity, providing academic rigor for each and every learner, and instills leadership, responsibility, and global citizenship in a safe and nurturing environment where learners thrive.

We accomplish this with a highly professional and differentiated system of education, which engages the community as educational partners, embraces diversity, inspires creativity, and fosters student well-being. We measure success in student outcomes and achievement, professional growth and a commitment to continuous improvement.

DISTRICT GOAL AREAS



Saratoga Union School District Strategic Plan

MISSION:

Create an innovative public school system that stimulates intellectual curiosity, providing academic rigor for each and every learner, and instills leadership, responsibility, and global citizenship in a safe and nurturing environment where learners THRIVE.



BOARD GOALS

At the annual Summer Board Workshop, the Board will:

- Conduct a Board Self Evaluation done based on CSBA guidelines
- Develop Board Goals based on the outcome of the self-evaluation
- Align Board Goals with District Strategic Plan
- Approve Board Goals at the meeting immediately after the Summer Board Workshop
- Review Board Goals at the mid-year workshop

GOVERNANCE TEAM RESPONSIBILITIES

The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

To operate effectively, the board must have unity of purpose and:

1. Keep the district focused on learning and achievement for all students.
2. Communicate a common vision.
3. Operate openly, with trust and integrity.
4. Govern in a dignified and professional manner, treating everyone with civility and respect.
5. Govern within board-adopted policies and procedures.
6. Take collective responsibility for the board's performance.
7. Periodically evaluate its effectiveness.
8. Ensure opportunities for the diverse range of views in the community to inform board deliberations.

Information obtained from the CSBA Professional Governance Standards for School Boards.

THE BOARD'S RESPONSIBILITIES

The primary responsibilities of the board are to:

1. Set direction for the district.
2. Provide a structure by establishing policies.
3. Ensure accountability.
4. Provide community leadership on behalf of the district and public education.

To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out. These jobs include:

1. Involve the community, parents, students, and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
4. Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
5. Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
7. Ensure that a safe and appropriate educational environment is provided to all students.
8. Establish a framework for the district's collective bargaining process and adopt responsible agreements.
9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

Information obtained from the CSBA Professional Governance Standards for School Boards.

THE SUPERINTENDENT’S RESPONSIBILITIES

1. Promotes the success of all students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement.
2. Values, advocates and supports public education and all stakeholders.
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community and ensures that the diverse range of views inform board decisions.
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
5. Serves as a model for the value of lifelong learning and supports the Board’s continuous professional development.
6. Works with the Board as a governance team and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
7. Recognizes that the board/superintendent governance relationship is supported by the administration team.
8. Understand the distinctions between board and staff roles, and respect the role of the Board as the representative of the community.
9. Understand that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
10. Communicates openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

Information obtained from the CSBA Professional Governance Standards for School Boards.

BUILDING A GOVERNANCE TEAM UNITY OF PURPOSE

Unity of Purpose is a common focus and the core values and beliefs governance team members share about children, the district and public education. Unity of Purpose helps them transcend their differences to fulfill a greater purpose.

What does our governance team want to accomplish? What do we stand for?

1. Have the best learning environment for each student.
2. Build trust.
3. Become an effective team with a focused direction.
4. Understand our individual jobs and collective responsibilities.
5. Become partners with staff and the community for positive change.
6. Make a commitment to continuous improvement.
7. Perpetuate a legacy of positive culture as new members join the team.

GOVERNANCE NORMS

In addition to meeting the norms below, we agree to act in ways that will help us meet the CSBA Professional Governance Standards. This will help create a positive culture within the governance team.

We agree to:

1. Keep from taking disagreements personally.
2. Respect individuality.
3. Never dismiss/devalue others and show respect.
4. Make a commitment to effective deliberation, each listening openly while everyone is allowed to express his or her point of view.
5. Make a commitment to open communications, honesty and no surprises.
6. Commit the time necessary to govern effectively. This means being present, being knowledgeable, participating, and understanding and accepting the full scope of the responsibilities of a board member.
7. Be collaborative.
8. Maintain confidentiality.
9. Learn from the past, work in the present and focus on the future.

And, above all:

Focus on what is best for students.

BOARD PROTOCOLS

Effective governance teams discuss and agree on the formal structures and processes used by the board and superintendent in their functioning as a team. These formal agreements about how groups will operate are often called protocols.

Saratoga Union School District Board of Trustees has adopted the following protocols.

SELF-MONITORING OF GOVERNANCE TEAM EFFECTIVENESS

(REVISED JULY, 2014)

We will schedule workshops every January and July to review governance team agreements and processes.

VOTING NO

(ADOPTED PRIOR TO 2010)

Each trustee respects the right of other trustees to vote “no” on an issue. But everyone agrees it is a courtesy to the team to explain the reasons for the “no” vote either during deliberation or before casting the vote.

VISITING SCHOOLS

(REVISED JULY, 2014)

Visits are encouraged. As a professional courtesy, trustees will inform the superintendent ahead of time to arrange the visit. Trustees will also be cautious about encroaching on the learning environment. To assist in this matter, the superintendent will ensure principals and teachers know that a teacher does not need to interrupt his or her lesson when a board member visits a classrooms.

HANDLING CONCERNS FROM THE PUBLIC AND STAFF

(ADOPTED PRIOR TO 2010)

When someone complains to us, we will listen carefully, remembering we are only hearing one side of the story, and then we will direct that person to the person in the district most appropriate and able to help them resolve their concern. We will make sure they understand the appropriate order of who to contact (teacher, then principal, then district staff) and we are aware of any formal forms or policies that might assist them (e.g., written complaint form). This will ensure everyone is treated fairly, equally and expeditiously and that the process and procedures of the district are upheld. It will also clarify that one board member has no individual authority to fix a problem. As a representative of the public, it is important that the board member invite the person with the complaint to ultimately get back to him if the issue is not resolved.

INDIVIDUAL BOARD MEMBER REQUESTS FOR INFORMATION

(ADOPTED PRIOR TO 2010)

When an individual board member requests information, it will be provided to all board members. An individual board member will—insofar as possible—work to let the superintendent and staff know ahead of time when a request for information will be made public so the staff can be prepared to provide an answer. Individual board members will self-monitor to ensure one person’s request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.

INDIVIDUAL BOARD MEMBER REQUESTS FOR ACTION

(ADOPTED PRIOR TO 2010)

The only authority to direct actions rests with the full board sitting at the board table. A majority vote sets such direction. Individuals can request action by bringing up a new idea, explaining their interest in a particular course of action and working to get a board majority to support moving in that direction.

When a majority of the board, sitting in a formal meeting, requests action, it should be done in the context of the intended results, not the methods used to achieve those results.

BOARD MEETING MANAGEMENT

(ADOPTED PRIOR TO 2010)

We understand that board meetings are meetings of the board held in public, not open forum town hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted to ensure that multiple voices of the community inform board deliberations. However, when the board deliberates, it will be a time for the board to listen and learn from each other, taking the public input into consideration, not a time to re-engage with the public. We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally.

We will review our policies, bylaws and protocols relating to board meeting management (e.g., time limits on input from members of the public), revising or reaffirming as appropriate.

E-MAIL COMMUNICATION

(Adopted November 27, 2007. Revised and approved 3.9.17)

PURPOSE OF PROTOCOL

The Board members wish to ensure that their handling of constituent emails allows them to be responsive, respect the Brown Act, respect the Board as a whole, and be responsible to the entire community.

PROTOCOL

Responding to emails directed to the Board as a whole or more than 2 board members

We agree that the Board President is our spokesperson and answers emails directed to the full Board. The Board President will forward the email to the Superintendent and may also ask the Superintendent to answer on behalf of the Board. The Superintendent and/or the Board President will respond and copy the rest of the Board, so they know the response. The Board agrees to go through the Superintendent with a staff issue, and not contact staff members directly. The Board agrees that all legal questions will be directed to the Superintendent.

Responding to emails sent to one Board member

The Board agrees that a Board member who receives an email with an issue will forward it to the Superintendent, preserving confidentiality when that is a concern to the sender, to the extent allowed by law. The Board member will acknowledge receipt of the email and, if needed, encourage a face-to-face meeting or a phone call. The Board member will explain that he/she is only one of five Board members, and encourage the person to bring the issue to the entire Board during open communications.

Digital Communication (Email, Social Media (eg: Whatsapp, WeChat, Facebook, iMessage, Twitter, etc.))

The Board agrees that unlike a personal conversation, the Board has no control of where digital communication is forwarded, and that words can be cut/pasted out of context. Thus, we want to encourage personal and direct communications.

Deciding on Board vs. Staff issues

We agree to use the CSBA “clock” to decide whether the issue should best be addressed by the Board or by the staff.

SPECIAL BOARD MEETINGS: DISCUSSION MEETINGS AND STUDY SESSION MEETINGS

(ADOPTED APRIL 10, 2012)

The Governing Board recognizes the value in and outcomes of being able to discuss and explore specific subject areas or topics of special interest. We believe that greater understanding yields better decisions, which result in positive outcomes for students, staff and the district as a whole. California Education Code recognizes three legal types of meetings: Regular, Special, and Workshops. In this protocol the SUSD Board details two special meeting formats that can be used in their meetings. These formats are distinct from the Board's twice-yearly Board Workshops and Community Workshops.

PURPOSE OF PROTOCOL

- To allow the Board to discuss in-depth a specific topic or area of interest before Board action is required
- To enable the Board to participate in an in-depth study of a specific topic using the Study Session format
- To insure a rich discussion among Board members during open session with the public present, using the CSBA format for Discussion Meetings
- To enable the board hear multiple viewpoints from key stakeholders as well as thorough information from staff

PROTOCOL

When to Call a Study Session or Discussion Meeting

We agree that the Board President and Superintendent can plan this type of meeting when it can be foreseen as part of the District's governance calendar. We also agree that situations will arise during the year that the Board may want to study or discuss further. These may also be externally driven, of district-wide significance, on a topic with budget impact, or of public concern. Any Board member can make a proposal to call for a Study Session or Discussion Meeting. Scheduling this type of meeting will be discussed during Future Agenda Items and should be determined by consensus.

Depending on the length of time required, the Board President and Superintendent will decide whether to schedule this type of meeting within a regularly scheduled Board Meeting agenda or have a separate Special board meeting. We agree that if these types of meetings are scheduled effectively we can be pro-active on important issues facing the district. No Board action will be taken at these meetings.

ROLES OF BOARD, STAFF, AND MEMBERS OF THE PUBLIC

During a Study Session:

The Board agrees that when we ask to have a Study Session, it is because the Board wants to hear an in-depth presentation on a topic with the goal of greater understanding. In these meetings Staff members will present the topic in greater detail than is feasible in a staff report.

The Study Session Template will be used for the Study Session:

- Educational impact
- Fiscal impact
- Articulation implications between K-5 and 6-8
- Challenges and opportunities
- Dissenting opinions

The Board members will receive materials in advance and have ample opportunity to ask questions of staff and have a discussion about the implications for the District. Members of the public are welcome to observe the Study Session, and there will be time for their comments or questions.

During a Discussion Meeting

The Board agrees that a Discussion Meeting allows the Board members to engage in rich discussions on a topic of interest with members of the public and staff present. Staff and members of the public are observers in this type of meeting, and may be called upon if their expertise or opinion is needed.

Examples of Study Session and Discussion Meeting Topics

- Common Core Standards
- Budget
- Transitional Kindergarten
- District Programs (i.e. Special Education)
- District Consolidation/Restructuring

COMMUNICATION WITH STAFF AND ADMINISTRATORS

(ADOPTED APRIL 10, 2012)

PURPOSE OF PROTOCOL

- To establish procedures to handle communication between the board, staff, and administration so that all board members have access to the same information while respecting the Brown Act.
- To establish procedures to formally acknowledge participants in Board Meeting Spotlights.
- To establish procedures to formally acknowledge work done by staff and administration that goes above and beyond the scope of normal duties.

PROTOCOL

Communication:

Requests for specific information made by a Board member to staff or administrators should be made through the Superintendent. In order to insure that the information is shared in a consistent manner, the Superintendent will distribute the information to all Board members.

If a Board member wishes to provide information to the other Board members on a specific topic, the information should be sent to the Superintendent so that he/she can distribute it to the entire Board.

A Board member who is a parent at a school has the ability to discuss any matters or concerns regarding his/her individual child. However, when a board member is present at a school site, it is important to remember that individual board members do not create directives on policy or budgetary matters. The Board, as a whole, makes those decisions.

Acknowledgement:

If the Board determines that an individual or group has performed work that is above and beyond the scope of their normal duties, an acknowledgment in appreciation of this accomplishment can be sent to this individual or group. The Board President will make the decision and delegate it to the Clerk of the Board. The Clerk of the Board will send correspondence to convey outstanding effort on the part of staff or administration, on behalf of the Board. The Clerk of the Board will then inform the Board and Superintendent of the completed correspondence.

The Clerk of the Board will send an acknowledgement for all Spotlights that are done at Board Meetings. To the extent possible, this correspondence should be sent to the students directly or to the person in charge of the group of students that were part of that Spotlight. If appropriate, the site principal should receive a copy of the acknowledgment so that it may be shared with staff. The Clerk of the Board will then inform the Board and Superintendent of the completed correspondence.

BOARD OFFICE HOURS

(ADOPTED DECEMBER 10, 2013. AMENDED 9.23.14)

The Governing Board recognizes the value to promote accessibility to the community. We believe that implementing regular, open-door meetings with community members will result in addressing our goal of building on our community of trust. The Brown Act recognizes that no more than two Board Members can be present at any given meeting and that no Board decisions will be made. In this protocol the SUSD Board details the guidelines for the office hours and how they will be implemented.

PURPOSE OF PROTOCOL

- To allow Board Members to engage with the community in a forum outside that of a Board Meeting
- To facilitate the communication of community input on the District's educational policy decisions

PROTOCOL

Process/Timeline

- The Board will create a schedule at the first board meeting of the new school year to set the dates and times for office hours.
- A designated room at a school site – with a rotation of each school site – as arranged by school site Administration
- A calendar will be posted on the District website for the community to view, and communicated via eNews for each school site

For the Board of Trustees

- Due to Brown Act restrictions, only two Board members can attend a single meeting at the same time
- Board Member participation is voluntary and can be modified at the discretion of the Board
- If requested by community members, anonymity is honored subject to legal limitations

Additional Requirements and Guidelines

- To ensure compliance with the Brown Act, Board members will not communicate the content of these meetings to other Board members, but will report out to the Board as a whole during a duly agendized Board meeting
- Please remember that the Board can only take action through a majority vote of its members. Therefore, statements made by individual Board members represent the view of that Board member, and not the Board as whole. Likewise, statements or information provided to individual Board members are also only made to the individual Board member, and not to the Board as a whole.
- Because of Brown Act restrictions, no decisions can or will be made during community member meetings. Decisions will only be made during a duly agendized Board meeting
- Since the Brown Act only allows the Board (or any subset of a quorum or greater) to meet in a duly agendized meeting, the best time to address the Board as a whole is at a public Board meeting, or in writing addressed to the Board as a whole.

- Please remember that no one can guarantee that conversations with elected public officials will be confidential. Please do not request confidentiality as to any statements you make or information you provide during these meetings.
- Please be courteous and respectful. While we might not agree on every issue, we share the common goal of providing the best education possible to our children.

PLACING ITEMS ON THE BOARD AGENDA

(ADOPTED PRIOR TO 2010)

PURPOSE OF PROTOCOL

- To permit the board to legally conduct its business in accordance with CSBA governance standards concerning the proper role of the board.
- To ensure the legal right of members of the public to place matters directly related to school business on the board agenda.
- To establish procedures and timelines for submitting agenda items.

PROTOCOL

Process and timeline

For members of the public:

Members of the public are encouraged to first bring their issue to the attention of the board during the *Community Comments* section of a regular board meeting.

Members of the public shall submit a request to place an item on a board meeting agenda in writing to the Superintendent at the District office. Requests must be received at least one week in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda; however, scheduling the item is at the discretion of the board and there is no assurance that the item will be placed on any particular meeting's agenda. The request should include the name and contact information of the requester, whether the requester intends to attend the meeting in person, and a description of the item in sufficient detail so that staff and public can understand the topic.

For district staff members:

District staff may propose items that need to be addressed by the board and will submit these requests to the Superintendent for inclusion in a board meeting agenda.

For the board:

Board members may request that items be included in future board meetings during the "Future Agenda Items" section of a board meeting. These items will be placed on the matrix of future board business items maintained by the Superintendent's staff. Board members may also submit requests for agenda items to the Superintendent in writing or via email.

Process for preparing board agendas:

The board President and the Superintendent will meet prior to the legally required agenda posting date to consider items to place on the agenda for the upcoming meeting. They will consider requests from the public, staff, and board; the meeting matrix; and any other items they determine should be brought to the board for discussion or action. The President and Superintendent may defer any item to a future meeting at their discretion, and may allot a specific time period to each item.

The President and Superintendent will determine whether an item should be covered in a regular board meeting, a board workshop, or a mini-workshop within a regular board meeting.

Additional requirements and guidelines

Staff members and board members are also considered members of the public and have the same rights to request that items be placed on a board agenda.

In creating the agenda and scheduling agenda items, the President and Superintendent shall keep in mind the priorities tied to board goals and district budget. They should consider the limits of staff resources to implement board actions on agenda items, and the proper roles of the board in accordance with CSBA guidelines.

Although the public may ask that any school related matter be put on the agenda, the board can solely determine whether the item is appropriate to the role of the board, and may decide to refer the item to staff.

Legally, the board may determine reasonable procedures for board meetings, including deadlines, time allotted, and whether action will be taken. The board President is designated as the board's agent for making these determinations. The board may, by majority vote at a regular board meeting, override the President and Superintendent's decisions on date and time, designate that an item be placed on the agenda for a specific future board meeting, and specify an amount of time to be allotted to it. The board may also, by majority vote, decide to defer discussion or action on an agenda item to a specific future board meeting.

Persons who request that items be placed on the board agenda are encouraged to attend the meeting in person.

FRIDAY MESSAGES

(ADOPTED MARCH 9, 2017)

PURPOSE OF THE PROTOCOL

The Board would like to promote open, transparent and informative communication by sending out email messages to the SUSD community on a regular basis.

PROTOCOL

The Board agrees that an electronic message will be sent weekly (preferably on Fridays) during the school year to all parents, guardians and staff who are on the District's electronic listserv. We also agree that the Board President will be responsible for facilitating the weekly email messages. The Superintendent, the Assistant to the Superintendent & Board will have an opportunity to review the Friday Message before it is published. Other staff may be included in the review to ensure accuracy of content.

Content of Friday Messages

The Communications Committee, or the Board President, will prepare a semester long calendar with suggested content for each Friday message. The Board, the Superintendent and the Assistant to the Superintendent & Board will all receive copies of the calendar.

Friday messages may include:

- Invitation to all public meetings held by the Board
- Invitation to Board Office Hours
- Highlights of public meetings
- Information about up-coming Board actions
- Informational articles written by Board Members
- Monthly Superintendent Letters to the Community
- Other information as deemed appropriate by the Board

The Friday message is not intended to take the place of Meeting Minutes. The message will inform the community, in broad and general terms, of the important discussions and or/actions that took place during a Board Meeting.

Format of Friday Messages

- Clear, concise and easy to read.
- Bullet points should be used to enumerate topics of interest.
- Bold font on the topic title to ensure ease of readability.
- If 15% or more of the pupils enrolled in SUSD speak a single primary language other than English, the material will be provided in English as well as the primary language to the extent possible.

WHAT EVERY NEW BOARD MEMBER NEEDS TO KNOW ABOUT THE DISTRICT

Saratoga Union School District
20460 Forrest Hills Drive
Saratoga, CA 95070
(408) 867-3424
www.saratogausd.org

GOVERNANCE TEAM CONTACT INFORMATION

Name	Position	Phone	E-mail
Nancy Johnson	Superintendent	(408) 867-3424, x502	njohnson@saratogausd.org
Amy Schaumburg	Assistant to the Superintendent & Board of Trustees	(408) 867-3424, x 203	aschaumburg@saratogausd.org
Cynthia Miller	Board President	(408) 867-8244	cmiller@saratogausd.org
Susan Germeraad	Clerk of the Board	(408) 868-0475	sgermeraad@saratogausd.org
Patty Buchanan	Member	(408) 464-6002	pbuchanan@saratogausd.org
Sophia Kao	Member	(408) 221-6251	skao@saratogausd.org
Arati Nagaraj	Member	(408) 872-0159	anagaraj@saratogausd.org

District Office Contact Information

District Office Departments	Title & Name of Department Head	Phone Number	E-mail
Special Education	Janice Yamamoto Director of Special Education	(408) 867-3424, x213	jyamamoto@saratogausd.org
Business Office	Rosanna Jeng Chief Business Officer	(408) 867-3424, x207	rjeng@saratogausd.org
Human Resources	Kym Imai, Director of Human Resources	(408) 867-3424, x204	kimai@saratogausd.org
Educational Services	Roberta Zarea Assistant Superintendent	(408) 867-3424, x206	rzarea@saratogausd.org
Technology	Blanca Herrera Director of Technology	(408) 867-3424, x215	bherrera@saratogausd.org

District Schools

Name of School	Grade Levels	Principal	Phone Number	E-mail
Argonaut Elementary	TK-5	Karen van Putten	(408) 867-4773, x238	kvanputten@saratogausd.org
Foothill Elementary	TK-5	Joe Bosco	(408) 867-4036, x232	jbosco@saratogausd.org
Saratoga Elementary	K-5	Brian White	(408) 867-3476, x234	bwhite@saratogausd.org
Redwood Middle	6-8	Barbara Neal	(408) 867-3042, x206	bneal@saratogausd.org

DISTRICT INFORMATION

Communities served by the district:

About two-thirds of the city of Saratoga and small portions of the cities of Monte Sereno and Los Gatos, as well as a portion of unincorporated Santa Clara County.

Number of square miles covered by the district:

Eight

Grade levels served by the district:

Transitional Kindergarten through 8th grade

Number of Schools:

A total of four, three elementary schools and one middle school.

Number of students enrolled:

1908

Number of English Learners:

69 identified, 106 in the testing process as of 9.7.16

Number of Students Receiving Free or Reduced Lunch:

10

Number of Employees in the District:

2016-2017 Certificated Staff

Argonaut Elementary School	19.0
Foothill Elementary School	21.0
Saratoga Elementary School	17.0
Redwood Middle School	42.67
6-8 Librarian	1.0
K-5 Music	2.0
K-5 Instructional Media Specialist	1.0
K-5 Literacy Coach	1.0
Technology Specialist TOSA	2.0
ELA/ELD TOSA	1.0
Nurse	1.0
Speech	4.0
Behavioral Specialist	1.0
Psychologist	3.6
6-8 Counselor	2.0
K-5 Counselor	1.0
TOTAL	120.2

2016-2017 Certificated Administrator/Management

	FTE
Superintendent	1.0
Assistant Superintendent of Ed Services	1.0
Director of Special Education	1.0
Director of Instructional Technology	1.0
K-5 Principal	3.0
6-8 Principal	1.0
6-8 Vice Principal	1.0
TOTAL	9.0

2016-2017 District Office Staff

	FTE
Classified Management	3.0
Classified Staff	1.0
Confidential Staff	8.0
TOTAL	11

2016-2017 Classified Staff

This does not include Noon Duty, Crossing Guards & Music Boosters

Occupational Therapist	1.7
Administrative Asst. to Principal	4.0
School Secretary	4.0
Registrar	1.0
Gardner	2.0
Custodian	10.0
Warehouseman	1.0
Craftsman	2.0
Food Service	4.449
Art Aide	0.325
Science Aide	1.4925
Health Aide	0.4975
Library Technician – Middle School	0.75
Media Technician – K-5 Library	1.425
Special Education Aides	25.095
TOTAL	60.734

80 Classified Staff Members in total

Total FTE: 201.934
Total Employees: 230

Employee Groups:

- Saratoga Teachers Association Jen Vandenberg & Sandy Waite-Lopez,
co-Presidents
- Saratoga Classified Employees Association Anne Kolb, Lead Negotiator
- Saratoga Confidential Employees Amy Schaumburg, Administrative Representative

Board of Trustees Committee Assignments 2016-17

Board members are invited to attend any district committee meetings or activities. Please let Nancy Johnson or Amy Schaumburg know in advance if you wish to attend.

Audit Sub-Committee	Patty Buchanan Susan Germeraad
Communications Sub-Committee	Patty Buchanan Arati Nagaraj
DELAC (English Language Acquisition)	Patty Buchanan Cynthia Miller
District Health Committee	Sophia Kao Susan Germeraad
Next Generation Science Standards (NGSS)	Susan Germeraad Cynthia Miller
Redwood Middle School Task Force	Patty Buchanan Susan Germeraad
Santa Clara County School Boards Association	Susan Germeraad
Saratoga Education Foundation (SEF)	Patty Buchanan Arati Nagaraj
Superintendent's Advisory Council	Susan Germeraad Sophia Kao
STEAM2	Sophia Kao Arati Nagaraj
Technology	Sophia Kao Arati Nagaraj

Board Meeting Information

Board meetings are typically held at 6:00 pm monthly on Thursdays. There are usually two meetings monthly, with the exception of July, August, November and December.

Board Agenda and materials are delivered electronically to board and community members on the Friday prior to any board meeting. Board agenda and archives can be found on the district's Agenda Online website at Saratoga.agendaonline.net/public/

The order of items on the board meeting agenda is as follows:

1. Call to Order
2. Closed Session – Personnel, Negotiations, Legal Matters
3. Open Session/Report out from Closed Session
4. Spotlight
5. Communications
6. Action/Discussion Items
7. Future Agenda Items
8. Board Activities
9. Adjournment

Other Important Governance Documents:

- District Policies
- The Brown Act
- District Setting Direction Documents
- Annual Governance Calendar
- Board Bylaws (9000 Series of Policy Book)
- CSBA Professional Governance Standards
- District Budget

Board Member Benefits

STIPEND

\$200 per month

HEALTH BENEFITS

Board members can buy into the district health insurance policy. Contact Kym Imai, Director of Human Resources at (408) 867-3424, x204 or kimai@saratogausd.org

ATTENDING CONFERENCES / EDUCATIONAL MEETINGS / COMMUNITY EVENTS

A budget / fund is maintained for board members to attend conferences and educational meetings. Contact Amy Schaumburg at (408) 867-3424, x203 or aschaumburg@saratogausd.org for more information.

MAKING RESERVATIONS FOR CONFERENCES / WORKSHOPS / DISTRICT BUSINESS TRIPS

Contact Amy Schaumburg.

TRAVEL EXPENSES AND REIMBURSEMENTS

Contact Amy Schaumburg