



**BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
Regular Board Meeting
March 27, 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 6:03 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.

There were no comments from the community.

2. Closed Session

Board members met in Closed Session for:

- 2.1 Personnel Report
- 2.2 Classified and Certificated Negotiations: 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.

A motion was made by Shinku Sharma and seconded by Pragati Grover to approve requests from the Personnel Report and Personnel Report Addendum.

AYES: Gipe, Ruby, Grover, Chang, Sharma

NOES: 0

ABSTENTIONS: 0

Personnel Report

Leave of Absence

Amy Bosinger, a teacher currently on leave of absence, is requesting to extend her child rearing leave for the 2007-08 school year.

Allison Ireland, 50% Occupational Therapist, is requesting a maternity leave effective April 18, 2007 through the remainder of the 2006-2007 school year.

Kristi Schweibert, SVNTP mentor is requesting a leave of absence for the 2007-08, school year.

Resignation

Eva Mendoza, Child Nutrition at Foothill is resigning effective March 26, 2007.

Personnel Report Addendum

Retirement

Paul Tipton, Maintenance and Operation Director, is retiring effective September 30, 2007. Paul has been with SUSD for 15 years.

4. **Action/Consent Items**

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes for March 13, 2007
- 4.3 Approval of Contract for 2006-07 Audit Report

A motion was made by Cindy Ruby and seconded by Pragati Grover to approve the Action/Consent Items.

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

Superintendent Lane Weiss made the following comments:

- Board members were invited to attend the Annual Hoffman Awards Dinner sponsored by the Santa Clara County School Boards Association on April 25, 2007.
- He enjoyed reading to Susan Black's second grade students at Saratoga School. It was a pleasure to be with the students.
- Superintendent Weiss will attend the CSBA Masters in Governance workshop on Human Resources, Friday, March 30th with Board President Michael Gipe and Clerk of the Board Cindy Ruby.
- He announced that paper screening for candidates for the position of Assistant Superintendent has been completed. He will keep the board posted on progress.
- The posting for the position of Director of Special Education will close on April 2, 2007.

5.4 **Comments from the Board**

- Board President Michael Gipe shared a summary of protocols prepared by board members on the structure and process for agreements.

6. **Spotlight- Redwood Middle School Leadership Class**

Redwood Middle School Dean Eric Witter and students, Jason Shiuan, Rachel Prabhu, and Jay Lee, presented highlights from the Leadership Class and their student-led activities program. Leadership Class provides experience in student-run programs for students. Studies have documented the benefits of a comprehensive student activities program as an important part in the success of a school.

Student led activities include:

- Homeroom - brings students together for a common experience
- WEB (Welcome Every Body) – 8th graders help 6th graders to know the school better and to feel comfortable at middle school
- Service Projects - students make up their own projects to help others and develop awareness of how fortunate we are here
- Lunch Bunch – builds relationships with special needs students
- Ball cart, lunchtime sports and spirit events such as dress up days
- Student store - for after school activities; make change, keep stock, fundraiser
- Activity Nights - 7-9 pm on Fridays include board games, video games, dancing,
- Birthday celebrations - student council announces those who have birthdays and sings a birthday song – balloons are delivered to those students at the end of the day

The board thanked Redwood Middle School Dean Eric Witter and the leadership class students for their presentation.

7. **Action/Report Items**

7.1 **Public Hearing for Saratoga Union School District and the Saratoga Classified Association Initial Proposals for Negotiations for 2006-07**

The initial proposal, announcing areas of the contract open (Article XI Compensation, Article VIII Term of Employment, Work Week, and Overtime) for negotiations with the Saratoga Classified Association, was presented on March 13, 2007. A public hearing was opened by the board president and provided an opportunity for community responses. The public was invited to send comments or suggestions in writing to the Superintendent or Board of Trustees, at the Saratoga Union School District Office, 20460 Forrest Hills Drive, Saratoga, CA 95070. No comments were received. Board President Michael Gipe closed the public hearing at 7:11 p.m. and the board accepted the proposal.

7.2 **Public Hearing: Disclosure of District and STA's Initial Proposals for the 2007-2008 contract, specifically for:**

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.

Pursuant to Government Code section 3547, a public hearing was opened March 13, 2007 to provide the public an opportunity for input into the negotiations process. No comments were received. Board President Michael Gipe closed the public hearing at 7:12 p.m. and the board accepted the proposal.

7.3 **Facilities Use Policy – Input from Facility User Groups**

The board received input from the community regarding the recently adopted policy on the use of SUSD facilities and fees. Past and current users of the facilities were informed of this opportunity to provide feedback and information to the board and several community members spoke to the board of their concerns.

Chief Business Official Ellen Tipton provided an overview of the study that was conducted to establish new rates. Fees were increased to support the goal of recovering a portion of the costs associated with building/field usage outside of the regular school day. A comparison was made between neighboring school districts including the Los Gatos-Saratoga Joint Union High School District and the Los Gatos Union School District in an attempt to find middle ground and the policy was adopted in January 2007.

District concerns include: building security, field use and maintenance, utilities costs, custodial expenses and recouping costs of the facilities use.

Community Comments:

Howard Miller – AYSO and SUSD parent

- Fee increases impact school focused groups such as boy scouts and girl scouts who will pay twice what they collect in annual fees.
- Facilities have been paid for from bond money.
- Field use fees from Cupertino Union School District and the City of Saratoga are considerably less.
- AYSO would like to partner with the school district in improving fields with the use of the funds that are collected. He meets with Maintenance and Operations Director Paul Tipton to help care for the fields.

Presley Troyer – West Valley Lacrosse Club and SUSD parent

- Works with AYSO and the schools for field use for Lacrosse.
- Fees increased from \$1500 to \$6000 and this increase will be difficult for players to absorb in their registration fees
- Knows increases are needed and would like to partner with AYSO to help

Katherine Tseng – Wisdom Culture Summer Camp/Chinese School and SUSD parent

- This group serves all SUSD students and SUSD alumni and uses mostly classrooms.
- The financial impact equates to an 800% increase for the 4 week program and they will not be able to afford to stay at Argonaut School.
- Asked the board to consider that this is a non-profit organization and a unique program celebrating diversity.

Jennie Lau – Girl Scouts and SUSD parent

- Concerned about Girl Scout troop meetings which are held right after school.
- Fees are going up from \$1.25 per hour to \$12 per hour.
- Understands the need for cost recovery and is hoping to be placed in another category.

Scott Emery – AYSO and SUSD parent

- Assistant Regional Commissioner for AYSO
- AYSO contributes to maintenance fees and improvements for the fields – would like to continue contribution but cannot swing the fee increase as well

Jan Smith – After school program instructor and SUSD parent

- Asked about Los Gatos-Saratoga Community Education and Recreation Department rates.

The Los Gatos-Saratoga Community Education and Recreation Department is part of a Joint Powers Agreement (JPA). They are a community based entity that is non-profit and charge fees to cover costs. They pay a flat rate stipend for regular programs and we contract with them to run after school programs.

The board considered next steps in implementing the policy and/or modifying the policy as adopted. Discussion included:

- Field use - flat fees vs. hourly fees
- Interest in renewing AYSO/Softball direct contributions vs. hourly rates
- Involve the City of Saratoga in a field use conversation
- Find a balance/compromise to provide our students with these kind of activities and be able to maintain our school buildings
- Create a new category (1.5) for groups that serve our own students
- Create a separate contract for regular users that takes into account other contributions that are made towards facilities
- Review the ratio of repeat users to occasional users
 - 8-10 groups are repeat building users
 - 3- 4 groups are repeat field users
 - small number of one- time users
- Facilities issues to consider: staffing to manage use, maintenance, security, keys
- Usage increased because our costs were the lowest in the area
- Delay adoption of fees for another year to study impact and allow organizations to absorb costs a little better
- Need to get to work quickly and make a decision at the next board meeting

A motion was made by Cindy Ruby and seconded by Shinku Sharma to place this item on the agenda on April 24, 2007 and have a small ad hoc committee including two board members to prepare a recommendation. Board members Jack Chang and Shinku Sharma agreed to serve on the committee with Chief Business Official Ellen Tipton.

AYES: Gipe, Ruby, Grover, Chang, Sharma

NOES: 0

ABSTENTIONS: 0

7.4 **Redwood Middle School: Study of the Instructional Day**

Redwood Middle School principal Beth Polito presented information from staff discussion and study of the instructional day as requested by the board last spring. A review of staff feedback and possible changes to the current schedule was presented.

The report included:

1. Request for Board Direction and Priorities (Beth Polito)
 - Board feedback needed to narrow schedule options
 - Timeline:

March 27, 2007	Board Presentation
April	Board Feedback
June	Schedule Chosen
2007-08	Prepare for new schedule implementation
2. Instructional Day Review 2006-07 (Chad Svoboda/Eric Witter)
 - Sub-committee of teaching staff and administrators began meeting in January to collaborate to find a schedule that is best for students.
 - Examine Master Schedule to achieve best use of instructional time
 - Three schedules were chosen to present to staff:
 1. A four-day block schedule
 2. A two-day block schedule
 3. "Schedule E" – a six period day with 7 period schedule
 - Staff Consideration – worked collaboratively to consider proposals and reported these unofficial results:
 1. 26 – willing to try the two-day block schedule
 2. 6 – would prefer status quo
 3. 7 – need more information
3. Redwood Middle School Current Program (V Hinkle)
 - Components of current 7 class program include leveled math, integrated core, daily P.E., electives and homeroom.
4. Alternative Schedule Options (Jason Robertson)
 - Schedules contain all major components of the current program: Schedule E, Four-Day Block, Two-Day Block A and B
5. Request for Board Feedback (Beth Polito)
 - *What components of our current program are non-negotiable?*
 - *Could any of the program contents be prioritized in light of current goals?*

The board discussed the information presented and gave staff direction for the next steps in the process of studying and/or considering any changes to the current schedule.

- Saratoga High School implemented a block schedule two years ago and the structure has improved along with more support for the block schedule
- Input from Saratoga High School was that the 90 minute block schedule and addition of professional development had positive outcomes
- Core concept has value and would take priority

- Board and professionals need to communicate with students and parents to inform parents about research, what works best and to see the benefits
- Which schedules will work best for learning and teaching?
- Biggest transition issue will be from 5th to 6th grade

Mary Thomas, STA representative, added that teachers need to see how their day will look. They are not enthusiastic about any of the schedules and no schedule has been endorsed.

The board will need to discuss goals and priorities and this will be agendaized for further discussion.

7.5 Budget Update

Superintendent Lane Weiss provided the board with an update on the process of finalizing the draft of a basic aid reserve policy. He spoke with Ron Bennett of School Services and will request feedback from the Saratoga Teachers’ Association and the Saratoga Classified Association.

Superintendent Lane Weiss provided the board with a summary of the School Services Financial Management Workshop he attended on Tuesday, March 20th.

7.6 Approval of 2007-08 SUSD Calendar

Superintendent Lane Weiss presented a proposed SUSD 2007-08 school year calendar and recommended the board approve the calendar. The proposed calendar is similar to this school year and aligns closely with the 2007-08 Saratoga High School calendar.

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve the SUSD 2007-08 school year calendar as presented.

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

7.7 Teaching Assignment Approval

Under provisions of the Education Code, a teacher who has a Multiple Subject, Standard Elementary or Single Subject or Standard Secondary credential may teach, with his or her consent, any subject in a departmentalized class below grade 9 providing the teacher has completed a specific number of semester units in the subject to be taught. The Board must ratify the following Redwood teacher in her specific assignment each year.

Education Code Section 44256(b) Multiple Subject Teaching Credential

<u>Name</u>	<u>Assignment</u>	<u>Authorization Needed</u>
Caitlin Hoffman	Speech/Debate	English

A motion was made by Shinku Sharma and seconded by Cindy Ruby to approve the Ed. Code Assignment for Caitlin Hoffman.

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

7.8 Third Reading Board Policy Revision – 3000 Series – Business and Non-Instructional Operations

Superintendent Lane Weiss presented a draft of the Series 3000 – Board Policies - Business and Non-Instructional Operations for Third Reading. He recommended that the board pass the policies as written.

A motion was made by Cindy Ruby and seconded by Shinku Sharma to approve the Board Policy Revision – 3000 Series – Business and Non-Instructional Operations.

AYES: Gipe, Ruby, Grover, Chang, Sharma

NOES: 0

ABSTENTIONS: 0

7.9 CSBA Workshop Proposal

Board members discussed ideas for a workshop presentation at the California School Boards Association annual conference in San Diego, California in December 2007. An outline of the student writing program proposal was shared. Input must be submitted by April 11th. There would be one workshop per session. Board members will meet later in the year for clarification. Speakers would then write up their part of the presentation.

7.10 Distribution and Introduction of Board Policy Revision – 7000 Series – Facilities

Superintendent Lane Weiss distributed and introduced Board Policy Revision – 7000 Series – Facilities.

8. SUSD Committee Reports

8.1 Budget Advisory Committee

- Continues to meet and develop a priority list and recommendation for the board. Next meeting is April 23, 2007.

8.2 District Leadership Team

- Curriculum maps for math and science were distributed. Sites are working on details to share in the fall. Next meeting is April 16, 2007.

8.3 Science Instructional Materials Task Force

- Update from instructional materials task force. Pilot will take place from September to December and a recommendation will come to the board in January 2008.

8.4 Health and Welfare Task Force

- New rates are coming in and work is continuing with the insurance broker. Next meeting is April 19, 2007.

9. Communications

9.1 Community Comments

There were no comments from the community.

10. Future Agenda Items

The Board discussed items for future agendas. By consensus the board agreed there will be no meeting on April 3, 2007.

Next meeting: April 24, 2007 - District Office Conference Room

11. Adjournment

The meeting was adjourned at 10:00 p.m.

Clerk of the Board