

Saratoga Cemetery District
Board of Trustees
Agenda - Regular Meeting
Wednesday – December 16, 2009 – 5:00 p.m.
Multi-Purpose Room, Oak Street School
14592 Oak Street, Saratoga, CA, 95070

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **APPROVAL OF MINUTES OF LAST MEETING:**
4. **PUBLIC PARTICIPATION** (Board meetings are open to the public, please call 867-3717 for information).
5. **AGENDA CHANGES** - Additions or deletions to this Agenda may be made by unanimous consent of the Trustees in attendance if it is determined the matter requires immediate attention and the need for action came to the attention of the District subsequent to the Agenda being posted.
6. **COMMUNICATIONS:**
 - 6.1 **Written**
 - 6.2 **Oral:**
7. **CONTRACTORS AND PURVEYORS ATTENDING:**
 - 7.1 **None.**
8. **GROUNDSKEEPING AND MAINTENANCE REPORT:**
9. **CONTINUING BUSINESS:**
 - 9.1 **Continuing review of financial investments**
 - 9.2 **Continuing review of cemetery development & design concepts, master plan**
 - 9.3 **Consideration of policy changes**
 - 9.4 **Discussion of bidding policy for large projects**
 - 9.5 **Discussion of reasonable & proper communication between members of the public, board members and cemetery staff**
 - 9.6 **Discussion of adopting a policy on not considering concerns or issues raised anonymously**
 - 9.7 **Discussion of record keeping protocol**
 - 9.8 **Discussion of Board member access to personnel records**
 - 9.9 **Discussion of employee 457 annuity plan**
 - 9.10 **Salary & benefits review**
 - 9.11 **Hiring of attorney to assist in procurement of utility easement if necessary**
 - 9.12 **Discussion of email from Dianne Tuley-Brown concerning record request**
 - 9.13 **Sign-up for email alert for special meetings on website**
 - 9.14 **Document destruction**

10. NEW BUSINESS:

10.1 Discussion of email system

10.2 Discussion of status of utility easement

10.3 Consideration and vote on proposals for development plans for the former Sisters of Notre Dame property

10.4 Semi-annual employee merit pay

10.5 Rewording of communication policy approved in September

10.6 Hiring attorney for board consultation

11. CLOSED SESSION - THERE IS NONE SCHEDULED. Should a Closed Session be necessary, such will be held in accordance with Government Code Sections 54950-54962 for the sole purpose of considering personnel matters, litigation matters or negotiation matters. The Regular Meeting will be reconvened into Open Session at the conclusion of any Closed Session.

12. ADJOURNMENT: