

*Saratoga Cemetery District*  
**Board of Trustees**  
**Agenda - Regular Meeting**  
**Wednesday – September 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**
    - a) Rabbi Lisa Levenbert
    - b) Auditor Paul Kaymark
    - c) Jane Hopkins & Judy Johnstone
  - 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 **Review of policy concerning placing stones on headstones**
  - 9.4 **Consideration of policy changes**
  - 9.5 **Discussion of bidding policy for large projects**
  - 9.6 **Discussion of monument policy**
  - 9.7 **Discussion of hiring a note taker**
  - 9.8 **Discussion of reasonable & proper communication between members of the public, board members and cemetery staff.**
  - 9.9 **Discussion of adopting a policy on not considering concerns or issues raised anonymously.**
  - 9.10 **Discussion and vote on bids to connect new well to existing water system**

- 9.11 Discussion of record keeping protocol**
- 9.12 Discussion of Board member access to personnel records**
- 9.13 Discussion of employee 457 annuity plan**
- 9.14 Semi-annual employee merit pay**
- 9.15 Annual salary & benefits review**

**10. NEW BUSINESS:**

- 10.1 Signing of email communications**

- 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:**