

**EL TEJON UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING**

TO: Members of the Governing Board

You are hereby notified that a Special Meeting of the Board of Trustees of the El Tejon Unified School District is called for:

DATE: Wednesday, July 18, 2012
TIME: Closed Session 6:30 P.M.
Open Session 7:00 P.M.
PLACE: District Office Board Room

SAID MEETING IS CALLED FOR THE PURPOSE OF:

CLOSED SESSION: Hire Principal, Frazier Mountain High School
Hire Principal, Pine Mountain Learning Center

OPEN SESSION: Discussion and Approval of District Goals and Objectives
for 2012-2013.



El Tejon Unified School District
BOARD OF TRUSTEES

4337 Lebec Road; Lebec, CA 93243

PH: 248-6247

FAX: 248-6714

Paula Regan, President

John Fleming, Trustee

Anita Anderson, Trustee

Dr. Ken Hurst, Clerk

Steve Kiouses, Trustee

BOARD OF TRUSTEES
SPECIAL BOARD MEETING-CORRECTED AGENDA

Wednesday, July 18, 2012

El Tejon Unified School District Board Room

4337 Lebec Road, Lebec, CA 93243

CLOSED SESSION:

6:30 p.m.

ETUSD Board Room

OPEN SESSION:

7:00 p.m.

ETUSD Board Room

AGENDAS

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

SPECIAL NEEDS ACCOMMODATIONS

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2)

HEARING OF INDIVIDUALS ON AGENDA ITEMS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

PRELIMINARY (6:30 P.M., ETUSD Board Room)

Call to Order – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

Hearing of Citizens on Items Listed on Closed Session Agenda

Members of the Public shall have an opportunity to address the Board of Trustees on item(s) listed on the Closed Session agenda before the Board of Trustees adjourns to Closed Session.

ADJOURNMENT TO CLOSED SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ AYES _____ NAYES _____ ABSENT _____

A. Employment Recommendations:

1. Hire principal, Frazier Mountain High School.
2. Hire principal, Pine Mountain Learning Center.

MOTION _____ SECOND _____ AYES _____ AYES _____ NAYES _____ ABSENT _____

RECONVENING IN OPEN SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ AYES _____ NAYES _____ ABSENT _____

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PUBLIC PRESENTATIONS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. If a large number of people wish to speak on a specific item, with Board consent, the president may increase or decrease the time allowed (20 minutes) for public presentation depending on the topic and the number of persons wishing to be heard. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School district. Each person who addresses the Board must be first recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual members or District employees. The Board and staff are not obligated to comment on, or respond to, addresses by the public.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board President shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board President shall also encourage the complainant to file a complaint to an appeal using the appropriate District Complaint or appeal procedure.

REPORTS AND PRESENTATIONS

A. TriCounty Watchdogs- Linda MacKay and Global Community Monitor-Jessica Hendricks

REPORT FROM CLOSED SESSION

Closed Session Report

APPROVAL OF MINUTES

Approval of Minutes from Special Board Meeting of June 25, 2012.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Discussion and Approval of District Goals and Objectives for 2012-2013.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

ADJOURNMENT

TIME:

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____ STUDENT TRUSTEE _____

B. Approval of Resolution #12-20 Authorization of National Benefit Services as 457 (b) Plan Administrators.

MOTION: Trustee Anderson motioned for approval of Resolution #12-20 authorization of National Benefit Services as 457 (b) Plan Administrators.

SECOND: Trustee Hurst.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

C. Discussion of Board Procedures and Protocols.

MOTION: Trustee Anderson motioned for discussion of Board Procedures and Protocols.

SECOND: Trustee Hurst.

DISCUSSION: Superintendent Kleier opened the floor for comment. Trustee Fleming asked if the meetings could start at the posted time if the board president and clerk were not present. Trustee Regan answered yes, if the alternate is present. Trustee Regan and Trustee Hurst apologized for being late as they both thought the meeting was to start at 7:00 p.m. Trustee Fleming wanted to use the clock in the board room to monitor the meeting time frames. The board meetings will start at the posted time and if all trustees are not present, the meetings will start when three trustees are present.

Superintendent Kleier asked the trustees how they would like to see direction give to the Superintendent. Trustee Anderson stated she thought the board should be in agreement. Trustee Hurst thought there are two categories. One- a suggestion is made by one board member and if the superintendent thinks it is a good idea and has questions, she can just ask for clarification and direction. Two-if a board member asks the superintendent to check with Schools Legal for example, and she does not think it is a good idea, she can ask for it to be brought to the board as a whole. He suggested for direction to be made clear so everyone knows and understands. Kleier agreed. She stated she left one meeting with eighteen things the board wanted done before the next meeting. There is only one of her and she struggled with accomplishing the tasks and in what order. When individual members ask for data on the side, this adds to her other tasks and has become an issue. She felt it might be an issue with the board if some requests are left out and that is not her intention. The requests are coming fast and furious. Trustee Hurst stated the board might not know how labor intensive the jobs and requests are. There must be a two way conversation. Kleier said it is difficult to not violate the Brown Act. If you send an email, we send it to all and it becomes a group meeting. Our board business needs to be conducted here in the board room. Kleier stated you want to know what I am doing and how do we go about getting the information so we do not violate the Brown Act. She suggested maybe asking as part of your report in a board meeting instead of sending individual emails. Trustee Hurst stated that phone calls between trustees and the Superintendent is essential. Kleier agreed. She stated it is conceivable to have conversation with ideas listed and then be brought to the meeting as a whole. Trustee Hurst thought it might make things take much longer by getting direction by the board as a whole. Trustee Kiouses stated he did not want to over burden the superintendent with requests and he will bring questions to the board meetings. Trustee Regan stated it is past practice if you have your board packet and you have a question, she thinks it is prudent to ask for an explanation ahead of time. It would give her time to get answers to support the document in question. Trustee Kiouses agreed and also stated the most important thing for the Superintendent to do is to run the district. Kleier wants to call each trustee and ask if there is anything else you need before the meeting starts. She does not want to table an item beforehand because she does not have information. Trustee Fleming stated he was confused as he had asked for information and no trustees objected. Trustee Anderson asked what do to about getting certain data. Trustee Fleming thought as a board, we all need to know what is being asked for. Trustee Regan said in the past if one called for backup for a certain item on the agenda, it goes out to all five trustees. If one has a question that would take a lot of hours to get an answer to then

maybe we should wait until the board asks as a whole. Kleier stated if she gets overwhelmed she will send out an email with what she is doing and ask the importance of your request. Trustee Regan suggested some items might need to only be reported on quarterly instead of monthly. Trustee Hurst stated individual members can give suggestions but the board as a whole will give direction. He asked if there is a majority, can it be put on the agenda. Trustee Kiouses said to contact the superintendent and the board president. Trustee Anderson stated that does not always work. Trustee Fleming was concerned as he requested an item and it took three meetings to get it on the agenda. Trustee Regan answered the timing might not be appropriate. Trustee Kiouses asked about changing the board policy. Trustee Fleming stated according to BB 9322 one should put their request to have an item added in writing and one week in advance of the meeting.

Trustee Anderson asked if it is procedure for an individual board member to push for the dismissal of an employee. Trustee Regan said the board is only responsible for one employee and that is the superintendent. Trustee Anderson then asked if the superintendent was pressured. Trustee Regan repeated the board is only in charge of one employee and that is the superintendent. Trustee Kiouses stated individual board members should not push the superintendent. Trustee Fleming agreed that as a board member we do not have the right to request or pressure the superintendent to deal with some matters. As a community member he feels we have the right to bring a matter to the superintendent's attention. Trustee Hurst believes that it would be beneficial for the superintendent to have information from members. Trustee Kiouses stated we are all in agreement.

Trustee Anderson stated the trustees can keep the stipends or give them to the superintendent to direct how the money can be spent. Trustee Fleming accepts his stipend, pays the taxes on the money, and then he writes a check for what he wants. Trustee Regan stated by giving your stipend to the district, there is a tax benefit. Kleier explained by giving the stipend back it belongs to the district. It is no longer the trustee to say who gets the funds as the money goes into the general fund.

Trustee Anderson stated for one to be able to speak they should be recognized by the chair. No one should be interrupted when he or she is speaking. Trustee Fleming and Trustee Kiouses have had their contact information put on the website so people can contact them.

Trustee Anderson suggested getting a PA system for the board room. Kleier is not comfortable borrowing the PA system from the ASB students at the high school. Trustee Hurst did not want to spend any money for a system. Trustee Regan suggested investigating what we already own.

Trustee Fleming stated past practice should not exist.

Trustee Hurst mentioned getting ideas for the agenda to the superintendent by Tuesday the week before a board meeting. He asked if the superintendent was fine with this timeline. Kleier answered that she was fine with the date.

Trustee Anderson asked to revise the process for getting the budget. Kleier stated in December when the new board comes in they could request a special meeting in May to discuss the upcoming budget. Trustee Hurst was in favor of early drafts as well. He liked the excel spreadsheet and power point on the budget was very helpful.

Item D. Discussion and Approval of District Goals and Objectives for 2012-2013.

MOTION: Trustee Anderson motioned for discussion and approval of District Goals and Objectives for 2012-2013.

SECOND: Trustee Hurst.

No action taken.

DISCUSSION: Superintendent Kleier stated she wants consistency. She wants to stick with the plan. She would like to set goals for three years and adjust them as necessary. It is confusing to leadership and teachers to start over and start again. Superintendent Kleier said there are some goals to be added if we have completed others. There needs to be a measurable goal to shoot for and she will participate and do as directed.

Goal #1: Trustee Kiouses stated the SAT, ACT scores, etc. are irrelevant as all students do not take them. He suggested the Value Added System. Superintendent Kleier stated all students are given the PSAT. Trustee Hurst asked if the board wanted to add a goal to possibly move towards a Value Added System in two years. He asked to educate the board on what it takes to become a Value Added district. Trustee Anderson asked to see the pros and cons and get input from the teachers. Kleier stated the teachers have been asked but zero input was received. Trustee Kiouses suggested adding in a number or percentage to see significant growth. Superintendent Kleier stated tracking by numbers has to be done very specifically. Some students might be failing in English verses Science. Trustee Hurst agreed with Kleier and stated numbers need to be subject specific.

Superintendent Kleier suggested a study session in the future to look at Common Core; what is it and how will it change.

Superintendent Kleier asked for a Special Board meeting for Wednesday, July 18th. Closed session will start at 6:30 p.m. to approve the hiring of a principal at Frazier Mountain High School and a principal at the Pine Mountain Learning Center. The goals and objectives will also be discussed and possibly approved in Open Session beginning at 7:00 p.m..

ADJOURNMENT

Trustee Regan motioned for the adjournment of the Special Meeting of June 25, 2012 at 10:00 p.m., seconded by Trustee Anderson.

VOTE: 5 AYES, 0 NAYES, 0 ABSENT

The minutes are an unofficial draft until reviewed, modified and approved by ETUSD Trustees approved by the Governing Board on July 18, 2012.

Clerk of the Board _____

2011-2012

Vision: The El Tejon Unified School District will create pathways and opportunities for college and career readiness through a rigorous, challenging, and comprehensive educational program.

Goal 1: Student achievement on standardized tests such as CST, ACT, SAT, and Ready Start will increase annually by 5%.

Action Items:

- a. All sites will align core curriculum with the State standards by May, 2012
- b. Development and implementation of common formative assessments and benchmarks grades TK-12
- c. Professional development (ongoing)
- d. Academic Tutoring and Academic Detention (ongoing)
- e. Core area articulation meetings (Begin Fall 2011)

Goal 2: ETUSD will increase access to Advanced Placement (AP) and/or Honors classes by one course each year for four years.

Action Items:

- a. Administrator Training July, 2011
- b. Teacher Summer Institutes Summer 2012
- c. SAT teacher workshops School year 2011-2012
- d. Revise High School Graduation Requirements (2011-12)

Goal 3: ETUSD will increase professional development opportunities for certificated staff by 15% in 2011-2012 and 10% in following years. Professional Learning Communities, Data Driven Decision Making, Response to Intervention, Creating a College Going Culture, Curriculum alignment, effective teaching strategies, visitations to exemplary sites outside of ETUSD, and AP Summer Institutes will be the priority.

Goal 4: ETUSD will increase access to relevant career awareness and training for all students.

Action Items:

- a. Revise High School Graduation Requirements (2011-12)
- b. Create and distribute student interest survey grades 5-9 (2011-2012)
- c. Design instructional courses (2012-13)
- d. Implement courses (2013-2014)
- e. Create Career Pathways (2011-2014)

Goal 5: In order to understand community needs ETUSD will continue outreach efforts within the mountain communities.

Action Items:

- a. Further development of the ETUSD newsletter
- b. Parent Meetings at least annually.
- c. Increase attendance at ETUSD Board meetings

Goal 6: Align ETUSD financial resources to meet the ETUSD vision.