

**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:

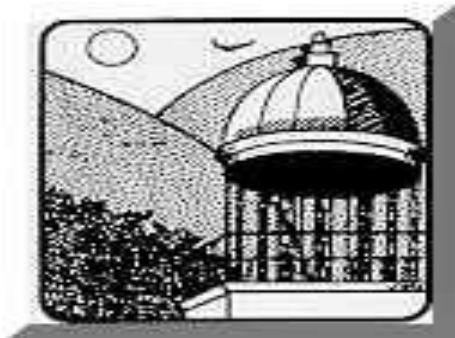
DATE: Wednesday, July 3, 2013
TIME: Closed Session 6:30 P.M.
Open Session 7:00 P.M.
PLACE: El Tejon Continuation High School

SAID MEETING IS CALLED FOR THE PURPOSE OF:

CLOSED SESSION: Update from Schools Legal Services regarding:
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

OPEN SESSION: Discussion and Approval of AR 4112 Appointment and Conditions of
Employment, BP 4211 Recruitment and Selection, AR 4112 Appointment and
Conditions of Employment, First Reading.

Consideration and Approval of Overnight field trip.



El Tejon Unified School District
BOARD OF TRUSTEES

4337 Lebec Road; Lebec, CA 93243

PH: 248-6247 FAX: 248-6714

Scott Robinson, President

Anita Anderson, Trustee

John Fleming, Trustee

Vickie Mullen, Clerk

Lark Shillig, Trustee

BOARD OF TRUSTEES
SPECIAL BOARD MEETING

Wednesday, July 3, 2013

El Tejon Continuation High School
700 Falcon Way, Lebec, CA 93243

CLOSED SESSION:

6:30 p.m.

ETCHS

OPEN SESSION:

7:00 p.m.

ETCHS

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 (ETCHS)

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 _____ NAYES _____ ABSENT _____

A. Update from Schools Legal Services regarding:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

RECONVENING IN OPEN SESSION – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

Flag Salute

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.

REPORT FROM CLOSED SESSION

Closed Session Report

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Consideration of AR 4112 Appointment and Conditions of Employment, First Reading. (BMLS)

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

B. Consideration of BP 4211 Recruitment and Selection, First Reading. (BMLS)

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

C. Consideration of AR 4212 Appointment and Conditions of Employment, First Reading. (BMLS)

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

D. Consideration and Approval of OVERNIGHT field trip to Isla Vista, July 29th - August 1st, California Association of Student Councils (CASC), Mountain Communities Family Resource Center. (MCFRC)

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

ADJOURNMENT

TIME:

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

El Tejon USD

Administrative Regulation

Appointment And Conditions Of Employment

AR 4112
Personnel

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111 - Recruitment and Selection)
(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations (20 USC 6319)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 6171 - Title I Programs)

4. Submit to fingerprinting as required by law (Education Code 44830.1)

5. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4118 - Suspension/Disciplinary Action)

6. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

7. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

8. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

9. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

10. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

11. Submit to drug and alcohol testing as required by Board policy

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

12. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)

13. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

14. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44008 Effect of termination of probation

44009 Conviction of specified crimes; definitions

44010 Sex offense

44011 Controlled substance offense

44066 Limitation on certification requirements

44250-44277 Credential types

44330 Effect of registration of certification document

44830.1 Felons; certificated positions; criminal record summary; fingerprints

44836 Employment of person convicted of sex offenses or controlled substance offenses
44837 Employment of sexual sociopath
44838 Statement of military service
44839 Medical certificate
44839.5 Medical certificate for retirant
49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees
12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders
290.95 Disclosure by persons required to register as sex offenders
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

Regulation EL TEJON UNIFIED SCHOOL DISTRICT
approved: February 10, 2010 Lebec, California

El Tejon USD

Board Policy

Recruitment And Selection

BP 4211

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The El Tejon Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Recruiting Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation or housing subsidies. (Education Code 44735)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44735 Incentive grants for recruiting teachers for low-performing schools

44740-44741 Personnel Management Assistance Teams

44750-44754.5 Regional teacher recruitment centers

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45138 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:

12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

CalTeach: <http://www.calteach.org>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Policy EL TEJON UNIFIED SCHOOL DISTRICT
adopted: February 10, 2010 Lebec, California

El Tejon USD

Administrative Regulation

Appointment And Conditions Of Employment

AR 4212
Personnel

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
(cf. 4212.5 - Criminal Record Check)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not be required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
(cf. 3515.5 - Sex Offender Notification)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

9. Submit to drug and alcohol testing as required by Board policy

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4151/4251/4351 - Employee Compensation)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44066 Limitation on certification requirements

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications

45108 Restricted positions

45113 Rules and regulations for classified service in districts not incorporating the merit system

45122 Physical examinations

45122.1 Classified employees, conviction of a violent or serious felony

45123 Employment after conviction of sex offense or controlled substance offense

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary data

49406 Examination for tuberculosis

60850-60856 High school exit exam

GOVERNMENT CODE

3100-3109 Oaths or affirmations

12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by person required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

1203.4 Discharged petitioner, change of plea

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

Regulation EL TEJON UNIFIED SCHOOL DISTRICT

approved: February 10, 2010 Lebec, California



EL TEJON UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL or ATHLETIC FIELD TRIP REQUEST

SCHOOL SITE: Frazier Park School [] El Tejon School [X] FMHS [X] PMLC []

Please check applicable if Transportation needed: [] (Bus(es)) [X] 2 Vans [] Ag Truck [X] OR 1 Van & 1 additl car

Please check here if driver is other than District Employee: [] Additional REQUIRED Forms COMPLETED: []

Date of Trip: July 29-August 1 Departure Time: July 29, 6 a.m. Return Time: August 1, Approx. 6:30 p.m.

Location of Field Trip/Event: CA Assoc. of Student Councils (CASC) Summer Leadership Camp-UCSB Miles One Way: 118

Destination Address: 552 University Rd City: Isla Vista State: CA Zip: 93117

Does driver need to stop for lunch? Yes [] No [] Number of lunches needed for trip _____ OR: [X] Not applicable

Contact Person: Anne Weber Staff Attending: Lisa Walter and Tina Fessia

Grades/Classes/Group MCCASA Youth Coalition (MyC3) Number of Students: Up to 10

Applicable to Subject Area/Unit _____

EXPECTED LEARNING OBJECTIVES: COMPLETION OF THIS SECTION IS REQUIRED FOR ALL ACADEMICALLY DRIVEN ACTIVITIES. A BRIEF OVERVIEW OF CLASSROOM ACTIVITIES, ACTIVITIES DURING TRIP OR AT DESTINATION, FOLLOW-UP AND/OR OVERALL INTEGRATION INTO UNIT OF STUDY, MUST BE IDENTIFIED.

- 1. Facilitative leadership behaviors
2. Planning projects in a team
3. Consensus decision making
4. Conflict resolution and mediation
5. Meeting skills
6. Tools for strategic planning
7. Personal Goal Setting and time management

AND SEE ATTACHED [X] _____

FUNDING SOURCE: Drug Free Communities Grant (DFC) Form Completed by: Tina Fessia Date: June 27, 2013

APPROVAL: Supervisor [Signature] Date 7/2/13 Sup't/Designee _____ Date _____
Trans. Supervisor _____ Date _____ Board Approval (Date of Meeting) _____

TRANSPORTATION: Driver's Name _____ Bus Number(s) _____ Actual Student Count _____
Bus Evacuation Reviewed as Required by 82.7 (Time) _____ (Initials) _____ Actual Departure Time _____
Beginning Mileage _____ Ending Mileage _____ Total Trip Miles _____ Actual Return Time _____

THIS FORM MUST BE COMPLETE BEFORE BEING SUBMITTED FOR APPROVAL. INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTOR. ALL TRIPS THAT ARE FURTHER THAN 75 MILES ONE-WAY FROM DISTRICT POINT OF ORIGIN, MUST BE APPROVED BY THE GOVERNING BOARD OF TRUSTEES (See Board Policies #3541, #5143 and #6153). ALL DRIVERS NOT EMPLOYED BY THE DISTRICT MUST COMPLETE THE ETUSD TRANSPORTATION BULLETIN FORMS AND ADHERE TO ALL POLICIES AND PROCEDURES THEREIN.

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California Association of Student Councils

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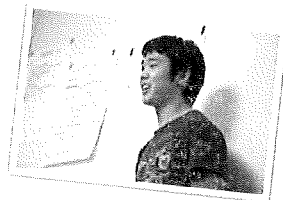
Summer Leadership Conferences

"CASC Camp" is a fun, life-changing experience for ALL students who want to lead in their schools, communities, and beyond. *Advisors, activities directors, and staff participate too with the special track tailored for educators!*

2013 Summer Registration Form (download and print) [HERE!](#)

Overview

Take home the leadership skills necessary to transform your student council and solve the problems you see in your school! Bring back ideas from other schools throughout the state to implement on your own campus! Meet people with the same passion for leadership and make friendships that will last a lifetime! Be inspired! And.... Have fun!



CASC offers you the opportunity to acquire a variety of leadership skills and team building techniques, such as presentation skills, meeting skills, and project planning. Most importantly, we will inspire you to bring positive change to your school and community in a way that only a CASC Summer Camp can do. On top of that, every day at camp is the chance to make a new friend, step out of your comfort zone, and have fun!

Through a combination of general sessions, small groups led by a CASC trained staff member, exciting workshops, structured activities, and inspirational guest speakers, you will walk away with the knowledge of leadership skills and curriculum, the passion to put those skills to use to transform your own high school campus, and an experience you will never forget. After four days, you will return to school a different person than you were when you arrived. Go home a leader, inspired to use what you learned to make a difference!

Testimony

"I have attended at least 10 of these camp conferences as a HS Activities Director, and the skill base for students leaders upon return to the school was nothing less than amazing. CASC set the tone for the whole school year."

Dr. Nina Russo
Associate Superintendent
San Francisco Archdiocese

Get To Know Us

The California Association of Student Councils provides [leadership training](#) for students, advisors, and organizations through peer training and teaching. CASC enhances the quality of education and life through programs that build citizenship and encourage self-esteem. CASC serves as an advocate for youth, provides a channel for student views, and empowers youth to take action.

[Learn more About CASC »](#)

Keep Up With Us

[CASC on Facebook](#)

Contact Us

California Association of Student Councils
1212 Preservation Park Way
Oakland, CA 94612
Phone: (510) 834-2272
Fax: (510) 834-2275
E-Mail: cascmail@aol.com

2013 Dates

- UC Santa Barbara (HS/MS): July 29 - August 1, 2013
 - St. Mary's College (HS): August 8 - 11, 2013
- NOTE: DUE TO EMERGENCY REPAIRS ON THE U.C. BERKELEY CAMPUS THE CONFERENCE SITE IS CHANGED TO ST. MARY'S COLLEGE (MORAGA, CA)

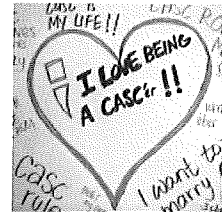
More Info

- Overview & Testimonials
- Leadership Skills
- Details/Q&A
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- Staff Development (SDP)

Learn more for...

- Advisors/Educators
- Middle Schoolers
- High Schoolers
- Youth Councils

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Join CASC Today / Get Involved!

