

**El Tejon Unified School District**  
**BOARD OF TRUSTEES**

4337 Lebec Road; Lebec, CA 93243  
PH: 248-6247 FAX: 248-6714

John Fleming, President  
Anita Anderson, Trustee Vickie Mullen, Trustee  
Scott Robinson, Clerk Lark Shillig, Trustee

**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, April 25, 2013**  
**El Tejon Continuation High School**  
**700 Falcon Way, Lebec, CA 93243**

**CLOSED SESSION:** 6:00 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** (6:00 P.M., 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. Conference with Legal Counsel – Anticipated Litigation**  
**1. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: 3 potential cases**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**B. Public Employee Discipline/Dismissal/Release**  
MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**C. Public Employee Discipline/Dismissal/Release**  
MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**D. Public Employee Performance Evaluation: Superintendent (Per Government Code 54957).**  
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**

<p><b>CONSENT AGENDA</b> <b>Items required by law and/or items in accordance</b> <b>With the District Administrative Code and/or Education Code</b></p>
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**Business Items**

- A. Approval of Resolution #13-09, Impoundment of Local Tax Revenues to anticipate pending claims and/or litigation. (DOFAS)**
- B. Receive Williams Quarterly Report. (DOS)**
- C. Special Education Transportation Aide (New) Job Description. (DOFAS)**
- D. Special Education Bus Driver (New) Job Description. (DOFAS)**
- E. Approval of field trip on 5/3/13 to Bishop, 235 miles one way, Baseball and Softball. (FMHS)**
- F. Consideration and Approval of Inter-District Transfer:
  - 1. Abigail Plank, Kindergarten, from ETUSD to Rosedale School District. (DOS)****

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_ STUDENT TRUSTEE \_\_\_\_\_

**ADJOURNMENT**

TIME:  
MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_ STUDENT TRUSTEE \_\_\_\_\_

April 17, 2013

Ms. Ann Barnett  
Kern County Auditor-Controller's Office  
1115 Truxtun Avenue  
Bakersfield, CA 93301-4637

RE: CONTINGENT LIABILITY

Dear Ms. Barnett:

Pending a resolution from the El Tejon Unified Unified School District authorizing the county-Auditor to impound local tax revenues to anticipate pending assessment appeals and Superior Court cases, please impound \$33,028.81 into the El Tejon Unified School District Impound Fund, 21963. This amount should be impounded from the May collections.

Please deposit any interest earned by this impounded amount into our General Fund. If you have any questions, or if I may be of further assistance, please contact me at 661-248-6247.

Sincerely,

Katherine A. Kleier  
District Superintendent

**BEFORE THE GOVERNING BOARD  
OF THE El Tejon Unified SCHOOL DISTRICT  
OF KERN COUNTY, STATE OF CALIFORNIA**

In the Matter of:

IMPOUNDMENT OF LOCAL TAX	)	
REVENUES TO ANTICIPATE PENDING	)	
CLAIMS AND/OR LITIGATION	)	RESOLUTION NO. <u>#13-09</u>
_____	)	

**WHEREAS**, the Auditor-Controller of the County of Kern has recently informed the District of potential adverse consequences to local tax and general fund monies of the District attributable to pending court action; and

**WHEREAS**, several claims are now pending before the Assessment Appeals Board which, if determined favorably to the taxpayer will substantially impact revenues of the District through a forced refund; and

**WHEREAS**, counsel has advised the Board that a school board may not defer repayment of a tax refund over an installment period of up to ten (10) years pursuant to Education Code section 35201 due to hardship or any other factor; and

**WHEREAS**, Education Code section 14240 authorizes this Board to direct the County Auditor to impound local tax revenues pending determination of court action or administrative tax protests is that such money remains outside the scope of further Board action pending resolution of the dispute.

**NOW, THEREFORE**, the Board resolves as follows:

1. The Superintendent is authorized and directed to develop a projection of the appropriate amount of money to be impounded in light of the above tax protests and court litigation.
2. The Superintendent shall report that amount to the Board and notify the County-Auditor-Controller of the exact dollar amount to be impounded and the day on which such impound is to be made.
3. The amount so impounded shall be derived entirely from anticipated local tax revenues. No part of the impounded funds shall come from the general reserve or current operating year monies of the district.

The foregoing resolution on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, was duly passed and adopted this 25th day of April, 2013, by the following vote:

AYES:                      NOES:                      ABSENT:                      ABSTENTIONS:

BOARD OF TRUSTEES OF THE El  
Tejon Unified SCHOOL DISTRICT

By: \_\_\_\_\_  
                    Authorized Agent

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

I **HEREBY CERTIFY** that the foregoing is a full, true, and correct excerpt from the Journal of the Board of Trustees of the El Tejon Unified School District pertaining to the adoption of the foregoing Resolution at a regular meeting held on April 25, 2013.

\_\_\_\_\_  
Authorized Agent of the Board of Trustees of  
the El Tejon Unified School District,  
County of Kern, State of California

**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

District: El Tejon Unified

Person completing this form: Katherine A. Kleier Title: Superintendent

Quarterly Report Submission Date:  Oct 1, 2012 (for period Jul 1 – Sep 30)  
 (check one)  Jan 1, 2013 (for period Oct 1 – Dec 31)  
 April 1, 2013 (for period Jan 1 – Mar 31)  
 July 1, 2013 (for period Apr 1 – Jun 30)

Date for information to be reported publicly at governing board meeting: April 25, 2013

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Mis-assignment	0		
Facilities Conditions	0		
<b>TOTALS</b>	0		

Katherine A. Kleier  
 Print Name of District Superintendent

*Katherine Kleier*  
 Signature of District Superintendent

El Tejon Unified School District  
**SPECIAL EDUCATION TRANSPORTATION AIDE**  
**Job Description**

**JOB SUMMARY**

Under general supervision assist with transportation of special needs children. Employees in this classification works in cooperation with bus drivers. This job classification will perform a variety of duties dealing with the health and safety of special needs students and requires a high degree of positive contact.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assist driver loading and unloading students, supervise students while riding the bus, attend to any special needs that may occur on the vehicle including behavior and work with parents, teachers and instructional aides;
2. Lifts and carries students;
3. Positions students in wheelchairs and other equipment;
4. Operates wheel chairs/travel chairs;
5. Supervises loading and unloading of wheelchair lifts on buses;
6. Follows safety standards;
7. Assists in administration of C.P.R. and/or first aid;
8. Performs other duties as required to meet the varied health and educational needs which are presented by handicapped students;
9. Performs other related duties as required;
10. Maintains confidentiality on school-related matters.

Ability to:

Maintain appropriate student behavior; perform appropriately in situations requiring tact and diplomacy; understand and carry out written instructions; establish and maintain cooperative working relationships; bend, squat, run, ride on bus for up to four hours at a time; lift 50 pounds, occasionally.

Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1 = Seldom = Less than 25 percent    3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent        4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- 1 g. Ability to lift 100 lbs.
- 2 h. Ability to carry 50 lbs.
- 1 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.



**SPECIAL EDUCATION TRANSPORTATION AIDE**  
**PAGE 2 OF 3**

Reasonable Accommodation:

Employees with disabilities may perform the essential job functions listed above with or without reasonable accommodation. If an employee with a disability is unable to perform one or more of the essential job functions, the District will afford that employee reasonable accommodation.

**REQUIRED QUALIFICATIONS**

Possession of a valid California Drivers License  
Equivalent to completion of the twelfth grade.  
Knowledge of proper English usage and grammar

Experience:

One year of paid or volunteer experience working with children.

Ability to:

- be flexible and willing to make changes necessary to meet the varied needs of the handicapped which is fundamental to the work
- meet the physical requirements necessary to safely and effectively perform the required duties.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

Health care competency is required. Determination of competency will be based on experience and/or training in the health care field, i.e. specific skills required by the duties described above.

Health Care Assistants will receive on-the-job training to maintain competency levels. Acquisition of appropriate skills is the responsibility of the employee.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

5

El Tejon Unified School District  
**SPECIAL EDUCATION**  
**BUS DRIVER**  
**Job Description**

**JOB SUMMARY**

To drive a school bus over designated routes for the purpose of transporting special education students to and from school and on special trips; and to do other related work as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters;
10. Cooperative working relations with students, staff and community;

**SPECIAL EDUCATION BUS DRIVER JOB DESCRIPTION**  
**PAGE 2 OF 2**

11. File accident reports when necessary;
12. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
13. Physically assist students on and off bus when necessary.
14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.
15. Transports children with special learning needs and physical handicaps;
16. Administers first aid as required;
17. May be required to lift students physically and mechanically into and from bus;
18. May be required to lift up to 50 pounds.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

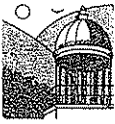
Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

17



# EL TEJON UNIFIED SCHOOL DISTRICT INSTRUCTIONAL or ATHLETIC FIELD TRIP REQUEST

**SCHOOL SITE:** Frazier Park School  El Tejon School  FMHS  PMLC

**Please check applicable if Transportation needed:** (Bus(es)  No. of 1) Van  Ag Truck  Other \_\_\_\_\_

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

Date of Trip 5/3/2013 Departure Time 8:15 am Return Time 12 am

Location of Field Trip/Event: Bishop HS Miles One Way 235

Destination Address 301 N Fowler St City Bishop State CA Zip 93514

Does driver need to stop for lunch? Yes  No  Number of lunches needed for trip \_\_\_\_\_ OR:  Not applicable

Contact Person Sara Hatlich Staff Attending Jerry Quick, Sharon Lemburg

Grades/Classes/Group 9-12 Number of Students ~~50~~ 58

Applicable to Subject Area/Unit. Baseball + Softball

**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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

AND SEE ATTACHED

**FUNDING SOURCE:** District Athletics Form Completed by Erica Bennett Date 4/15/13

**APPROVAL:**  
Principal Sara Hatlich Date 4/17/13 Supt./Designee Katherine X Kleier Date 4/17/13

Trans. Supervisor [Signature] Date 4/17/13 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 COMPLETED BEFORE BEING SUBMITTED FOR APPROVAL. INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTOR. ALL TRIPS THAT ARE FURTHER THAN 150 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.**

**INTERDISTRICT ATTENDANCE AGREEMENT REQUEST**

This is to request an Interdistrict Attendance Agreement for School Year 2013-2014 for:

Name Abigail Plank Grade K Name \_\_\_\_\_ Grade \_\_\_\_\_  
Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

Address 461 Haskell Rd Zip Code 93243 Telephone (661) 330-1188

who lives in the El Tejon School District  
to go to Almondale School in the Rosedale School District.

The reasons for this request are as follows: Mom works in Bakersfield.  
Family/friends work @ Almondale and is going to help w/

If the reason given is child care, please fill in the following: Child care

a. BABYSITTER: Name \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

b. PARENT EMPLOYMENT:  
Father Cody Plank Name of Business Tejon Ranch Work Hours and Days Varies  
Business Address PO Box 1000 LEBEC 93243 Telephone 661-248-3000  
Mother Krista Plank Name of Business Merry Southwest H&SP Work Hours and Days 7a-330p  
Business Address 400 Old River Rd, Bkfield Telephone (661) 663-6281

I declare under penalty of perjury that the above information is accurate to the best of my knowledge. I further acknowledge that attendance in a non-resident district is a privilege and not a right. I acknowledge that the district granting this request shall have the right to revoke and end this agreement if (1) the district of attendance makes a reasonable determination that the continuing presence of the student would interfere with the needs of the district, the best interests of the student, or both; and (2) the district of attendance gives five (5) school days notice prior to the revocation of this agreement. I understand that I have a right to appeal any decision regarding this request by either district to the county board of education pursuant to Education Code section 46601. I further understand that the Interdistrict Attendance Agreement only covers the school year indicated above.

Signed Krista Plank Date 4-16-13  
Relationship Mother

**For District Use Only**

Request denied by School District: \_\_\_\_\_ Date \_\_\_\_\_

Request granted by the governing boards of the school districts above named for the school year 2013-2014, subject to the following terms:

- a. Parents provide own transportation.  Yes  No
- b. District of attendance to receive the average daily attendance for apportionment purposes.

District of Residence EL TEJON UNIFIED District of Attendance \_\_\_\_\_

Agreement Approved \_\_\_\_\_ Agreement Approved \_\_\_\_\_

By Katherine A. Klein By \_\_\_\_\_  
Superintendent