

**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:

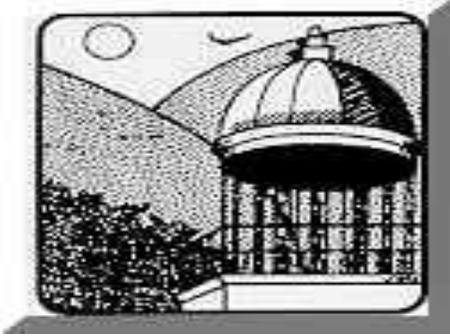
DATE: Thursday, February 21, 2013  
TIME: Open Session 6:00 P.M.  
PLACE: El Tejon Continuation High School

SAID MEETING IS CALLED FOR THE PURPOSE OF:

OPEN SESSION: Discussion of Goals, Objectives and a Long Range Vision for 2013-2014.

Consideration to revise the Superintendent's evaluation form.

Discussion and possible action to conduct exit interview with parents of students withdrawing from ETUSD.



**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**  
**SPECIAL BOARD MEETING WORKSHOP**  
**Thursday, February 21, 2013**  
**El Tejon Continuation High School**  
**700 Falcon Way, Lebec, CA 93243**

**OPEN SESSION:**

**6:00 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 are requested to fill out "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. Each person who addresses the Board must be first recognized by the presiding officer.

**CONVENING IN OPEN SESSION** – Time \_\_\_\_\_

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

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.

**ITEMS FOR DISCUSSION AND ACTION**

**A. Discussion of Goals, Objectives and a Long Range Vision for 2013-2014.**

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

**B. Consideration to revise the Superintendent's evaluation form. (BMJF)**

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

**C. Discussion and possible action to conduct exit interview with parents of students withdrawing from ETUSD. (BMJF)**

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

**ADJOURNMENT**

TIME:

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

## El Tejon Board Workshop: January 26, 2013

### Goal 1: Student Achievement

- Each school year, more students at each school will achieve proficient or advanced levels on the state API test (Academic Performance Index)
- Each school will increase parent involvement in their children's education both at school and at home
- The district will increase student access to vocational learning opportunities
- The district will attain the benchmark improvements to move out of federal Program Improvement status

### Goal 2: Afterschool Activities

- As resources permit, the School Board will continue to enrich and increase opportunities for students in the provision of supervised afterschool activities
  - Sports
  - 4-H
  - Art
  - Drama
  - Fire science and law enforcement
  - Music
  - Shops
  - Computers
  - Career awareness

### Goal 3: Improving School/Community Communications

- Quarterly community meetings hosted by the school district at which one school is featured at each quarterly program
- Improve student attitudes and behavior through the creation of positive behavior incentives

### Goal 4: Increase Alternative Revenue Sources

- Maximize district revenue sources by engaging in:
  - Grants
  - Donations and gifts
  - Sponsorships
- Partner with the County Superintendent grant writer

**Goal 5: Provide an on-going program of in-service opportunities and professional development to improve academic instruction and attain data driven student intervention information**

**Goal 6: Finance**

- Align district financial resources to meet the district's vision and goals
- Present district financial information in a manner easily understood by the community and staff

**El Tejon Unified School District  
SUPERINTENDENT PERFORMANCE EVALUATION**

	<b>El Tejon Unified School District SUPERINTENDENT PERFORMANCE EVALUATION</b>	
Years with the District _____	Superintendent : _____	Date _____

- 1 – EXEMPLARY: Exceeds Standards
- 2 – SATISFACTORY: Meets Standards
- 3 – NEEDS IMPROVEMENT: Deficient in Meeting Standards
- 4 – UNSATISFACTORY: Does not meet Standards

<b>STANDARD I</b> – Works with the Board as a “governance team” and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational structure. ( Setting Direction)	1	2	3	4
Values, advocates and supports public education and all stakeholders.				
Demonstrates leadership and accountability for implementing the vision, goals and policies of the District.				
Encourages participation of appropriate staff members and other groups in planning and implementing procedures and regulations toward the vision of the District.				
Implements plans to create a positive, interactive, cooperative, cohesive learning and working environment and district/school community.				

<b>STANDARD II</b> – Works with the Board to form a successful governance team. (Board Relationship)	1	2	3	4
Provides guidance to the Board to assist in decision-making.				
Provides leadership based on the direction and goals of the Board as a whole.				
Communicates openly with trust and integrity, including providing all members both responsive and anticipatory communications.				
Provides the Board with appropriate back-up material on agenda items by the determined date before the Board meetings.				
Regularly keeps the Board informed of issues, needs and operation of the School District.				
Offers professional recommendations to the Board on items requiring Board action.				

<b>STANDARD III – Maximizes the abilities of the employees to maintain a positive, cooperative learning and working environment for the success of students. (Human Resources)</b>	1	2	3	4
Develops and executes sound, personnel procedures and practices.				
Develops and implements appropriate staff development and training.				
All employees are evaluated in a timely and appropriate manner.				
Engage in professional development by reading, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents.				
Recruits and assigns the best personnel in terms of their professional expertise.				
Encourages progress toward a positive district environment through the recognition of exemplary performance.				

<b>STANDARD IV – Collaborates with families, community members and the media to diversify Community interests and mobilizing community resources. (Community Relations)</b>	1	2	3	4
Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.				
Strengthen the District through the establishment of community, business, institutional and civic partnerships.				
Oversees effectiveness of community educational programs under the jurisdiction of the District.				
Communicates information about the District on a regular and predictable basis through a variety of media and community efforts.				

<b>STANDARD V – Promotes the success of all students and the efforts of the Board to keep the District focused on learning and achievement. (Student Learning)</b>	1	2	3	4
Serves as a model for the value of lifelong learning and supports the Board’s continuous professional development.				
Advocates and promotes an instructional program conducive to students learning and staff professional growth.				
Ensures there is an on-going curriculum development and a review process in place for student achievement.				

Provides a safe, efficient, clean and well-maintained school environment that nurtures student learning.				
Develops and enforces policies and procedures to ensure that all students can achieve high school graduation				

<b>STANDARD VI – Effectively utilizes district resources to accomplish district needs. (Finances and Facilities)</b>	1	2	3	4
Prioritize, monitor and evaluate the needs of programs, facilities, equipment and supplies at each site. This specifically includes but is not limited to extra circular activities (such as sports, decathlon, FFA, Robotics, Drama) field trips, and science, library, and fine arts classrooms and supplies.				
Determines that funds are spent appropriately, and determines that adequate control and accounting are maintained.				
Use a budget development process that ensures the budget reflects and reinforces the District’s goals.				
Investigates alternative funding resources through grants, partnerships and donations.				

<b>STANDARD VII - Ensure that the school district operates consistently within the parameters of Federal, State and Local laws, policies, regulations and statutory requirements. (Policy and Judicial Review)</b>	1	2	3	4
The superintendent will ensure the Board has examined all policies necessary for annual review.				
The superintendent will ensure the Board is kept abreast of new policies from CSBA.				
The superintendent will strive to keep the District in compliance with all federal, state and local mandates.				

1. Commendations and recommendations must correlate to the Standards.
2. Suggestions for improvement must be specific in nature and recommend methods of improvement.
3. A superintendent receiving an EXEMPLARY grading cannot have any marks below satisfactory.
4. If a superintendent receives five or more UNSATISFACTORY marks, the overall evaluation is UNSATISFACTORY.
5. Twenty-four or more EXEMPLARY marks are needed for an overall EXEMPLARY evaluation.

OVERALL EVALUATION

- \_\_\_\_\_ EXEMPLARY – Exceeds Standards
- \_\_\_\_\_ SATISFACTORY – Meets Standards
- \_\_\_\_\_ NEEDS IMPROVEMENT – Deficient in Meeting Standards Under Education Code 44664(b) et seq.
- \_\_\_\_\_ UNSATISFACTORY – Does Not Meet Standards Under Education Code 44664(b) et seq.

Evaluation by the Board of Trustees:

_____	_____
Board Trustee	Date
_____	_____
Board Trustee	Date
_____	_____
Board Trustee	Date
_____	_____
Board Trustee	Date
_____	_____
Board Trustee	Date

This report has been discussed with me in conference with the evaluator. An opportunity has been extended to me to attach comments regarding this evaluation. A SIGNATURE ON THIS EVALUATION DOES NOT NECESSARILY SIGNIFY AGREEMENT WITH THE EVALUATION.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date