

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

TO: Members of the Governing Board

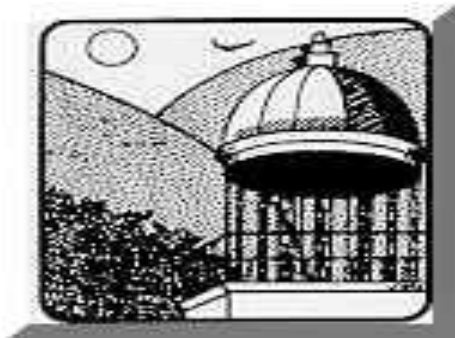
You are hereby notified that a Special Meeting of the Board of Trustees of the El Tejon Unified School District is called for:

DATE: Monday, July 1, 2013  
TIME: Closed Session 6:00 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 BP 4111 Recruitment and Selection, First Reading.



**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**

**Monday, July 1, 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** (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 \_\_\_\_\_

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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.

**REPORT FROM CLOSED SESSION**

Closed Session Report

**ITEMS FOR DISCUSSION AND ACTION**

**Business Items**

**A. Discussion and Approval of BP 4111 Personnel Recruitment and Selection, First Reading.**

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

**ADJOURNMENT**

TIME:

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

# El Tejon USD

## Board Policy

### Recruitment And Selection

BP 4111

#### 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