

JURUPA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES  
RIVERSIDE COUNTY

April 1, 1963

MINUTES OF REGULAR MEETING

CALL TO ORDER                    OPENING PROCEDURE  
The Meeting of the Jurupa Unified School District Board of Trustees was called to order by President John Burge at 7:31 p.m. on Monday, April 1, 1963, in the Teachers' Lounge and Conference Room of the Rubidoux High School, Riverside (Rubidoux), California.

FLAG SALUTE                The meeting was opened by all present standing and giving the salute to the Flag of the United States.

INVOCATION                 All remained standing for the invocation given by Reverend Edward Christophersen, minister of the Glen Avon Community Church.

The roll call of members present indicated the following record of attendance:

BOARD ATTENDANCE                 John Burge, Jr., President  
William H. Hughes, Clerk (arrived 7:40 p.m.)  
Paul E. Johnson  
George Pentland  
Jerry A. Gardner

Others Present:

OTHERS PRESENT                 Dr. Robert E. Hummel, Secretary & Arthorized Agent  
Evelyn Ford, Administrative Secretary  
Ansgar Larsen, Assistant Superintendent - Business  
Ernest Miller, Administrative Assistant  
Dr. Kenneth Norton, Ass't Superintendent - Instruction  
Mrs. Helen Kutch, Coordinator - Pupil Personnel Service  
James Rowe, Coordinator - Elementary & Secondary Educ.

Each board member present was in attendance until the conclusion of the meeting.

The following visitors were in attendance at the meeting:

VISITORS                            U. K. Garrett                    Principal, West Riverside School  
H. M. Peters                      Head Custodian, Rubidoux High School  
Louis Robinson                   Press-Enterprise, Riverside  
Edward D. Flannagan             Principal, Glen Avon School  
Virginia Gump                     Principal, Pedley School  
Edward Christophersen           Glen Avon Community Church  
John H. Correll                  Chairman, Citizens' Committee  
Peter Parsons                    West Side News  
Josh W. Taylor                    Insurance Agent  
Ted Vance                        Insurance Agent  
Walter D. Gardner                Principal, Jurupa Jr. High School  
Bill Vernon                       Ass't. Princ., Jurupa Jr. High  
Duane E. Abbey                  Teacher, Jurupa Jr. High School  
Morgan R. Kenney                Principal, Rustic Lane School

APPROVAL  
OF  
MINUTES

Mr. Pentland moved that the minutes of the regular meeting of March 18, 1963, be approved as presented. Mr. Johnson seconded the motion.

Motion carried.

INSTRUCTION

REGISTRATION  
PLANS FOR  
1963-64

Dr. Norton, Assistant Superintendent - Instruction, reported on the plans for the program of elementary and secondary education which had been discussed at the Administrative Council meeting on March 26th. He explained orientation plans made at the secondary level in coordination with Mr. Gardner, principal of Jurupa Junior High School. He announced kindergarten round-up is scheduled for May 15, 16, 17 in the elementary schools (a form is being developed); the following tentative registration dates for secondary level will be: Tuesday, September 3 - grade 12; Wednesday, September 4 - grades 7 - 11; Thursday, September 5 - grades 8 - 10; Friday, September 6 - grade 9. All elementary pupils will be registered on Wednesday, September 13th. Dr. Norton announced he would have more definite information on the summer school program at the April 15th board meeting.

ELEMENTARY  
REPORT CARD  
STUDY

Mr. Jim Rowe, Coordinator of Elementary & Secondary Education, reported on the progress of report card study for elementary level. A committee composed of Frank Medaris, Bill Lewis, and Ed Flannagan, with Mr. Rowe acting as chairman, has been named to develop a uniform method and form of reporting to parents.

FINANCE AND BUSINESS PROCEDURE

APPROVAL OF  
PURCHASE  
ORDERS

Mr. Hughes moved to approve Purchase Orders #2204 through #2209 as presented for the Board's review by Mr. Ansgar Larsen, Assistant Supt. - Business. Mr. Gardner seconded the motion.

Motion carried.

DISTRICT  
INSURANCE

Mr. Larsen, Assistant Supt - Business, reported on the study he has been making of insurance coverage and needs for the Jurupa Unified School District. He stated that in about 30 days all necessary information could be made available for the Board to make decision. The Board requested this matter be placed on the May 6th agenda.

AUTHORIZATION  
FOR LIABILITY  
INSURANCE

Mr. Gardner moved that the Assistant Superintendent - Business be authorized to procure the necessary liability insurance to protect the district and its agents. Mr. Hughes seconded the motion.

Motion carried.

SUPERINTENDENT'S  
EXPENSE  
CLAIM

Mr. Pentland moved that the Board approve the expense claims for school district business by the Superintendent for the period from February 28th to March 26th, 1963, in the amount of \$61.52. An itemized statement is placed on file. Mr. Johnson seconded the motion.

Motion carried.

MONTHLY  
RECONCILIATION  
OF  
EXPENDITURES

Motion was made by Mr. Johnson to accept the recommendation of the Superintendent to transfer \$1,000.00 from Undistributed Reserve to classification 190, and \$300.00 to classification 892 (Fixed Charges - Rental), reducing the Undistributed Reserve from \$3,200.00 to \$1,900.00. Mr. Hughes seconded the motion.

Motion carried.

PERSONNEL

RESIGNATIONS  
ACCEPTED

The Superintendent reported to the Board the receipt of letters of resignation from Mr. Robert G. Hestand, Rubidoux; and Mr. George C. Lantz, Jurupa Junior High. Mr. Gardner moved to accept the resignations of these two teachers, and that the Superintendent be instructed to inform them of the action of the Board. Mr. Pentland seconded.

Motion carried.

PUPIL PERSONNEL

CUMMULATIVE  
RECORDS AND  
CENTRAL  
ACCOUNTING

Mrs. Kutch, Coordinator Pupil Personnel, reported a meeting of elementary and secondary administrators had been held for study of cumulative record forms, and attendance accounting. She offered the following recommendations: central attendance accounting for elementary pupils and the use at the secondary level of the cumulative record forms as are now in use by the Riverside City Schools at Rubidoux and Jurupa. She announced the next meeting of this group would be held Friday, April 18th at Rustic Lane School.

BUILDINGS - OPERATION AND MAINTENANCE

SATURATION  
STUDY-MASTER  
PLANNING

The Superintendent presented for the Board's review and study some of the advantages and disadvantages of a saturation study and master plan.

The Superintendent reported that members of the administrative staff had visited three different schools in neighboring areas each designed by a different architect. The purpose was to observe type of construction and workable design. It is the intention of this group to make further visitations and investigation of architectural firms with the intention of making final recommendation to the Board on April 15th.

PUBLIC RELATIONS

CITIZENS'  
COMMITTEE  
REPORT

Mr. Correll, chairman of the Citizens' Committee reported on the need of additional funds for cost of paper, printing of brochures and advertising to promote the bond election. Suggestion was made that contributions would be appreciated in any amount, and at any time. President Burge thanked Mr. Correll for his fine leadership and the Citizens' Committee for the splendid work being done in getting the information and need for the bond election before the citizens of the district. The next meeting of the Citizens' Committee was announced as Wednesday, April 3, 1963, at the Glen Avon School. This meeting was designated as newspaper night.

BONDS  
ELECTION  
PUBLICITY

The Superintendent reported that under the direction of Mr. Rowe, the P.T.A. women would conduct a telephone canvas of voters; under the direction of Mr. Flannagan, a "Koffee Klatch" program was being conducted; each building principal is assuming responsibility for group meetings in his area; Mr. Ed Ritter of County Office has taken publicity pictures for planned press release. Mrs. Kutch has charge of organizing a speakers bureau to supply speakers at all organization meetings on the bonds.

APRIL 9  
DEADLINE FOR  
ABSENTEE  
BALLOTS

The Board was informed by the Superintendent that April 9, 1963 is the last day for registered voters to request an absentee ballot. These ballots may be obtained through the County Superintendent of Schools Office.

BOARD POLICY  
ON USE OF  
SCHOOL GROUNDS  
- - COMMUNITY  
SERVICE

On recommendation of the Superintendent, Mr. Gardner moved that the Board go on record in a tentative policy statement that they favor the development of existing and future school sites planned to coordinate with and facilitate community recreation programs. Mr. Hughes seconded the motion.

Motion carried.

Mr. Gardner informed the Board that Lloyd Lovvorn, President of the Jurupa Community Services District wished to be placed on the agenda of the next board meeting.

#### ADMINISTRATION

TENTATIVE  
STATEMENT OF  
POLICY

The Superintendent offered to the Board a statement of policy, "Rules and Regulations for the Governing Board," for a study and discussion.

ENDORSEMENT  
OF PETITION  
REQUESTED

Mr. Hughes reported receipt of a letter from the Rubidoux family requesting the Board to go on record as endorsing a petition against the raising of cattle on land adjacent to Rubidoux High School. It was suggested that County Counsel be consulted as to the proper action the Board could take in this matter. The Superintendent was authorized to consult with County Counsel in this matter.

VAN BUREN  
SCHOOL SITE  
DONOR  
RECOGNITION

Mr. Gardner brought to the attention of the Board that Mrs. Joda Knowles who had donated the land on which the Van Buren School is built would like the Jurupa Unified School District to make some recognition of the fact. It was suggested that this be brought to the attention of the Glen Avon Board of Trustees for their consideration before action is contemplated by this board.

P.T.A.  
REQUEST ON  
EQUIPMENT

Mr. Gardner reported further that he had been contacted by several P.T.A. groups who had earned money and purchased equipment for their schools. Request has been made that these pieces of equipment be allowed by the Board to remain in the schools for which they have been purchased. It was suggested that a policy be developed stating that no gift be accepted for the schools of the district from anyone with "strings" attached. However, it is not the intention of the new district to make indiscriminant transfers of equipment after July 1st.

TRANSPORTATION  
OF SECONDARY  
PUPILS

The Superintendent informed the Board that it might be advisable to go to bid for transportation of secondary pupils in this district in view of the fact that Riverside City had already done so. In the event the local company got the bid for the Riverside City Schools, a more favorable bid could be submitted to the Jurupa Unified District. The Board authorized the Superintendent and the Assistant Superintendent-Business to proceed with bidding for transportation of pupils at the secondary level.

TIME, DATE, AND PLACE OF THE NEXT MEETING.

NEXT  
MEETING

April 15, 1963, 7:30 p.m., Teachers Lounge and Conference Room, Rubidoux High School.

ADJOURNMENT

ADJOURNMENT

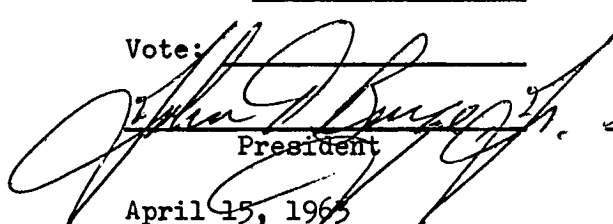
At 9:33 p.m. Mr. Pentland moved to adjourn the meeting. Mr. Johnson seconded the motion.

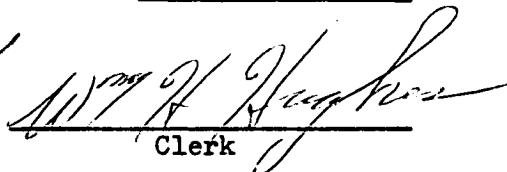
Motion carried.

MINUTES OF THE REGULAR MEETING OF APRIL 1, 1963 ARE APPROVED  
AS PRESENTED \_\_\_\_\_.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Clerk

April 15, 1963