

JURUPA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES
RIVERSIDE COUNTY

May 20, 1963

MINUTES OF THE REGULAR MEETING

OPENING PROCEDURE

CALL TO ORDER

The meeting of the Jurupa Unified School District Board of Trustees was called to order by President John Burge at 7:33 p.m. on Monday, May 20, 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 Michael Flahive of the Sacred Heart Church, Glen Avon, California.

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

BOARD ATTENDANCE

John Burge, Jr., President
William H. Hughes, Clerk
Paul E. Johnson, Member
George Pentland, Member
Jerry A. Gardner, Member

Others Present:

OTHERS PRESENT

Dr. Robert E. Hummel, Secretary & Authorized Agent
Mrs. Evelyn Ford, Administrative Secretary
Mr. Richard Holzer, Instructional Materials Const.
Mrs. Helen Kutch, Coordinator-Pupil Personnel Serv.
Mr. Ansgar Larsen, Ass't Supt. - Business
Mr. Ernest A. Miller, Administrative Assistant
Dr. Kenneth Norton, Ass't Supt. - Instruction
Mr. 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

Michael Ford	Teacher, Jurupa Jr. High School
Louis Robinson	Riverside Press - Enterprise
Clyde Amick	Pres., West Riverside Teacher Assoc.
Fern Thomson	Jurupa Teachers' Assoc.
Pauline R. Ewing	Pres., Glen Avon Teachers Assoc.
Hazel M. Powell	Van Buren P.T.A. President
George Frago	Teacher, West Riverside School
Rose Roland	Teacher, Mission Bell School
Alice Wayre	Teacher, Glen Avon School
William O'Leary	Teacher, Jurupa Jr. High School
Charles A. Shewman	Teacher, Rubidoux High School
E. C. Ratliff	Custodian, Rubidoux High School
H. M. Peters	Custodian, Rubidoux High School
Phil Lancey	Teacher, Rubidoux High School
Frank J. Medaris	Princ., Ina Arbuckle School
Virginia Gump	Princ., Pedley School
Alberta Sharp	Teacher, Pedley School
Louise Hodgin	Teacher, Pedley School

VISITORS

John Correll	Citizens' Advisory Committee
Clifford R. Hill	Blue Bird Body Corp.
Bill Vernon	Ass't Princ., Jurupa Jr. High School
R. P. Randall	Sampson, Randall & Press, Engineers
Herman Ruhnau	Architect
Thomas M. Deterling	Architect
J. W. Dally	Teacher, Glen Avon School
Edward D. Flannagan	Princ., Glen Avon School
Leora Cavnar	Riverside County Record
Glenn O. Squires	Visitor
Mildred Jones	Glen Avon
Claud Jones	Glen Avon
J. W. Taylor	Rubidoux Insurance Agent
J. Ted Vance	Rubideux Insurance Agent
Arva D. Clements	Sec'y, Glen Avon District
J. H. Griffin	Vice-Princ., Rubidoux High School
Neil A. Williams	Supt., Mira Loma Schools
Floyd W. Lewis	Princ., Mission Bell School
U. K. Garrett	Princ., West Riverside School
Morgan R. Kenney	Rustic Lane School
E. A. Miller	Supt., West Riverside School Dist.
H. F. Lattz	Parent
William Lewis	Princ., Pacific Avenue School
Richard Evans Harding	Teacher, Jurupa Jr. High School

APPROVAL OF
MINUTES

Mr. Hughes moved that the minutes of the regular meeting of May 6, 1963 be approved as presented. Mr. Johnson seconded the motion.

Motion carried.

V. BUILDINGS - OPERATION & MAINTENANCE

INTRODUCTION
OF
ARCHITECT

President Burge changed the order of business to permit the Superintendent to introduce Mr. Herman Ruhnau, District Architect, to the Board. Mr. Ruhnau stated that the contract for work with the District was being reviewed by the County Counsel. It will be submitted to the Board for their approval and signature at an early date. In the meantime he stated they would begin work on the saturation study and master plan. Mr. Ruhnau, introduced Mr. Tom Deterling, specialist in state school building for the firm, and Mr. Russel Randall of the firm Sampson, Randall and Press, Electrical Engineers, who are electrical engineering consultants for the Ruhnau firm.

VI. PUBLIC RELATIONS

FOOTBALL
FIELD
LIGHTING

Mr. Randall explained several points regarding football field lighting. It was stated that the consolidation of California Electric and the Edison Company would permit the installation of a transformer unit along Pacific Avenue representing a possible saving of \$15,000 for a transformer feeder sub-station. President Burge thanked the architect and his associates for their presentations.

I. INSTRUCTION

PROPOSED
CALENDAR
1963-64

The Superintendent presented a brief report regarding the 1963-64 calendar as shown on page 7 of the supporting documents. It was noted that the total days taught were 180 with 6 legal holidays, 14 student recess days, for a total of 200 school days. It was reported that the spring holiday recess was scheduled with other California schools preceding the Easter Sunday. This is in contrast with Riverside City's spring holiday normally scheduled at the end of the third quarter.

DRIVER
TRAINING
PROGRAM
COSTS

The Superintendent commented on a report of estimated costs of driver training presented on page 8 of the supporting documents. It was noted that the "On-School Time" program represented an increased financial burden for the district of from \$8,100 to \$29,700 depending upon the method of calculation. The "After-School-Vacation or Saturday" program would result in little additional expenditures to the district. A recommendation will be presented to the Board at a later date.

SUMMER
SCHOOL
REPORT

Mr. Rowe reviewed the information submitted to the Board on the Summer School Program. He further reported that he should have a resume of the courses that could be offered ready to present at the June 3 Board meeting.

II. FINANCE AND BUSINESS PROCEDURES

BUDGET
STATEMENT

The Board reviewed a Budget Report to April 30, 1963 as reported on page 8-B of the supporting documents.

BUDGET
STATEMENT

The Superintendent reported briefly on the need for purchase of additional office equipment as presented on page 10 of the supporting documents. Following the discussion, Mr. Pentland moved approval of Purchase Orders to May 20, 1963, and authorized payment of these bills if they are within \$15.00 of 5 % of the purchase price. Mr. Hughes seconded the motion.

Motion carried with 3 "yes" and 2 "no" votes.

A report was presented to the Board on Community recreation tax money on page 11 of the supporting documents.

Mr. Larsen presented a summary of the transportation bids received and opened at 10:00 a.m., Friday, May 17, 1963. The bids were as follows:

	<u>1 year</u>	<u>3 years</u>	<u>5 years</u>
M & M Charter Lines	\$96,900	\$81,600	\$80,706
M & L Olson	75,000	65,000	61,250

Mr. Miller presented a summary of bids for purchase of new buses received and opened at 10:00 a.m., Monday, May 20, 1963. The bids were as follows:

12 Conventional 66 passenger school buses.
Base bid is with hydraulic brakes.
Alternate A is with air brakes. Sales tax not included.

Crown Coach Corp.	Base	\$86,712.00
	Alt. A.	<u>7,410.60</u>
	Total	\$94,122.60

McMurtrie-Payne Corp.	Base	\$86,400.00
	Alt. A.	<u>8,690.40</u>
	Total	\$95,090.40

Rubidoux Motor Co.	Base	\$89,455.56
	Alt. A.	<u>7,432.20</u>
	Total	\$96,887.76

BUS BIDS
5/20/63

Brown & Bevis Ind.	Base	\$95,082.16
Equip. Co.	Alt. A.	9,228.60
	Total	\$103,310.76

TRANSPORTATION
LEASE AGREEMENT
APPROVED

Mr. Hughes moved that the District enter into a lease agreement with M & L Olson, the low bidder, to transport secondary pupils for a period of five (5) years in the amount of \$61,250.00 per year. Mr. Gardner seconded the motion.

Motion carried.

Mr. Johnson moved that the Board reject all bids for the purchase of buses. Mr. Pentland seconded the motion.

Motion carried.

DISTRICT
INSURANCE
POLICY

Mr. Larsen reviewed the proposed policy on district insurance as presented on page 13 of the supporting documents. President Burge moved to add an item #10 to read, "This policy shall refer to Casualty and Fire Insurance only." Mr. Hughes seconded the motion.

Motion carried.

Mr. Johnson moved to amend item #5 to read, "in no case shall the service agents percentage be less than 25%. Mr. Hughes seconded the motion.

Motion carried.

Mr. Hughes moved to accept the proposed Policy on District Insurance as amended. Mr. Pentland seconded the motion.

Motion carried with 4 "yes" and 1 "no" votes.

CERTIFICATED
SALARY
SCHEDULE
APPROVED

Mr. Larsen reviewed the certificated salary schedule in relation to the budget. He proposed to have a preliminary budget ready for the Board at the June 3 board meeting. Mr. Gardner moved that the proposed certificated salary schedule be accepted with the provision that persons eligible be placed on the 6th step giving credit for 5 years previous experience. Mr. Pentland seconded the motion.

Motion carried with 3 "yes" and 2 "no" votes.

CLASSIFIED
SCHEDULE
DELAYED

The Board discussed the classified salary schedule, as presented on page 14 of the supporting documents, and it was agreed to postpone action until the presentation of the preliminary budget June 3 at the regular board meeting.

IV. PUPIL PERSONNEL

Mrs. Kutch presented information regarding psychological services in the district. It is her recommendation that the district employ a full time psychologist and a full time psychometrist.

ELEMENTARY
TESTING

The Board was informed that the elementary testing program was usually done during the last of April and the first of May. All elementary pupils have completed their achievement tests.

KINDERGARTEN
ROUND-UP

A report was made on the kindergarten round-up. It was noted that 459 children have been signed up for the fall opening.

V. BUILDINGS - OPERATION & MAINTENANCE

TRANSPORTATION EQUIPMENT

The Board noted the survey of equipment owned by the component districts and presented on page 19 of the supporting documents.

VII. ADMINISTRATION

MEETINGS

The Board noted the following meetings as announced on page 20 of the supporting documents.

CITIZENS' ADVISORY COMMITTEE MEETING.

Dr. Hummel announced a Citizens' Advisory Committee meeting May 22, 7:30 p.m. at Glen Avon School. Mr. Joe Werner will talk about the work education-work experience program.

BOARD BY-LAWS REVIEWED

The Board discussed the Board By-Laws as presented for their review in the supporting documents - Insert 1 - 8. Mr. Gardner suggested that in the absence of the President of the Board, the Clerk of the Board shall preside -- this statement to be added to the duties of clerk.

EXECUTIVE SESSION

At 9:55 p.m. Mr. Hughes moved that the meeting adjourn to Executive Session. Mr. Gardner seconded the motion.

Motion carried.

At 10:06 President Burge called the Board into Executive Session to discuss Personnel recommendations.

At 11:05 p.m. the Board reconvened in general open session to complete the business of the agenda.

III. PERSONNEL

EMPLOYMENT OF CERTIFICATED PERSONNEL

Mr. Hughes moved to accept the recommendation of the Superintendent to employ the following teachers:

Miss Susan J. Andrews, Sr. High English - \$5,100
Ronald W. Spira, English - Sr. High - \$5,700
William A. Summers, Jr. High Soc. Studies - \$6,510
Miss Margaret A. Weaver, Jr. High Soc. St. - \$5,900

Mr. Johnson seconded the motion.

Motion carried.

POLICY TO AVOID EMPLOYING ADMINISTRATORS RELATIVES

President Burge moved that the Board avoid establishing a policy of hiring relatives of any administrators. Mr. Hughes seconded the motion.

Motion carried with 3 "yes" and 2 "no" votes.

OFFER OF EMPLOYMENT -CERTIFICATED

Mr. Pentland moved to accept the recommendation of the Superintendent to offer employment to the following teachers:

Mrs. Lilla L. McSwine, Elementary - Sp. Educ. - \$6,400
William Snow, Soc. Studies - Gov't - \$7,750
Miss Anita Boni, Jr. High Homemaking - \$6,100
Keith Coble, Grade 3, - \$5,100

Mr. Hughes seconded the motion

Motion carried.

EMPLOYMENT
OF
BOOKKEEPER

Mr. Johnson moved to accept the recommendation of the Superintendent to hire Mrs. Leota Maurer, bookkeeper, at a salary of \$371.67 per month beginning June 3, 1963. Mr. Hughes seconded the motion.

Motion carried.

RESIGNATIONS

Mr. Johnson moved to accept with regret the resignations of the following people:

Certificated:

Mrs. Kathleen Davison, Jurupa Jr. High School
Miss Shirley Francis, West Riverside School
Miss May Larsen, Rubidoux
Mr. David Loughney, Rubidoux
Miss Viva Meadows, Jurupa Jr. High School
Mr. William Mitsch, Rubidoux
Mr. Emery C. Palko, Rubidoux
Mr. Robert L. Steward, Rubidoux
Mr. Albert Schuman, Jurupa Jr. High School
Mr. Stuart Sprague, Rubidoux
Miss Donna Van Camp, Rubidoux
Mr. James Wilson, Rubidoux

Classified:

Mrs. Grace Beus, Rubidoux

Mr. Pentland seconded the motion

Motion carried.

SUMMER SCHOOL
PERSONNEL

Mr. Johnson moved to employ the following personnel for the summer school program:

Mr. Bill Vernon - Principal, at a salary of \$900.00

The following teachers at a salary of \$20.00 per day providing sufficient enrollment is maintained:

Michael Ford, Teacher for more capable learners
Miss R. Fern Thomson, Teacher for more capable learners
Lewis Vanderzyl, Social Studies
Duane Abbey, Mathematics
Nancy Patteson, English Review
Dorothy Gay, Typing
Louise James, Librarian
Mrs. Georgia Cox, Secretary-Attendance accounting.
Her salary will be submitted with other classified personnel recommended to the board.

Mr. Hughes seconded the motion.

Motion carried.

SALARY -
ASS'T SUPT.
BUSINESS

Mr. Hughes moved that the Board employ as Assistant Superintendent-Business, Mr. Ansgar Larsen, at an annual salary of \$13,800 beginning June 1, 1963 through June 30, 1964. Mr. Johnson seconded the motion.

Motion carried.

SECRETARIAL
WORKSHOP
ATTENDANCE

Mr. Johnson moved that Mrs. Ford and Mrs. Dowd be authorized attendance and dinner at the workshop of the Riverside County Schools Office to be held May 23, 1963 beginning at 1:00 p.m. - dinner in amount of \$3.35 per person. Mr. Pentland seconded the motion.

Motion carried.

Mr. Hughes moved to accept the recommendation of the reassignment of the following personnel:

Mr. Bruce Paulson - Dean of Boys
Mrs. Lillian Barnes - Dean of Girls
Mr. Burt Barnes - Director of Attendance

Mr. Pentland seconded the motion.

Motion carried with 4 "yes" and 1 "no" votes.

ADJOURNMENT

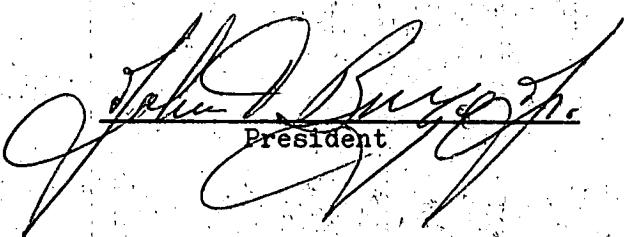
At 11:30 p.m. Mr. Hughes moved to adjourn the meeting.
Mr. Pentland seconded the motion.

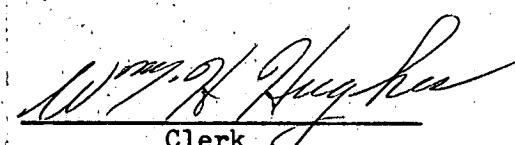
Motion carried.

MINUTES OF THE REGULAR MEETING OF MAY 20, 1963 ARE APPROVED
AS CORRECTED.

Motion: _____ Second: _____

Vote: _____


John D. Burgess Jr.
President


Wm. H. Hughes
Clerk

Date: _____