

BOARD OF EDUCATION REGULAR MEETING AGENDA

BOARD OF EDUCATION Sandra Ruane, President Mary Burns, Clerk David Barnes John Chavez Jose Medina
SUPERINTENDENT John P. Wilson, Ed.D

DECEMBER 18, 1989

EDUCATION CENTER BOARD ROOM #16 - 3924 Riverview Drive, Riverside, CA 7:00 p.m.

OPENING

Call to Order

* Indicates supporting document
** Indicates supporting document
for Board Members only

Roll Call

CLOSED SESSION 6:00 P.M.

The Board will meet in Closed Session at 6:00 p.m. in the Superintendent's office to consider qualified matters of litigation, negotiation, student discipline, professional services, and/or personnel qualifications which are timely.

PUBLIC SESSION 7:00 P.M.

Speaker cards are available on the side table for citizens wishing to address the Board in either a hearing session or communications session. Speakers are requested to limit comments to five minutes.

Call to Order in Public Session

(President Ruane)

Roll Call: President Ruane, Ms. Burns, Mr. Barnes, Mr. Chavez, Mr. Medina

Flag Salute

(Ms. Ruane)

Invocation

(Ms. Burns)

COMMUNICATIONS SESSION

1. Recognition

- * a. Recognize Staff Member's Appointment to Instructional Materials Evaluation Panel
(Ms. Roberts)

Dr. Nancy Walsack, District Project Manager, has been appointed by the State Board of Education to serve as a member of the Instructional Materials Evaluation Panel (IMEP) to evaluate textbooks and instructional materials in the area of history/social science. Dr. Walsack is very well qualified for this committee since she holds a master's degree in anthropology and history, and a doctorate in curriculum instruction with an emphasis on anthropology. She will be required to meet with the state representatives in March, May, and June to make recommendations to the State Board of Education for K-8 materials.
Information only.

1. Recognition (Cont'd)

b. Recognize District's Membership in Greater Riverside Hispanic Chamber of Commerce (Dr. Wilson)

Gilbert Calzada, Vice President-Elect of Public Relations for the Greater Riverside Hispanic Chamber of Commerce, will present a plaque in appreciation of the district's membership in the Chamber.

c. Recognize Employees of Business Services (Mr. Edmunds)

Each year the Business Office collects contributions for donations to charity during the Christmas season. This year 19 employees contributed a total of \$160 which was given to the K-Mart Christmas Tree Charity. This money provided for nine gifts for children ranging from 3 months to 11 years of age. The gifts will be given to the children on Saturday, December 16, at the Breakfast with Santa which is held at Club Metro.

2. Administrative Reports and Written Communications

a. Accept Donations for Schools (Mr. Edmunds)

All donations are given to Jurupa Unified School District with the request the money or item be used at the designated school.

A resident, Erling Hopkins, wishes to donate \$650 with the request that it be used in the automotive program at Rubidoux High School.

Sunnyslope Elementary School PTA wishes to donate \$3,500. It is requested that \$1,000 be used for awards and incentives at the school, and \$2,500 be used toward a program for positive action and self-esteem at the school.

The 13th Annual Jurupa Community Rodeo wishes to donate \$600. It is requested that \$100 be used for Rubidoux High School's Future Farmers of America Program, and \$500 for the Jurupa Valley High School Agricultural Program.

Administration recommends acceptance of these donations with letters of appreciation to be sent.

b. Other Communications/Reports (Dr. Wilson)

3. Public Verbal Comments

This communication opportunity is included on the agenda of each regular Board meeting so citizens can make suggestions or identify concerns about matters affecting the school district, or request an item on a future agenda. California law states that there shall be no action on items not shown on the published Board Agenda.

The Board President will call on speakers who have completed cards requesting to be heard. Comments should be limited to five minutes. The Board may not have complete information available to answer questions and may refer specific concerns to the staff for appropriate attention.

4. Board Member Reports and Comments

Individual Board members may wish to share information about topics not on the agenda, report on committee activities or request items on a future agenda.

ACTION SESSION

*** A. Approve Minutes of December 4, 1989 Regular Meeting**

Recommend approval as printed.

**** B. Approve Special Education Local Plan Application**

(Ms. Roberts)

Since September of 1978, this school district has participated in the Riverside County Special Education Local Plan Area (SELPA). Each SELPA in the state is required to submit a Local Plan that specifically describes how school districts participating in that SELPA will provide special education services to all children in the participating district who qualify for such services. Essentially, the Local Plan describes how special education services will be provided in order to meet the requirements of PL 94-142, Education of All Handicapped Children Act (1975), and the Master Plan for Special Education in California. Since 1980, all school districts in California are required to participate in a SELPA.

The supporting documents contain copies of the proposed Local Plan for Special Education for Board Members. This plan is required by the State as a prerequisite for funding of the Special Education Program of approximately \$3 million. The plan was written by a team of writers as defined in the education code that included regular education teachers, special education teachers, parents, administrators, and members of the SELPA staff. The plan has been reviewed by the SELPA Coordinating Counsel, which is composed of special education directors from all of the participating districts and the county office; by the Finance Committee, comprised of business officials from the various participating districts; and finally, by the Superintendent's Governance Council comprised of the superintendents of each participating district. If the plan is approved by the State Department of Special Education, the plan will be in effect for three years.

District personnel analyzed the plan as it was being developed. Specific changes were recommended to the SELPA administration and were incorporated into the body of the document prior to the development of the final draft.

Administration recommends approval of the Riverside County SELPA's Local Plan for Special Education.

C. Report on Proposal to Increase High School Graduation Requirements

(Ms. Roberts)

In 1984, the Jurupa Unified School District Board of Education approved changes in course requirements for high school graduation. These changes were made in response to the mandates of Senate Bill 813, the school restructuring and reform legislation. During the subsequent years, state model curriculum guidelines and quality criteria have been developed by the State Department of Education and approved by the State Board.

In order to address the recommended changes and to accommodate new curriculum and assessment trends, high school administrators are proposing a significant change in the number of units required for graduation, as well as changes in subject and majors program requirements. Currently, 200 credits are required of our graduating seniors. In addition, students must pass district proficiency examinations in reading, writing, and mathematics. A significant number of students in the class of 1989 earned more than the number of units required for graduation. A survey of eight surrounding school districts indicated an average requirement of 222.5 credits.

Administration is considering a recommendation to increase the unit requirement to 230 for the class of 1993, with an increase in both the mathematics and English. This means that students would take three (3) years of math and four (4) years of English. The latter change is being proposed in order to align district requirements with the state model curriculum standards and the quality criteria for high school programs. An additional reason for recommending a move to 230 is to preserve the elective course options of students since these classes often play a critical role in stimulating student interest in remaining in school as well as providing an introduction to future career and avocational interests. Finally, high school administrators believe the increase in units would provide an opportunity to strengthen the vocational offerings in order for these courses to become viable options for transition to community college and other vocational programs or to the world of work.

The staff is researching the additional costs associated with increasing number of units, improving curricular offerings, and the effect on enrollment at the continuation high school. These costs would include teacher's salaries, classrooms, and curriculum and staff development. We anticipate providing a recommendation for change in January, 1990 to be effective for the class of 1993. Information only.

D. Award Legal Bid #90/06L, Modernization of Rustic Lane Elementary School

(Mr. Edmunds)

Specifications for Modernization of Rustic Lane Elementary School were developed by the District Architect, and Notices Inviting Bids were published in the Riverside Press-Enterprise on November 16 and 24, 1989. Fourteen companies obtained bid packets and nine submitted bids. The public opening was conducted on Tuesday, December 12, 1989, at 2:00 p.m. in the Board Room.

D. Award Legal Bid #90/06L, Modernization of Rustic Lane Elementary School (Cont'd)

Dave Lystrup from the Architect's Office was present along with the following District employees: Bill Anderson, Director of Administrative Services; Phil Wilkeson, Director of Purchasing; and, Bob Iverson, Buyer. Submitted bids are as follows:

<u>Company</u>	<u>Amount</u>
Means & Ulrich	\$ 764,000
J. Murrey Construction	779,250
Rainey Construction	781,000
Smith-Vos Construction	818,600
Braaksma-Himmelan	829,000
CWD Development	834,186
Fischbeck Construction	869,500
M.R. Bracey Construction	978,058
ACS	1,045,000

The low bid was less than the state allowance of \$770,891.

Administration recommends that Legal Bid #90/06L for Modernization of Rustic Lane Elementary School be awarded, subject to approval of the State Allocation Board, to Means & Ulrich of Santa Ana, and that Purchase Order #60406, in the amount of \$764,000, be issued to cover this project.

*** E. Review and Approve at Informational First Reading Sections 4100 and 4200, of the Personnel Policy Handbook (Mr. Huckaby)**

District policies and regulations are developed for the orderly and consistent operation of the school district. Intermittently, as policies/regulations are added, revised, or deleted, they are brought to the Board in sections for review and approval. Included in the supporting documents are Sections 4100 and 4200, Certificated Bargaining Unit Members and Classified Bargaining Unit Members.

Administration recommends the Board approve at informational first reading Sections 4100 and 4200 of the Personnel Policy Handbook.

F. Review and Act on Timely School Facility Matters (Mr. Edmunds)

*** Approve Change Order #1 for Sunnyslope Elementary School Addition**

Change Order #1 for Sunnyslope Elementary School Addition is for a total time extension of 41 days.

Item #1 in the supporting documents is a time extension of 14 days because the Notice of Completion was suppose to be filed on December 4, 1989, and it missed the board agenda. Item #2 is a time extension of 6 days for the second phase of the parking lot that was added. Item #3 is a time extension of 21 days for the bus drop-off that couldn't be completed by the school district.

Administration recommends the Board approve Change Order #1 for Sunnyslope Elementary School addition for a total time extension of 41 days.

G. Approve Personnel Report #11

(Mr. Campbell)

Administration recommends approval of Personnel Report #11 as printed subject to corrections and changes resulting from review in Closed Session.

H. Act on Student Discipline Matters

(Mr. Taylor)

- ** 1. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/9 for attempting to cause serious physical injury to a pupil, disrupting school activities and defying school officials.
- ** 2. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/11 for possessing a dangerous object, attempting to cause serious physical injury to a pupil, disrupting school activities and defying school officials.
- ** 3. The Administrative Hearing Panel recommends that readmission for the pupil in Discipline Case #88/05 be denied, that expulsion status be continued, and that the pupil be allowed to apply for readmission after February 15, 1989.

I. Approve Routine Action Items by Consent

Administration recommends the Board approve Routine Action Items I 1-10 as printed.

- * 1. Purchase Orders (Ms. Reul)
- * 2. Disbursements (Ms. Reul)
- * 3. Agreements (Mr. Edmunds)
- * 4. Appropriation Transfers (Mr. Edmunds)
- * 5. Monthly Payroll (Mr. Edmunds)
- * 6. Certificated Extra Compensation (Mr. Edmunds)
- * 7. Classified Extra Time (Mr. Edmunds)
- * 8. Classified Overtime (Mr. Edmunds)
- * 9. Notice of Completion for Sunnyslope Elementary School Addition (Mr. Edmunds)
- * 10. Notice of Completion for Sky Country Elementary School Addition (Mr. Edmunds)

J. Review Routine Information Reports

- * 1. Cafeteria Fund Financial Report for Period Ending October 31, 1989 (Mr. Edmunds)

J. Review Routine Information Reports

*** * 2. Report Actual Public Attendance Rates**

(Mr. Edmunds)

Education Code Section #48342 requires that each school district annually disclose to the public the actual pupil attendance rates for each school in the District. The report prepared for this purpose is included in the supporting documents for Board review. A copy of this report will be forwarded to the Office of the Superintendent of Public Instruction.

The State Department of Education has revised their procedures for obtaining actual attendance rates as certification of compliance with this requirement. Instead of having districts report their annual school attendance rates, they are to report their second period apportionment days (including excused absences) and actual attendance days. The State will then calculate the attendance rates. These rates will be used for the State level performance reports for California schools. Information only.

*** 3. Report on State Preschool Program**

(Ms. Roberts)

The Jurupa Unified School District will receive funds for the State Preschool Program in the amount of \$119,655 for the 1989/90 school year to operate three (3) classes. Every three years the district must submit a new plan describing the program for the students. Since next year is the last year of the plan, the district needs only to submit a proposed budget calendar, and personnel roster for 1990/91. The recertification application and plan is contained in the supporting documents.

In addition, the legislature recently passed a new law requiring all agencies which operate preschool and child care programs to apply for licensing. In the past, school districts were exempt from the licensing procedure. The staff is in the process of preparing the licensing application. The process requires that the Board of Education support the licensing process by designating the Assistant Superintendent of Curriculum, Instruction and Assessment, and her designees, to administer the program, and involves the submission of an application which includes health information on the teachers, fingerprint information to be on file with the State Department of Education, and educational background information on the persons administering the program.

The application for licensing requires a Board resolution, and will be submitted to the Board at the February 5th meeting. Information only.

4. Update on Accident Claim

(Mr. Edmunds)

On June 26, 1989, the Board rejected a claim on behalf of Nicholas Green. On November 29, 1989, the District was served a Summons and Complaint for this claim, notifying us that we are being sued in this matter. A copy of the Summons and Complaint was immediately sent to our insurance carrier for handling. (Copies of these documents are available to Board members.)

**** 5. Receive Reports Pursuant to Education Code #48915**

(Mr. Martinez)

Education Code #48915 requires that when a school principal determines that expulsion is inappropriate for specific student discipline violations, the principal will report in writing to the Governing Board. Such reports are included in the supporting documents for Board members only. Information only.



November 28, 1989

Nancy Walsack
3125 Maricopa Drive
Riverside, CA 92507

Dear Nancy:

We are pleased to inform you that you have been appointed by the State Board of Education to serve as a member of the Instructional Materials Evaluation Panel (IMEP) to evaluate textbooks and instructional materials in the area of History-Social Science.

Enclosed is a copy of the 1988 *History-Social Science Framework for California Public Schools Kindergarten Through Grade Twelve*. Please become thoroughly familiar with this document in the next few months. A copy of *Instructional Materials and Framework Adoption: Policies and Procedures* is enclosed to acquaint you with the entire adoption process.

From this point until the end of the adoption process, as an IMEP member, you may not have any contact with publishers or their representatives except during the scheduled presentation time (May 1990). The enclosed excerpt from the State Board of Education's booklet, *Protocol for Educational Policy Advisory Bodies, May 1986*, describes incompatible activities for panel members. If your job responsibilities require meeting with publishers on matters not related to the state's or your district's evaluation and adoption process, you may continue to meet with publishers, provided that no reference to the evaluation process or to materials being considered is made in these meetings.

The tentative dates of meetings in Sacramento you will need to attend are listed below.

IMEP TRAINING SESSION

March 18-21, 1990

PUBLISHERS' PRESENTATIONS

May 7-11, 1990

IMEP WEEK DELIBERATIONS

June 24-29, 1990

You will be notified later of the specific schedules and locations of these meetings. The State Department of Education will reimburse IMEP members for travel and per diem at the State rate for these meetings. However, funds are not available to pay for teacher substitutes at the local schools.

If you have any questions regarding your responsibilities as an IMEP member, please call Gaye Smoot, Consultant, Office of Curriculum Framework and Textbook Development, (916) 323-2598.

IF AT ANY TIME YOU BECOME UNABLE TO FULLY SERVE AS AN IMEP MEMBER, ATTENDING ALL THE MEETINGS AND THOROUGHLY REVIEWING THE TEXTBOOKS AND OTHER MATERIALS PRIOR TO THE EVALUATION WEEK IN JUNE 1989, PLEASE NOTIFY GAYE SMOOT IMMEDIATELY SO THAT AN ALTERNATE MAY TAKE YOUR PLACE ON THE PANEL.

Please indicate your interest in serving as an IMEP member by completing and returning the enclosed form.

Sincerely,

Francie Alexander

Francie Alexander
Associate Superintendent
Curriculum, Instruction, and
Assessment Division
(916) 322-0498

Charlotte Crabtree (MDC)

Charlotte Crabtree, Chairperson
History-Social Science Subject Matter Committee
Curriculum Development and Supplemental
Materials Commission

FA:CC:dt

Enclosures

cc: John Wilson

JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA

MINUTES OF THE REGULAR MEETING

DECEMBER 4, 1989

CLOSED SESSION

At 6:00 p.m. on Monday, December 4, 1989, Board member Sandra Ruane called the Board to order in Closed Session in the Superintendent's office at the Education Center, 3924 Riverview Drive, Riverside, California. All Board members were present. Also in attendance were the Superintendent and other administrators. At 6:30 p.m. administrators were excused from Closed Session and the Board continued to meet with the Superintendent.

At 7:05 p.m. the Board adjourned from Closed Session.

OPENING

**CALL TO
ORDER**

The regular meeting of the Jurupa Unified School District Board of Education was called to order in public session by Ms. Ruane at 7:12 p.m. in the Board Room at the Education Center.

Members of the Board present were:

**ROLL
CALL**

Mr. Dave Barnes
Ms. Mary Burns
Mr. John J. Chavez
Mr. Jose Medina
Ms. Sandra Ruane

Staff Advisors present were:

**STAFF
PRESENT**

Dr. John P. Wilson, Superintendent
Ms. Benita Roberts, Asst. Supt. Curriculum, Instruction, Assessment
Mr. Kent Campbell, Assistant Superintendent Personnel Services
Mr. Rollin Edmunds, Assistant Superintendent Business Services
Mr. Jim Taylor, Director of Education Operations (Elementary)
Mr. Doug Huckaby, Director of Education Operations (Secondary)
Mr. Wilbert Anderson, Director of Administrative Services
Ms. Barbara Reul, Director of Business Services
Ms. Jana Twombly, Public Information Officer

**FLAG
SALUTE**

Board member Sandra Ruane led the pledge of allegiance to the flag of the United States of America.

**INSPIRATIONAL
COMMENTS**

Board member John Chavez gave an invocation.

ORGANIZATION SESSION

ANNOUNCE ORGANIZATION MEETING

The Superintendent announced that the Organization meeting has always been a momentous occasion when the Oath of Office is administered to new Board members and they are seated. He welcomed guests and staff members, and introduced Sonja Wilson, president of the Riverside County School Boards Association, who was present to administer the oath.

ADMINISTER OATH & SEAT BOARD MEMBERS

Ms. Wilson thanked administration for the opportunity to participate in the ceremony and administer the Oath of Office to new Board members David Barnes, Mary Burns and Jose Medina for five year terms commencing November 24, 1989 and ending November 24, 1994. She administered the oath to the group and presented each with a gift in recognition of the event.

ELECT PRESIDENT -Motion #112

Board member Sandra Ruane, immediate past Clerk of the Board, announced that nominations were now in order for the office of President of the Board for a one-year term beginning with this meeting.

2/23
MS. BURNS NOMINATED SANDRA RUANE FOR BOARD PRESIDENT. MR. MEDINA NOMINATED JOHN CHAVEZ FOR BOARD PRESIDENT. MR. BARNES MOVED THAT NOMINATIONS CLOSE. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY. ALL THOSE IN FAVOR OF MS. RUANE SAID AYE: MR. BARNES, MS. BURNS AND MS. RUANE; ALL THOSE IN FAVOR OF MR. CHAVEZ SAID AYE: MR. MEDINA AND MR. CHAVEZ. MS. RUANE WAS ELECTED PRESIDENT OF THE BOARD BY A MAJORITY OF BOARD MEMBERS. President Ruane accepted the gavel.

ELECT CLERK -Motion #113

Newly elected Board President Sandra Ruane announced that nominations were now in order for the office of Clerk of the Board for a one-year term beginning with this meeting.

MR. MEDINA NOMINATED JOHN CHAVEZ FOR CLERK OF THE BOARD. MR. BARNES NOMINATED MARY BURNS FOR CLERK OF THE BOARD. PRESIDENT RUANE MOVED THAT NOMINATIONS CLOSE. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY. ALL THOSE IN FAVOR OF MS. BURNS SAID AYE: MS. RUANE, MR. BARNES AND MS. BURNS; ALL THOSE IN FAVOR OF MR. CHAVEZ SAID AYE: MR. MEDINA AND MR. CHAVEZ. MS. BURNS WAS ELECTED CLERK OF THE BOARD BY A MAJORITY OF BOARD MEMBERS.

RECOGNIZE NEW OFFICERS

The Superintendent congratulated new president Sandra Ruane and new clerk Mary Burns. Board members rearranged seating to reflect the elections.

ADOPT CALENDAR, REGULATION 9310 -Motion #114

MR. MEDINA MOVED THE BOARD ADOPT AT SINGLE READING REVISED REGULATION 9310, SCHEDULE OF 1989/90 BOARD OF EDUCATION REGULAR MEETINGS. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPOINT REP TO COUNTY COMMITTEE -Motion #115

MR. CHAVEZ MOVED THE BOARD APPOINT MR. MEDINA AS THE BOARD'S REPRESENTATIVE TO VOTE IN THE ANNUAL COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION ELECTION. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AUTHORIZE
AGENTS/CERTIFY
SIGNATURES
-Motion #116

PRESIDENT RUANE MOVED THE BOARD APPROVE THE LIST OF AUTHORIZED AGENTS AND THE AUTHORIZATION PROVIDED ON THE CERTIFICATION OF SIGNATURES FORM IN THE SUPPORTING DOCUMENTS FOR SUBMITTAL TO THE COUNTY SUPERINTENDENT'S DIVISION OF BUSINESS SERVICES. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REPRESENTATIVES
TO DISTRICT
COMMITTEES

Board members agreed to serve as liaison representatives to the following district advisory committees:

Consolidated Application	-	Sandra Ruane
Bilingual Education	-	Jose Medina
Vocational Education	-	Mary Burns

RECESS

At 7:25 p.m. President Ruane declared a short recess so that new Board members could be congratulated by families, friends and staff. The Board reconvened in public session at 7:35 p.m.

COMMUNICATIONS SESSION

RECOGNIZE
1989/90
PRINCIPAL
OF THE YEAR

The Superintendent reported that this was the fourth year the County Office of Education has had a program where principals are selected by school districts as candidates for Riverside County Principal of the Year. The first year Doug Huckaby, then principal of Rubidoux High School, was selected County Principal of the Year; the second year Ellen Rahe, then principal of Pedley Elementary School, was selected County Principal of the Year. Last year Anne Swick, principal of Glen Avon, was one of the finalists.

The Superintendent announced that this year Dave Hutchins, principal of Nueva Vista High School, has been selected Jurupa's Principal of the Year and will compete in the County competition. He noted that Mr. Hutchins is an innovative, long-term principal of the Management Team who possesses a special knack for working successfully with students in the continuation high school program.

The Superintendent noted that through Mr. Hutchins efforts, Nueva Vista has received a three year accreditation from the Western Association of Schools and Colleges (WASC). In addition, the school now has an automotive program provided by the Regional Occupational Program. Another very meaningful honor to Mr. Hutchins was that his peers have elected him to serve as President of the California Continuation Education Association, District VIII.

On behalf of the Board and administration, President Ruane presented a plaque to Mr. Hutchins in recognition of being selected 1989/90 Jurupa Principal of the Year and wished him success in the County competition.

RECOGNIZE
GOLDEN STATE
SCHOLARS

The Assistant Superintendent Curriculum, Instruction and Assessment introduced thirteen Golden State Examination Scholars for 1988/89. Twelve students were from Rubidoux High School, and one was an eighth grader at Mission Middle School last year.

The Board and administration recognized each student with a perma-plaque certificate for achieving high honors or honors in first-year algebra and geometry. President Ruane thanked the students for attending the meeting and said she realized their achievement awards were the result of hard work and completion of homework.

ACCEPT
DONATIONS
-Motion #117

MR. CHAVEZ MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: BRONZE DEDICATION PLAQUE VALUED AT \$191.70 FROM KAUFMAN AND BROAD FOR USE AT CAMINO REAL SCHOOL; \$500 FROM WEST RIVERSIDE COUNTY BUSINESSMEN'S ASSOCIATION TO HELP FUND THE AFTER SCHOOL STUDY PROGRAM AT VAN BUREN ELEMENTARY SCHOOL; ONE BROTHER TYPEWRITER VALUED AT \$520.79 FROM THE JOURNALISM CLASS AT MISSION MIDDLE SCHOOL FOR USE IN ROOM 16; \$5,000 FROM BRIDGESTONE USA, INC. FOR THE PURCHASE AND INSTALLATION OF A FOOTBALL SCOREBOARD FOR JURUPA VALLEY HIGH SCHOOL. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REPORT FROM
JURUPA VALLEY
STUDENT
REPRESENTATIVE .

Jennifer Challacombe, Jurupa Valley High School student representative, made the following report:

- Jurupa Valley High School welcomes new Board members.
- CSBA Conference in San Jose was inspirational. Special thanks to Board members for inviting student representatives, and Ms. Twombly, Public Information Officer, for serving as chaperone during the event.
- Two basketball tournaments will take place during Christmas recess: St. Anthony Tourney and John Murr tourney.
- Jurupa Valley's first dance, Rockin' Yuletide Bash, is December 8. There will be guest appearances by several public rock groups.
- A drive is on to collect 700 toys for "Toys for Tots." ASB is sponsoring a contest among all first period classes. The class that collects the most toys wins a pizza party.

REPORT FROM
RUBIDOUX
STUDENT
REPRESENTATIVE .

Sophie Deason, Rubidoux High School student representative, made the following report:

- Rubidoux High School welcomes new board members.
- Four students from the Cross Country Team (Marco Angulo, David Rameriz, Veronica Neria, and Isabelle Smihula) will be going to Europe to run in a marathon relay associated with the "International Sports Exchange." Other high schools from the area will also participate serving as representatives of the United States and southern section.

REPORT FROM
RUBIDOUX
STUDENT
REPRESENTATIVE
(Cont'd)

- . Annual Christmas Belle and Beau contest has started this week.
- . ASB is sponsoring a drive for "Toys for Tots." Donations may be delivered to Room L-1 or the student store.
- . A recap of athletic events was given.
- . Vocal Music Concert is December 5, 8:00 p.m., at the Riverside Methodist Church on Brockton.
- . ASB Santa-grams will be sold starting December 11.
- . Last week the Drama Club put on a play called "Blithe Spirit." Afterwards Mrs. Barber, who directed the play, went to the hospital and had a baby.
- . Delta Alliance Corp took third overall in their division at the Tournament of Champions. They are scheduled to participate in the Yucaipa and South Gate Christmas Parade.
- . Seniors are preparing for the CAP test on December 6.
- . Overall the CSBA Conference was excellent. It provided an opportunity to meet new people and attend table talks where some new ideas were obtained for Rubidoux High School, although there were not enough mini conferences geared to students' interests.

PUBLIC
VERBAL
COMMENTS

President Ruane noted that the public verbal comments section was an opportunity for the community to address the Board.

Lelond Parde, who resides in Sky Country, expressed concern about an article in a newspaper that was partial to some people he supported. The newspaper was distributed at school and brought home by the children. He felt the newspaper should not go home with children or be used as a teaching aid in the classroom.

BOARD MEMBER
REPORTS &
COMMENTS

- Board member Jose Medina stated that he was pleased to be on the Board and was looking forward to serving the district for the next five years. He appreciated the opportunity to attend the **AFROTC Awards Banquet** and the **CSBA Conference** where he became more acquainted with new as well as current Board members and student representatives.
- Mr. Chavez welcomed new members and encouraged the Board to continue working cooperatively on priority school issues.

BOARD MEMBER
REPORTS &
COMMENTS
(Cont'd)

- Mr. Chavez distributed a book from the CSBA Conference entitled **Drugs and Alcohol Handbook** endorsed by the Burbank, California City Council, for consideration in the district's program; and a brochure entitled **Expanding Horizons in San Jose Unified School District** which describes various programs in their Choice Education Program.

Mr. Chavez announced that he was elected **recording secretary** for **CSBA's Hispanic Caucus** and would appreciate any comments from the public.

Mr. Chavez requested that administration consider support for **Senate Bill 1636**, California School Paraprofessional Teacher Training Program. This would establish a pilot program for the purpose of recruiting persons employed as paraprofessionals of a school district to enroll in a teacher training program that leads to a teaching credential.

- Board member David Barnes noted that the **AFROTC Banquet** was an exciting event. The **Young Authors' Showcase** which honored several hundred students for their writing talents was attended by over 800 people. Mr. Barnes noted that he enjoyed participating in the presentation and announced the eight medal winners: Richard Harvey - Grade 1-3 Autobiographical Sketch; Juan Garcia - Grade 1-3 Poetry; Abraham Pavon - Grade 1-3 Short Story; Sherrone Jackson - Grade 4-6 Autobiographical Sketch; Alison Hoggard - Grade 4-6 Poetry; Stacy Stubna - Grade 4-6 Short Story; Mary Meyers - Grade 7-8 Autobiographical Sketch; Jennifer Strona - Grade 7-8 Short Story. Many students received honorable mentions.
- Board member Mary Burns stated that she has been **touring the high school campuses** and eventually planned to visit all Jurupa schools. She also commented on the variety of information received at the **CSBA Conference** and commended the two student representatives for their participation.
- President Ruane stated the **CSBA Conference** offered many opportunities for obtaining information through workshops and table talks on a variety of topics such as computers, high risk students, board member roles, dropout rate, etc. She commended the presentation by Michael Pritchard at the third general session of the Delegate Assembly which focused on self-esteem and its relation to student success.

ACTION SESSION

APPROVE
MINUTES
-Motion #118

MR. MEDINA MOVED THE BOARD APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 20, 1989 AS PRINTED. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT
RESOLUTION
#90/18
-Motion #119

MR. CHAVEZ MOVED THE BOARD ADOPT RESOLUTION #90/18 IN SUPPORT OF THE COMPREHENSIVE ALCOHOL AND DRUG PREVENTION EDUCATION PROGRAM. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE AMENDED
PLAN FOR SHORTAGE
OF BILINGUAL
TEACHERS

-Motion #120

The Assistant Superintendent Curriculum, Instruction and Assessment stated that one of the requirements of the Consolidated Application for state and federal funds for supplemental projects was to submit a "Plan to Remedy the Shortage of Qualified Bilingual Teachers." The district was notified that several parts of the plan needed further information. The amended plan provides detailed demographic data, recruitment information, employment policies and procedures, training opportunities, and an evaluation component. The supporting documents contained a copy of the plan for each Board member.

Mr. Chavez presented the text on proposed Senate Bill 1636, California School Paraprofessional Teacher Training Program, for review. Mr. Medina stated that he attended a clinic on retention of minority teachers at the CSBA Conference. He asked the district's status in meeting the shortage of bilingual teachers. The Assistant Superintendent replied that she would obtain some statistics for review. The Superintendent added that providing qualified instructional personnel for bilingual students is one of the district's major issues.

MR. CHAVEZ MOVED THE BOARD APPROVE THE "PLAN TO REMEDY THE SHORTAGE OF BILINGUAL TEACHERS." MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE
SUBMISSION OF
TITLE VII GRANT
FOR BILINGUAL
EDUCATION

-Motion #121

The Assistant Superintendent Curriculum, Instruction and Assessment stated that the purpose of the Title VII Grant is to provide financial assistance to improve skills of instructional personnel providing service to Limited English Proficient (LEP) students. She noted that only twelve grants will be issued throughout the United States. The Jurupa Unified School District is requesting a total grant of \$85,000 to provide inservice to students at the secondary level in the Bilingual Education Program.

MS. RUANE MOVED THE BOARD APPROVE SUBMITTAL OF THE TITLE VII SHORT-TERM TRAINING PROGRAM GRANT APPLICATION FOR THE BILINGUAL EDUCATION PROGRAM. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AWARD BID
#90/05L
-Motion #122

MR. CHAVEZ MOVED THE BOARD AWARD LEGAL BID #90/05L TO FURNISH AND INSTALL CARPETING AND RESILIENT FLOOR COVERING AT VARIOUS DISTRICT SITES TO CONTRACT CARPET COMPANY OF RIVERSIDE AND ISSUE PURCHASE ORDER #57813 IN THE AMOUNT OF \$27,862.00 TO COVER THIS PROJECT. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT
RESOLUTION
#90/20
-Motion #123

The Assistant Superintendent Business Services stated that legislation SB 98 and AB 198 requires school districts to recalculate the limit on appropriations known as the Gann Limit. This should allow the State to spend \$2.5 million in surplus revenues uncovered last year and provide additional assistance to schools.

MS. RUANE MOVED THE BOARD ADOPT RESOLUTION #90/20, RECALCULATED GANN LIMITS FOR 1978/79 AND 1988/89 AS WELL AS THE 1989/90 LIMIT. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

12-4-89

ACT ON CONTINUOUS
SCHOOL PROGRAMS
-Motion #124

The Director of Administrative Services reviewed that after January 1, 1990, any new Leroy Greene application for school construction has to be accompanied by a year-round feasibility study. First priority for the approval of project funding for new construction shall be given to districts which have at least 30% of the district's pupils in grades K-6 in year-round multitrack programs by July 1, 1992.

MR. CHAVEZ MOVED THE BOARD TAKE ACTION REGARDING ITS PRESENT INTENT TO COMPLETE A STUDY TO IMPLEMENT A YEAR-ROUND MULTITRACK EDUCATIONAL PROGRAM AT THE ELEMENTARY SCHOOL LEVEL IN WHICH AT LEAST 30 PERCENT OF THE ELEMENTARY STUDENTS PARTICIPATE NO LATER THAN JULY 1, 1992. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT RESOLUTION
#90/21
-Motion #125

MR. CHAVEZ MOVED THE BOARD ADOPT RESOLUTION #90/21, DENYING ZONE CHANGES. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

RENEW LEASE
AGREEMENT FOR
PORTABLES
-Motion #126

MR. CHAVEZ MOVED THE BOARD APPROVE THE EXTENSION OF LEASE AGREEMENT FOR PORTABLE BUILDINGS AND FURNISHINGS BETWEEN THE STATE ALLOCATION BOARD AND JURUPA UNIFIED SCHOOL DISTRICT EFFECTIVE SEPTEMBER 1, 1989 THROUGH AUGUST 31, 1992 AS SHOWN IN THE SUPPORTING DOCUMENTS. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AMENDMENTS TO
AGREEMENTS TO
LEASE
-Motion #127

MR. CHAVEZ MOVED THE BOARD APPROVE THE AMENDMENTS FOR THE MIRA LOMA MIDDLE SCHOOL, PERALTA ELEMENTARY SCHOOL, THE THIRD HIGH SCHOOL, AND THE EDUCATION CENTER TO THE LEASE-PURCHASE AGREEMENTS. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

PERSONNEL
REPORT WITH
INSERT
-Motion #128

MS. RUANE MOVED THE BOARD APPROVE PERSONNEL REPORT #10 AS PRINTED WITH INSERT H, PAGES 7-11. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

EXPEL PUPIL
CASE #90/6
-Motion #129

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/6 FOR SELLING A SUBSTANCE TO A PUPIL WHICH WAS REPRESENTED AS A CONTROLLED SUBSTANCE, POSSESSING DRUG PARAPHERNALIA, DISRUPTING SCHOOL ACTIVITIES AND DEFYING SCHOOL OFFICIALS. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

EXPEL PUPIL
CASE #90/8
-Motion #130

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/8 FOR ATTEMPTING TO CAUSE PHYSICAL INJURY TO A PUPIL, POSSESSING A WEAPON ON A SCHOOL CAMPUS, BRANDISHING A WEAPON, FURNISHING A WEAPON TO A PUPIL, DISRUPTING SCHOOL ACTIVITIES AND DEFYING SCHOOL OFFICIALS. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REVIEW ROUTINE
INFORMATION
REPORT

The Board reviewed Reports Pursuant to Education Code #48915.

There being no further business, President White adjourned the meeting at 8:32 p.m.

Date _____

Series 4100
CERTIFICATED BARGAINING UNIT MEMBERS

(4100) CERTIFICATED BARGAINING UNIT MEMBERS

Certificated Bargaining Unit Members.....	4100
Recruitment.....	4101
Selection.....	4102
Appointment.....	4103
Recognition of Directly Related Experience Other Than Teaching.....	4104
Individual Employee Complaint Procedure.....	4111
Resignations.....	4118
Certification.....	4119
Assignment of New Employees.....	4120
Recognition of Potential Needs of Probationary Teachers.....	4121
Code of Ethics of the Teaching Profession.....	4122
In-Service Credit.....	4124
Transcripts.....	4128
Accountability for Property and Reports.....	4130
Soliciting and Selling.....	4131
Affirmative Action.....	4134
Recording Adopted Working Condition Documents.....	4142
Work Day - Certificated.....	4143
Responsibilities and Duties - Certificated.....	4144
Duties and Responsibilities of Teachers.....	4145
Deductions.....	4149
School Nurse.....	4156
Tuberculosis Examination.....	4163
Communicable and Nuisance Diseases.....	4164
First Aid Certificate Requirement.....	4166

Revised 5/18/87

Certificated Bargaining
Unit Members
Policy 4100

CERTIFICATED BARGAINING UNIT MEMBERS

Policies in the 4100 series apply to members of the Certificated Bargaining Unit as defined in Board Resolution #17, adopted April 30, 1976, with subsequent modifications.

Adopted 9/19/77
Readopted

RECRUITMENT

The Jurupa Unified School District shall recruit the best qualified candidates available for any given position solely on the basis of merit and qualifications. There shall be no discrimination on the basis of race, color, religion, national origin, age or sex.

Application for all certificated positions shall be open to any qualified person either from inside or outside of the District.

Recruitment may include on-campus visitations to colleges and universities by administrative personnel or others designated by the Superintendent. Established vacancies will be widely publicized within the district and through contacts with placement offices and other recommending agencies.

Adopted 7/1/68
Revised 6/17/74, 9/15/75, 9/19/77
Readopted

SELECTION

Selection of personnel is a complex procedure and may require the combined judgment of several people. In all cases, the individual selected will be chosen on the basis of merit and qualifications. There shall be no discrimination on the basis of race, color, religion, national origin, age or sex.

Adopted 9/15/75
Revised 9/19/77
Readopted



APPOINTMENT

The appointment of personnel is a complex procedure and may require the selection of several candidates. In all cases the final selection shall be made by the Board of Education. The administrative staff is responsible for making recommendations to the Board of Education for the appointment of qualified applicants to fill established vacancies.

Such recommendations shall be made at the next regular Board meeting after selection and, insofar as practical or possible, Board contract approval should precede the beginning date of employment. As provided by law, employment contracts become valid only with approval of the Board of Education.

Adopted 7/1/68
Revised 6/17/74, 9/15/75, 9/19/77
Readopted

RECOGNITION OF DIRECTLY RELATED EXPERIENCE OTHER THAN TEACHING

Request for recognition of credit must be made at the time of employment or no later than the last day of the first semester worked in the Jurupa Unified School District.

Any related experience for which credit is being requested must have been performed within the ten (10) year period prior to initial employment in the Jurupa Unified School District.

Adopted 3/3/69
Revised 9/19/77
Revised/Readopted

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure.
2. An administrative representative, hereinafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant is encouraged to attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint.

Level I

1. A formal complaint is initiated by the presentation of an allegation in writing on the form provided by the District to the complainant's immediate supervisor within six days after the incident.



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

2. The written statement shall include identification of the specific statute, policy, regulation, good practice or procedure which is alleged to have been misinterpreted, violated or inequitably applied, the nature of the misinterpretation or misapplication, the remedy requested and any other pertinent data such as persons involved or informal discussion conclusions which would support the complaint.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within six (6) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint has the option of conferring with the complainant prior to preparing the response.

Level II

The complainant may appeal within six (6) days, on the District form, the decision made at Level I to the appropriate Assistant Superintendent who will communicate a decision in writing to the complainant and Level I and Level III administrator or supervisor within six (6) days of receiving the appeal. A copy of the appeal and the reply shall be sent to the Director of Personnel on the day the reply is made to the complainant.

Level III

The complainant may appeal within six (6) days the decision at Level II on the form provided by the District to the Board of Education through the Superintendent as Secretary to the Board.

The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be binding on all parties.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings.
8. No complainant at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Adopted 11/1/76
Revised 9/19/77
Readopted



RESIGNATIONS

Any employee desiring to resign his/her position during the statutory contract year shall submit the request, in writing, to the Superintendent or his/her designated representative with the effective date of the resignation to be the last day employed, which shall be the last day actually worked or on approved leave.

The Board of Education shall act upon the resignation which will be accepted for good and sufficient cause only. Sufficient notice so that the vacancy created may be filled by a well-qualified person will be a consideration when reviewing a request to accept resignation.

Adopted 7/1/68
Revised 12/29/71, 9/19/77



CERTIFICATION

Each certificated employee must possess a current, valid California credential qualifying for service in the position for which originally employed.

The credential authorizing initial service, and other credentials earned while in the employment of the District, shall be maintained during the period of employment except when one credential is superseded by another authorizing equal or more flexibility of potential assignment.

Credentials issued by the State Board of Education, the State Department of Education, the Commission for Teacher Credentialing, or other issuing authorities in California shall be promptly registered with the Office of the Riverside County Superintendent of Schools to authorize service in districts within Riverside County.

Although the Assistant Superintendent Personnel Services and staff in the Personnel Office will assist applicants and employees, the responsibility for securing, maintaining and registering credentials in the manner described above rests upon the applicant or the employee.

Adopted 7/1/68
Revised 6/17/74, 9/19/77
Revised/Readopted



ASSIGNMENT OF NEW EMPLOYEES

The Board of Education recognizes that new employees are often selected for specific vacancies and may have been interviewed by administrators of programs where such vacancies exist.

While it is preferable for new employees to be assigned in consideration of factors stated above, changing enrollment requirements, the interest of continuing employees in such vacancies, or other factors may require changes in the assignment of new employees.

Adopted 6/17/74
Revised 9/19/77
Readopted



RECOGNITION OF POTENTIAL NEEDS OF PROBATIONARY TEACHERS

The District recognizes that each new teacher in the District has potential needs for training, assistance and evaluation. A new teacher assigned to a school within the District shall receive written assurance that the District recognizes such potential needs.

This policy is intended solely to comply with the requirements of Education Code Section 35160.5(b) and is intended to be used and shall be used for no other purpose whatsoever. Nothing in this policy is intended to create any legal right or defense or discharge or release any legal duty or obligation held by any employee of the District; nor shall compliance or failure to comply with this policy be construed to create any such right or defense or discharge any such duty or obligation.

This policy shall be reviewed annually.

Adopted 8/6/84
Revised/Readopted



CODE OF ETHICS OF THE TEACHING PROFESSION

PREAMBLE

The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturance of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education, and engages individually and collectively with other educators, to judge colleagues, and to be judged by them, in accordance with the provisions of this code.

PRINCIPLE I

Commitment to the Student. The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals the educator:

- (a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- (b) Prepares the subject carefully, presents it to the students without distortion, and, within the limits of time and curriculum, gives all points of view a fair hearing.
- (c) Protects the health and safety of students.
- (d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- (e) Provides for participation in educational programs without regard to race, color, creed or national origin or sex - both in what is taught and how it is taught.
- (f) Neither solicits nor involves them or their parents in schemes for commercial gain, thereby ensuring that professional relationships with students shall not be used for private advantage.
- (g) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

CODE OF ETHICS OF THE TEACHING PROFESSION

PRINCIPLE II

Commitment to the Public. The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpretation of educational programs and policies to the public. In fulfilling these goals, the educator:

- (a) Has an obligation to support the profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
- (b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- (c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

PRINCIPLE III

Commitment to the Profession. The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator therefore exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals the educator:

- (a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- (c) Does not misrepresent personal professional qualifications.

E
Pg. 14

CODE OF ETHICS OF THE TEACHING PROFESSION

- (d) Does not misrepresent the professional qualifications of colleagues, and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
- (e) Applies for, accepts, offers, and assigns positions or responsibility on the basis of professional preparation and legal qualifications.
- (f) Uses honest and effective methods of administering educational responsibility. Conducts professional business through proper channels. Does not assign unauthorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit of contracts.

UNPROFESSIONAL CONDUCT

This code is a set of ideals which the teaching profession expects its members to honor and follow. Any violation is unprofessional. However, to constitute unprofessional conduct and cause for suspension, revocation or denial of a certification document, or renewal thereof, such violations shall be only those which either involve jeopardy to student welfare; evidence malice, serious incompetency, or bad judgment; or show a consistent pattern of misconduct.

This code of ethics is not an exhaustive enumeration of acts of conduct which constitute unprofessional conduct.

California Administrative Code, Title 5, Education, Sections 5480-5485.

Adopted 4/21/75
Revised 9/19/77
Readopted



IN-SERVICE CREDIT

One unit of credit will be given for fifteen hours in an approved workshop. Regular attendance is required if inservice is requested. One third of the total units between salary classification columns may be fulfilled by workshop credit; the remaining units shall be upper division or graduate credit, unless a specific undergraduate course can be used to fulfill a credential requirement.

All courses must be reviewed and approved by the Superintendent or designated representative. Final approval for inservice credit will be made after a schedule of attendance and participation in the workshop has been submitted.

Adopted 7/8/65
Revised 9/19/77
Revised/Readopted

Certificated Bargaining
Unit Members
Policy 4128

TRANSCRIPTS

All certificated employees shall have a complete set of transcripts or records for all college or university work completed on file in the Personnel Office. It is the responsibility of the employee to keep this file current.

Adopted 9/19/77
Revised/Readopted



ACCOUNTABILITY FOR PROPERTY AND REPORTS

The District reserves the right to withhold the final pay warrant of a departing employee until the employee's supervisor has certified that the employee has accounted for all tools, materials and/or equipment checked out to him/her and has submitted required reports.

Adopted 9/20/71
Revised 9/19/77
Revised/Readopted



SOLICITING AND SELLING

Employees of the Jurupa Unified School District are not permitted to use their influence and position for commercial purposes and may not solicit or sell any article or service to parents, pupils or other District employees.

Sales personnel are not permitted to sell any product while on school grounds or to take orders for any product other than those purchased for school district use and ordered by the Division of Business Services on requisitions except a special sale of a specific product where the funds are donated to a school sponsored program or a national charity.

Adopted 10/19/70
Revised 9/19/77
Revised/Readopted

AFFIRMATIVE ACTION

The Board of Education believes in the inherent worth of every individual and the right of every individual to seek employment and to expect fair and equal consideration of his/her skills and experience.

It is the policy of the District in the selection, appointment, transfer, training opportunities, promotion, leaves of absence, and termination of all personnel to accord equal consideration impartially regardless of race, color, national origin, ancestry, religion, marital status, sex, age, or membership in an employee organization.

It is the intermediate five-year goal of the District to attain, in all job categories and levels of responsibility, a ratio of District employees similar to appropriate labor force populations from each of the racial and ethnic groups and women. Further, it is the long-range goal of the District to attain, in all job categories and levels of responsibility, a ratio of District employees similar to the ratio of the District student population from each of the racial and ethnic groups and women.

As an immediate objective each administrator and supervisor shall be held responsible to consider thoughtfully and apply the District's Affirmative Action Program whenever selections are made to fill certificated and classified vacancies, and shall have his/her support reviewed in the annual personnel evaluation program.

The Jurupa Unified School District shall maintain and follow an Affirmative Action Program until the long-range goal specified above has been achieved. After the goal has been reached, a policy of equal employment opportunity shall continue to be carefully maintained and promoted to ensure nondiscriminatory treatment for all persons regardless of race, color, national origin, ancestry, religion, marital status, sex, age, or membership in an employee organization.

Adopted 12/15/75
Revised 1/5/76, 9/19/77
Revised/Readopted

RECORDING ADOPTED WORKING CONDITION DOCUMENTS

Periodically, the Board of Education adopts or revises the school calendar, work year schedules, and other documents which define or regulate working conditions.

Administration shall assign appropriate regulation numbers and identifying names to such documents after their adoption and have them inserted in the handbook of current Policies and Regulations of the Board of Education.

Adopted 11/5/73
Revised 9/19/77
Readopted



WORK DAY - CERTIFICATED

California Administrative Code, Title V, Division 6, Chapter 2, Article 3, Section 5570.

When School Shall be Open and Teachers Present

Unless otherwise provided by rule of the governing board of the school district, teachers are required to be present at their respective rooms, and to open them for admission of the pupils, not less than 30 minutes before the time prescribed for commencing school.

All teachers shall observe punctually the hours fixed by regulation of the governing board of the school district for opening and closing school.

As provided by the California Administrative Code, Section 5570, the Board of Education accepts the responsibility for establishing when school shall be open and teachers present.

The principal shall make plans, after consultation with the faculty or representatives designated by the faculty, for the supervision of students, before, during and after school and during school activities which may or may not be held at the school. Assignments of certificated staff shall be made by the principal.

No duties shall be assigned on days not shown as work days on the official district calendar, except as such duty on a non-work day is part of an extra compensation assignment.

Adopted 2/3/71
Revised 2/17/71, 9/19/77
Readopted

E
7.24

RESPONSIBILITIES AND DUTIES - CERTIFICATED

All policies, rules and regulations concerning school personnel shall be clearly defined and made known to each member of the professional staff who shall be held accountable to those duties assigned to him/her.

Principals shall advise teachers and other certificated employees as to their responsibilities in becoming familiar with Board policies and teachers' handbooks. Time should be taken at the start of the school year, and during the year, to discuss rules and regulations.

The certificated staff has a moral obligation to assume responsibility for the maintenance of such standards of behavior and performance as encouraged by the code of ethics of the various professional organizations to which its members belong.

Certificated employees shall be directly responsible to the administrator of the unit in which they are assigned. They shall abide by any rules, regulations and assignments that are directed by the district Superintendent or his/her designated representative.

DUTIES AND RESPONSIBILITIES OF TEACHERS

The function of teachers and the consequent duties and responsibilities of teachers have traditionally been broad in recognition of the totality of educational programs and services which extend beyond the classroom. Significant differences in specific application of duty and responsibility concepts are necessarily required at different schools.

Principals are responsible for assigning teacher's duties and responsibilities in such manner that all teachers within a school have proportionate, although not necessarily identical, duties and responsibilities.

Principals' assignments of teachers' duties and responsibilities shall include provisions for instruction, pupil supervision, and communication.

INSTRUCTION is defined as the total process of cooperative planning, lesson planning, direct instructional contact with pupils, instructional record keeping and reporting, and teacher availability to give individual pupil assistance outside of regular class hours but during the minimum daily work hours.

PUPIL SUPERVISION is defined as maintaining orderly conduct, enforcing related laws, rules and regulations pertaining to student conduct on the way to and from school and on the school campus before, during, and after school hours; assigned duty stations where pupils are at recess play on playgrounds, waiting for school buses, using restrooms, etc.; specific student group supervision assignments on field trips and while engaged in school organization activity programs, some of which may be off the school campus and beyond minimum daily work hours.

COMMUNICATION is defined as responding to parent notes and telephone calls; meeting with groups of parents to interpret the educational programs and to counsel about program planning; conferring with individual parents to review pupil progress; participating in building and district faculty meetings; and coordinative planning among groups of teachers in a single subject area, across subject field, and in vertical relation to sequences of pupil development.

Adopted 2/17/71
Readopted

DEDUCTIONS

The Business Office shall make such deductions from the employee's regular salary warrant as authorized by law and as authorized in writing by the employee. Employee authorized deductions will be continued from year-to-year until revoked in writing by the employee.

The district will forward such deductions to the designated agency without charge to the employee.

Adopted 8/3/64
Revised 9/20/71, 9/19/77
Revised/Readopted

SCHOOL NURSE

The Education Code states that School Nurses may provide certain services if authorized by the local governing board. In accordance with such code section the following services may be provided by a School Nurse:

1. Conduct vision and hearing screening programs as required by law.
2. Assure that every pupil's immunization status is in compliance with the law.
3. Obtain, assess and evaluate the health and developmental status of pupils to identify specific physical disorders and other factors relating to the learning process, communicate with physicians and contribute significant information to the development or modification of a pupil's individual educational plan.
4. Interpret the health and developmental assessment to parents, teachers, administrators and other professionals directly concerned with the pupil.
5. Refer the pupil and his or her parent or guardian to appropriate community resources for necessary services.
6. Design and implement a health maintenance plan to meet the individual needs of pupils, incorporating plans directed by a physician.
7. Interpret medical and nursing findings appropriate to the student's individual educational plan and make recommendations to professional personnel directly involved.
8. Consult with, conduct inservice training for and serve as a resource person to teachers and administrators, and act as a participant in implementing or developing any section or sections of a comprehensive health instruction curriculum for students by providing current scientific information regarding nutrition, preventive dentistry, mental health, genetics, prevention of communicable diseases, self-health care, consumer education and other areas of health.
9. Counsel pupils and parents by: (1) assisting children and youth, parents and school personnel in identifying and utilizing appropriate and mutually acceptable private and community health delivery services for professional care and remediation of defects; (2) counseling with parents, pupils and school staff regarding health related attendance problems; (3) helping parents, school personnel and pupils understand and adjust to physical, mental and social limitations; (4) exploring with families and pupils, attitudes, information and values which affect their health behavior.

SCHOOL NURSE

10. Assist parents and pupils in overcoming financial, transportation and other barriers to needed health services.
11. Communicate with parents and involved community practitioners and agencies to promote needed medical treatment and secure reports of medical findings pertinent to educational planning.

Adopted 3/19/79
Revised/Readopted

TUBERCULOSIS EXAMINATION

No person shall be employed by the School District unless the person has submitted to an examination for tuberculosis within the past sixty days which has determined that s/he is free of active tuberculosis.

Adopted 1/15/73
Revised 9/19/77
Readopted

COMMUNICABLE AND NUISANCE DISEASES

Any employee suffering from a communicable or nuisance disease shall be removed from duty on the same basis as a student would be suspended from attendance. Such absence shall be counted as sick leave.

A communicable disease is any disease listed in Control of Communicable Diseases in Man (14th edition) which is available at each school.

Nuisance diseases include pediculosis (head lice), scabies, ringworm, impetigo and conjunctivitis (pink eye).

Adopted 5/17/71
Revised 3/1/76, 9/19/77
Technical Change 12/8/86

FIRST AID CERTIFICATE REQUIREMENT

A fundamental concern of the Board of Education and all its employees is the health and safety of pupils entrusted to their care. It is the intent of the Board that some employees at every school acquire and maintain first aid skills.

It shall be the responsibility of every principal's secretary, principal, assistant principal, dean, nurse and administrator of athletics to possess a valid First Aid Certificate.

New employees in these positions shall become qualified within six months of their employment.

Adopted 11/21/77
Readopted

Series 4200
CLASSIFIED BARGAINING UNIT MEMBERS

F
79-33

(4200) CLASSIFIED BARGAINING UNIT MEMBERS

Classified Bargaining Unit Members.....	4200
Recruitment.....	4201
Selection.....	4202
Appointment.....	4203
Assignment.....	4204
Job Descriptions.....	4205
Probationary Period.....	4206
Determining Seniority.....	4207
Abandonment of Position.....	4209
Individual Employee Complaint Procedure.....	4211
Membership in Retirement System.....	4215
Uniforms for Employees.....	4218 R
Personnel Files.....	4228
Accountability for Property and Reports.....	4230
Soliciting and Selling.....	4231
Affirmative Action.....	4234
Changes in Position or Class.....	4235
Overtime and Part-Time Personnel.....	4242
Tuberculosis Examination.....	4263
Communicable and Nuisance Diseases.....	4264
Bus Drivers' Physical Examination.....	4265
First Aid Certificate Requirement.....	4266

Revised 5/18/87
Revised/Readopted

E
Pg. 34

Classified Bargaining
Unit Members
Policy 4200

CLASSIFIED BARGAINING UNIT MEMBERS

Policies in the 4200 series apply to Classified Bargaining Unit Members as defined in Board Resolution #18, adopted April 30, 1976, with subsequent modifications.

Adopted 9/19/77
Readopted

E
735

RECRUITMENT

The Jurupa Unified School District shall recruit the best qualified candidates available for any given position solely on the basis of merit and qualifications. There shall be no discrimination on the basis of race, color, religion, national origin, age or sex.

Application for all positions shall be open to any qualified person either from inside or outside of the District.

In order to obtain the best qualified personnel, the Assistant Superintendent Personnel Services shall publish all vacancies both inside and outside of the school district when practical.

At least five days prior to the closing time for applicants, Notices of Vacancies will be filed with suitable agencies and posted on employee bulletin boards in all schools and offices within the Jurupa Unified School District. Applicants must comply with instructions on the job announcement as to filing date, requests for information on past experience, etc.

Adopted 7/1/68
Revised 9/15/75, 9/19/77
Revised/Readopted



SELECTION

Selection of personnel is a complex procedure and may require the combined judgment of several people. In all cases, the individual selected will be chosen on the basis of merit and qualifications. There shall be no discrimination on the basis of race, color, religion, national origin, age or sex.

Procedure

1. Applicants will be evaluated and final selection made based on all or any combination of the following areas:
 - a. written test(s)
 - b. oral test(s)
 - c. personal interview
 - d. personal and employment records
 - e. physical examination
2. When possible, the appropriate administrator and/or supervisor will assist the Assistant Superintendent Personnel Services.
3. All applicants will be given written notification of the result(s) of their job application as soon as possible after the selection(s) have been made.
4. Any applicant may be refused consideration for employment for any of the following reasons:
 - a. Conviction or pleading guilty in court to a charge of moral turpitude or mistreatment of children.
 - b. Criminal, infamous, dishonest, immoral or notoriously disgraceful conduct.
 - c. Intentionally making false statement as to any material fact or practicing any deception in securing an appointment.
 - d. Drug addiction.
 - e. Evidence of the use of intoxicating beverages while on duty.
 - f. Excessive use of intoxicating beverages.
 - g. Unsatisfactory health conditions.
 - h. Conviction of a felony.

APPOINTMENT

The administrative staff is responsible for making recommendations to the Board of Education for the initial appointment of qualified applicants for established vacancies.

Such recommendations shall be made at the next regular Board meeting after selection and, insofar as practical or possible, Board confirmation should precede the beginning date of employment. As provided by law, employment becomes valid only with the approval of the Board of Education.

A person must meet the following requirements before appointment to a classified position in the Jurupa Unified School District:

- a. Have on file a report of a tuberculosis examination, less than sixty days old, in the Personnel Office prior to the first date of assignment.
- b. Have been fingerprinted in accordance with the Education Code. The fee will be paid by the district.
- c. Possess valid licenses and/or certificates required for the position.
- d. Be a citizen of the United States of America or have the legal right to remain permanently in the United States (Green Card).
- e. Every school district employee is required to sign an Oath of Allegiance to the United States of America.

Adopted 12/6/72
Revised 6/17/74, 9/15/75, 9/19/77, 4/19/82
Revised/Readopted

ASSIGNMENT

Administrative staff shall assign classified employees according to the needs of the District and in a manner consistent with provisions of law. In no instance shall there be discrimination against any person on the basis of race, color, religion, national origin, age or sex in the assignment of personnel.

Known relatives by blood or marriage shall be assigned to different schools or other work locations when possible. In any event, no employee shall be assigned in such manner that s/he is supervised and evaluated by a relative.

Adopted 6/17/74
Revised 9/15/75, 9/19/77
Readopted

JOB DESCRIPTIONS

The Assistant Superintendent Personnel Services shall fix and prescribe the duties to be performed by all persons in the classified service and shall arrange for preparation and maintenance of a job description for each job classification. Job descriptions shall be updated periodically as the needs of the District require.

Revisions or changes in existing job descriptions shall be done in a manner which minimizes negative effects on the employees currently employed in such job classifications. After any revision, new job descriptions shall be provided each affected employee.

Duties shall include, but are not limited to, those stated in the job description. Employees are required to perform such other related duties as may reasonably be assigned by their supervisor.

Adopted 2/17/76
Revised 9/19/77
Revised/Readopted

PROBATIONARY PERIOD

Each new classified employee, both full-time and part-time, shall be required to serve a probationary period of 130 regularly assigned consecutive working days, including paid holidays, in one class before attaining permanency in the classified service. During this time work performance and overall efficiency shall be appraised by the immediate supervisor to determine if the individual should be retained as a permanent employee.

At any time during this 130-day period, new employees are subject to summary dismissal. The right of hearing is not available to an employee who has not earned permanent status in the classified service.

An employee who has been promoted to a higher job classification shall serve a probationary period of 130 regularly assigned consecutive working days, including paid holidays, within the period in the higher job classification before attaining permanency in that job classification.

Time spent on leave of absence or vacation shall not apply toward completion of the probationary period.

Adopted 10/20/69
Revised 12/4/72, 2/17/76, 4/19/76, 9/19/77
Readopted

DETERMINING SENIORITY

The Assistant Superintendent Personnel Services shall maintain a seniority list for each classification of employees. At the close of each fiscal year, on June 30, service for that year will be credited.

Each classification seniority list shall rank employees of the classification on the basis of total paid hours of service within the classification. Paid hours shall include hours worked, earned vacation hours, hours of earned illness leave, and hours of compensated industrial accident leave as a regular employee in that classification. Length of service credit shall not include military leave, unpaid illness leave, unpaid industrial accident leave or unpaid special leave.

Such lists shall be made available to administrative and supervisory personnel of the District, as needed, and shall be made available for inspection to employees by supervisors or the Assistant Superintendent Personnel Services upon request.

Adopted 12/4/72
Revised 9/19/77

E
B.42

ABANDONMENT OF POSITION

Absence without leave, whether voluntary or involuntary, for five (5) consecutive working days will be considered an automatic resignation from employment as of the last day on which the employee worked.

Adopted 5/15/78
Readopted

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure.
2. An administrative representative, hereinafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant is encouraged to attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint.

Level I

1. A formal complaint is initiated by the presentation of an allegation in writing on the form provided by the District to the complainant's immediate supervisor within six days after the incident.

E
Pg. 44

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

2. The written statement shall include identification of the specific statute, policy, regulation, good practice or procedure which is alleged to have been misinterpreted, violated or inequitably applied, the nature of the misinterpretation or misapplication, the remedy requested and any other pertinent data such as persons involved or informal discussion conclusions which would support the complaint.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within six (6) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint has the option of conferring with the complainant prior to preparing the response.

Level II

The complainant may appeal within six (6) days, on the District form, the decision made at Level I to the appropriate Assistant Superintendent who will communicate a decision in writing to the complainant and Level I and Level III administrator or supervisor within six (6) days of receiving the appeal. A copy of the appeal and the reply shall be sent to the Assistant Superintendent Personnel Services on the day the reply is made to the complainant.

Level III

The complainant may appeal within six (6) days the decision at Level II on the form provided by the District to the Board of Education through the Superintendent as Secretary to the Board.

The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be binding on all parties.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.

E
PS-45

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings.
8. No complainant at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Adopted 11/1/76
Revised 9/19/77
Revised/Readopted

E
PS.46

MEMBERSHIP IN RETIREMENT SYSTEM

Upon initial employment by the School District, provided that the work assignment requires at least 50 percent of an eight hour day, an employee automatically becomes a member of the Public Employees' Retirement System, as well as being covered by Old Age Survivor and Disability Insurance. Employees' contributions toward these retirement systems are deducted from each month's salary. The amount will vary with the employee, depending upon the age and rate currently in effect.

Adopted 8/3/364
Revised 2/22/72, 9/19/77
Readopted

UNIFORMS FOR EMPLOYEES

It is the intent of the Board of Education that certain classified employees of the Jurupa Unified School District wear uniforms while performing their general duties. With the exception of Management personnel, all Food Service, Maintenance, Operations, Transportation, Warehouse personnel and campus supervisors regularly assigned to schools are required to wear uniforms while on duty. These uniforms will aid in identification and recognition of personnel and add an aura of authority to school employees. Bus driver and cafeteria uniforms also promote safety and health factors.

For this purpose, the District will pay a uniform allowance to classified employees employed on a regular status. Employees who are required to wear uniforms must be in uniform daily no later than the second week of employment.

If jackets are a required portion of the uniform, the District will bear the costs of the jacket in addition to the uniform allowance. Such District-furnished jackets are considered as equipment and must be returned or paid for at termination of employment.

Name tags and/or identification patches furnished by the District shall be worn as part of the required uniform.

Employees who fail to wear the required uniform to work will be sent home to change into their uniforms. Employees are responsible for maintaining their uniforms in a neat and clean appearance. Employees who fail to maintain their uniforms as required will be sent home to change. Their work day will not commence until they return to work properly attired. Time spent by employees securing the proper or clean uniform will not be compensated.

Adopted 9/21/70

Revised 4/19/71, 3/6/72, 2/4/74, 7/7/75, 9/19/77, 11/21/77, 12/19/77, 11/5/79

Readopted

E
7548

UNIFORMS FOR EMPLOYEES (Effective February 1, 1986)

The basic uniform is described as follows:

1. All Maintenance, Custodial, Grounds, Warehouse and Automotive Personnel
(Except as designated below)
 - a. Light blue shirt or blouse with buttons and collar (no T-shirts); short or long sleeves with approved District insignia and employee name affixed
 - b. Dark blue trousers, slacks or skirts (no blue jeans/levis or jumpsuits except District-provided coveralls for automotive personnel)
 - c. Steel-toed safety shoes for warehouse and automotive personnel. (District will reimburse for cost of one pair per year, not to exceed \$80 providing receipts are submitted.) "Safety shoes" for other maintenance, custodial and grounds personnel (no sandals or tennis/athletic, or open-toed, or open-heeled shoes)
 - d. If head covering worn, plain (no insignia or printing) dark blue ball cap or hat or dark blue ball cap with approved district insignia

Personnel Assigned to Painting

- a. Painters' whites

2. Cafeteria Personnel

- a. Uniform - Knee-length dress or culottes, slack set with set-in short sleeves (women) or shirt with buttons and collar (no T-shirts except that school spirit T-shirts are acceptable) and set-in short sleeves and long pants (men); white or school colors (dark pants on men are acceptable)
- b. Apron - Bib type, white or school colors
- c. Hosiery - Full-length hose with dresses; appropriate hose or socks with slacks
- d. Undergarments - Appropriate undergarments (men); lingerie, full shadow-proof slip with dresses (women)
- e. Hair Covers - Hair net to cover all hair
- f. Shoes - Natural or synthetic leather, preferably white, with closed toe and heel and non-skid sole (no canvas or nylon shoes or sandals). Dark shoes are appropriate with dark pants.
- g. Name Tag - District-furnished name patch or tag

E
B-49

UNIFORMS FOR EMPLOYEES

3. Campus Supervisors Regularly Assigned to Schools

- a. Shirt or blouse (school colors), short or long sleeves with approved District insignia and employee name affixed.
- b. Slacks or skirt (school colors).
- c. White or black shoes (no sandals or high heels).
- d. District-furnished jacket (school colors).
- e. If head covering worn, plain (no insignia or printing) or ball cap or hat with approved District insignia or school logo.

4. Bus Drivers

- a. White shirt or blouse with buttons and collar, short or long sleeves with approved job identifying insignia with employee name affixed (no T-shirts or tank tops).
- b. Black slacks, skirt or knee-length culottes.
- c. Shoes of natural or synthetic leather, white, black or brown, with closed toe and heel and non-skid or leather sole (no canvas or nylon shoes or sandals). Athletic shoes that meet these criteria are acceptable.
- d. District-furnished yellow jacket (in cool weather, a white or black sweater may be worn under the jacket or under the shirt or blouse so that the District patch can be seen).
- e. If head covering worn, plain (no insignia or printing) black ball cap or hat or black ball cap with approved District insignia.

Adopted 7/1/70

Revised 2/4/74, 7/7/75, 4/5/76, 2/7/77, 9/19/77, 11/21/77, 12/19/77, 4/3/78,
10/15/79, 9/30/85, 3/30/87, 6/1/87

Revised/Readopted



PERSONNEL FILES

CERTAIN MATERIALS IN PERSONNEL FILES AVAILABLE FOR EMPLOYEE INSPECTION

Materials in personnel files of employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved.

Such material is not to include ratings, reports or records which

- (1) were obtained prior to the employment of the person involved,
- (2) were prepared by identifiable examination committee members,
or
- (3) were obtained in connection with a promotional examination.

Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing district.

Education Code 44031

Adopted 7/1/68
Revised 9/19/77
Revised/Readopted



ACCOUNTABILITY FOR PROPERTY AND REPORTS

The District reserves the right to withhold the final pay warrant of a departing employee until the employee's supervisor has certified that the employee has accounted for all tools, materials and/or equipment checked out to him/her and has submitted required reports.

Adopted 9/20/71
Revised 9/19/77
Revised/Readopted



SOLICITING AND SELLING

Employees of the Jurupa Unified School District are not permitted to use their influence and position for commercial purposes and may not solicit or sell any article or service to parents, pupils or other District employees.

Sales personnel are not permitted to sell any product while on school grounds or to take orders for any product other than those purchased for school district use and ordered by Business Services on requisitions, except a special sale of a specific product where the funds are donated to a school sponsored program or a national charity.

Adopted 10/19/70
Revised 9/19/77
Revised/Readopted



AFFIRMATIVE ACTION

The Board of Education believes in the inherent worth of every individual and the right of every individual to seek employment and to expect fair and equal consideration of his/her skills and experience.

It is the policy of the District in the selection, appointment, transfer, training opportunities, promotion, leaves of absence, and termination of all personnel to accord equal consideration impartially regardless of race, color, national origin, ancestry, religion, marital status, sex, age, or membership in an employee organization.

It is the intermediate five-year goal of the District to attain, in all job categories and levels of responsibility, a ratio of District employees similar to appropriate labor force populations from each of the racial and ethnic groups and women. Further, it is the long-range goal of the District to attain, in all job categories and levels of responsibility, a ratio of District employees similar to the ratio of the District student population from each of the racial and ethnic groups and women.

As an immediate objective each administrator and supervisor shall be held responsible to consider thoughtfully and apply the District's Affirmative Action Program whenever selections are made to fill certificated and classified vacancies, and shall have his/her support reviewed in the annual personnel evaluation program.

The Jurupa Unified School District shall maintain and follow an Affirmative Action Program until the long-range goal specified above has been achieved. After the goal has been reached, a policy of equal employment opportunity shall continue to be carefully maintained and promoted to ensure nondiscriminatory treatment for all persons regardless of race, color, national origin, ancestry, religion, marital status, sex, age, or membership in an employee organization.

Adopted 12/15/75
Revised 1/5/76, 9/19/77
Revised/Readopted

CHANGES IN POSITION OR CLASS

Demotions

A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such demotion requires the approval of the Board.

Voluntary demotion is a privilege available to a probationary employee only in cases when s/he would be laid off for lack of work or lack of funds.

Involuntary demotion is a disciplinary action for cause and is subject to the pertinent rules and procedures.

Changes in Assigned Time

General Rule

1. If an employee is required to work in excess of the normally assigned time for 30 minutes or longer per day for 20 consecutive work days, the assigned time for the position will be changed to reflect the longer hours.
2. When a class contains permanent positions of varying hours of work per day, week or month, preference in assignment to vacant positions shall be based on seniority in the class.
3. A seniority-bid list or lists shall be maintained for the purpose of this rule. Employees on the seniority-bid list shall accept or reject a "vacant" position, as defined by this rule, on the basis of placement on the list. Employees who are eligible to accept a "vacant" position but reject same shall not be permitted to withdraw the rejection once a proper assignment has been made.
4. A permanent employee displaced by virtue of this rule shall be entitled to bumping rights in accordance with proper seniority.

Increases in Time in Excess of One (1) Hour Per Day

1. When an existing permanent position is assigned a permanent increase in time of more than 1 hour per day, the increased position shall be considered "vacant" for the purpose of this rule effective as of July 1 next following the date of the increase unless such increase has been effected in the first quarter of the fiscal year in which case it shall be considered "vacant" as of October 1 of that year.

CHANGES IN POSITION OR CLASS

2. Eligibility and acceptance of "vacant" positions shall be made in accordance with Paragraph 3 of the General Rule.

Increases in Time of 1 Hour or Less Per Day

1. When an existing permanent position is assigned an increase of 1 hour or less per day, the employee in the same class working less than 8 hours per day with the most seniority in the particular school (or other location*) where the adjustment is being made shall be entitled to the increase.
2. If the employee with the most seniority in the school (or other location*) where the adjustment is being made wishes to remain at the same hours per day worked and wishes no increase in time, the adjustment will then be offered to the next employee in line with seniority within that particular school (or other location*).

Decreases in Assigned Time

1. When the regular hours of employment of a position or positions are to be reduced, the administration shall:
 - a. Determine the class(es) and location(s) affected by the reduction;
 - b. Notify the Board and affected employees at least two weeks in advance of the effective date of the reduction;
 - c. Work with the Assistant Superintendent Personnel Services to alleviate the effect of reduction on employees.
2. When a permanent position is to be reduced in assigned time per day, week, month or year, the incumbent shall have the right to transfer into any vacant position in the class which is not greater in assigned time than his/her former position. If a vacant, permanent position of equal time is not available, the incumbent may bump the incumbent of a position with equal time who has the least seniority in the class, provided that s/he has greater seniority. If no such option is available, s/he may bump the employee with the least seniority among those occupying positions of less time than the original position and greater time than the reduced position, provided that s/he has greater seniority. An employee so bumped shall have similar bumping rights.

E
75-56

CHANGES IN POSITION OR CLASS

3. When an employee is faced with a reduction in assigned time, the rules on transfer and demotion shall be given a liberal interpretation in order to relieve the effect of such reduction.
4. Reduction in assigned time shall not be applied for punitive or preferential reasons. Nothing in this rule shall preclude an employee from volunteering for a reduction in assigned time or from waiving preferential rights to increases in assigned time.

*"Other location" refers to positions assigned to the Education Center or the Instructional Media Center (IMC) or the Maintenance, Operations and Transportation facility (MOT) rather than "the school."

Adopted 1/20/69
Revised 1/21/74, 9/15/75, 9/19/77
Readopted



OVERTIME AND PART-TIME PERSONNEL

Overtime or the employment of extra personnel shall be limited to emergencies or temporary overloads of work.

The use of compensating time off for overtime is prohibited. Time cards must reflect actual work dates and hours.

Approval for overtime or use of part-time personnel must be obtained in advance from the Superintendent, an Assistant Superintendent or the Director of Maintenance and Operations.

Overtime is authorized and directed working time in excess of eight hours in one day or forty hours in one week. Overtime of less than fifteen minutes shall not be credited; all overtime shall be reported and credited in multiples of fifteen minutes of working time.

Part-time personnel shall be employed, when approved, at an hourly wage rate.

Claims for overtime or hourly service must be submitted to Business Services within 30 days of such service. Payment can be made only when the claim is accompanied by written authorization signed by an appropriate authorizing management person as listed above.

TUBERCULOSIS EXAMINATION

No person shall be employed by the School District unless the person has submitted to an examination for tuberculosis within the past sixty days which has determined that s/he is free of active tuberculosis.

All employees of the School District shall submit to an examination for tuberculosis every four years except cafeteria employees and preschool/head start teachers and aides who shall be examined each year.

Adopted 1/15/73
Revised 9/19/77, 12/7/81



COMMUNICABLE AND NUISANCE DISEASES

Any employee suffering from a communicable or nuisance disease shall be removed from duty on the same basis as a student would be suspended from attendance. Such absence shall be counted as sick leave.

A communicable disease is any disease listed in "Control of Communicable Diseases in Man" (1985) which is available in the office of the Administrator of Education Support Services.

Nuisance diseases include pediculosis (head lice), scabies, ringworm, impetigo and conjunctivitis (pinkeye).

Adopted 5/17/71
Revised 9/19/77
Revised/Readopted

BUS DRIVERS' PHYSICAL EXAMINATION

It shall be the policy of the District to reimburse bus drivers for their physical examination required for bus drivers' licenses. Reimbursement per examination will be in accord with the cost of the examining physician. The examining physician will be assigned by the District.

Bus drivers shall use the following procedure in obtaining the annual physical examination.

1. The employee must request an authorization slip for the physical examination from the Personnel Office.
2. The employee must request a health form as designated by the California Highway Patrol from the Personnel Office.
3. After obtaining both of the above forms, the employee must call the office of the designated physician and obtain an appointment for the physical examination. Both the authorization form and health form must be presented to the physician at the time of examination.
4. After completion of the physical examination, the employee must take the original copy of the completed examination form to the California State Department of Motor Vehicles prior to renewing the bus Driving License.
5. The fee for the physical examination will be paid by the District after the above procedure has been followed.

Adopted 10/19/70
Revised 9/19/77
Readopted

E
pg. 61

FIRST AID CERTIFICATE REQUIREMENT

A fundamental concern of the Board of Education and all its employees is the health and safety of pupils entrusted to their care. It is the intent of the Board that some employees at every school acquire and maintain first aid skills.

It shall be the responsibility of every principal's secretary, principal, assistant principal, dean, nurse and administrator of athletics to possess and maintain a valid First Aid Certificate issued by the American Red Cross.

New employees in these positions shall become qualified within six months of their employment.

Adopted 1/21/77
Revised/Readopted

E
PS-62

Sunnyslope School Addition

Jurupa Unified School District
Riverside, California

Application Numbers: O.S.A. - A50864
O.L.A. - 22/22310

Date: December 18, 1989

Architect: Porter, Jensen, Hansen, Manzagol

CHANGE ORDER NO. 1

Item #1: Notice of completion was suppose to be filed on December 4, 1989.

REQUESTED BY: Architect

REASON: It missed the board agenda and thus was postponed until December 18, 1989 board meeting.

TIME EXTENSION 14 Days

Item #2: The second phase of the parking lot was added. The parking lot includes 40 additional parking spaces.

REQUESTED BY: School District

REASON: It was in the original design and badly needed, but the general on site funds were insufficient to include the work, so it was deleted by addendum.

Grading 2 days
Asphalt and Base..... 2 days
New curb cut at street 2 days

TIME EXTENSION 6 Days

Item #3: The bus drop-off area in front of the school was added.

REQUESTED BY: School District

REASON: The bus drop-off was part of the original design and needed. It wan an item that couldn't be done by the School District and would have left an unfinished hole in front of the school.

F.1
PS.1

Sunnyslope School Addition
Change Order No. 1
Page Two

Surveying	1 day
Grading (750 cu. yds. imported)	12 days
Base (1350 tons imported)	2 days
Asphalt (8800 square feet)	1 day
Concrete Curbs (490 l.f.)	2 days
Concrete Sidewalks (3700 sq. ft.)....	3 days

TIME EXTENSION 21 Days

ORIGINAL DATE OF COMPLETION NOVEMBER 7, 1989

TOTAL TIME EXTENSION 41 DAYS

NEW DATE OF COMPLETION DECEMBER 18, 1989

CONTRACTOR

CWD Development
1810 Massachusetts Street
Suite H
Riverside, California 92507

OWNER

Jurupa Unified School District
3924 Riverview Drive
Riverside, California 92509

ARCHITECT

Porter, Jensen, Hansen, Manzagol
1832-B Commercenter Circle
San Bernardino, California 92408



Jurupa Unified School District

Personnel Report #11

December 18, 1989

CERTIFICATED PERSONNEL

Regular Assignment

Program Specialist	Ms. Kathi Jensen 1020 La Cresta Drive Redlands, CA 92393	Effective January 2, 1990 Standard Elementary Creden- tial; Resource Specialist Credential; Credit for 12 years prior work experience.
Psychologist	Mr. Stephen Eimers 7127 E. Suffolk Circle Orange, CA 92669	Effective January 2, 1990 Pupil Personnel Services Credential; Credit for 12 years prior work experience.

Temporary/Intern Assignment

Teacher	Ms. Jamie Aballi 3485 Avocado Street Riverside, CA 92507	Effective December 13, 1989 Multiple Subject-Intern Credential
Teacher	Ms. Rebeca Gonzalez 723 Via Felipe Corona, CA 91720	Effective December 14, 1989 Multiple Subject-Intern Credential
Teacher	Ms. Michele Sheets 2731 Sage Tree Lane Norco, CA 91760	Effective December 13, 1989 Multiple Subject-Intern Credential

Extra Compensation Assignment

Adult Education; 1989-90; assigned as needed; appropriate hourly rate of pay.

John Durham	Julie Newton
-------------	--------------

Education Support Services; to attend "REACH America" training; November 18, 1989; not to exceed eight (8) hours each; appropriate hourly rate of pay.

Kathy Schroeder	Bob Saxon
-----------------	-----------

Education Support Services; to attend inservice on Gang Violence Suppression Program; November 28, 1989; not to exceed two (2) hours each; appropriate hourly rate of pay.

Ann Cox	Deanna Long	Liz Tonge
Esther Askew	Michele Crockett	Harriet Huling
Cliff Steppe	Pamela Gennari	Jill Barry
Anne Delaney	Joan Tingle	Sherri Behunin
Terri Stevens	Peggy Treadway	Barbara Duncan
Jesus Romero	Randon Jesser	Karen Laskey
Bernice Miller		



Personnel Report #11

CERTIFICATED PERSONNEL (Continued)

Extra Compensation Assignment (Continued)

Glen Avon Elementary; after school sports and recreation program; 1989-90 school year.

Brian Delameter	\$552
Michael Nelson	\$552

Instructional Services; to attend K-6 Mathematics Inservices; November 2, 7, 15, 29, and December 4, 1989; not to exceed 2½ hours each; appropriate hourly rate of pay.

Marcella Mitchell	Patrick Dorfsmith	Paula Goldberg
Connie Nagle	Frances Alexander	Shirly Taylor
Maria Salazar	Eunice Carter	Lyn Futch
Becky Murray	Sue Guerriero	Andrea Roe
Monette Carr	Nancy Fine	Barbara Simmons
Julie Pollman	Pauline Lopez	Deana Morse
Sandra Roberson	Terry Gotreau	Cathy Beasley
Lyn Futch	Segrid Davidson	Liz Einecke
Debra Webster	Linda Vickers	Janice Sheldon
Karen Casey	Flo Kent	Debbie Prutsman
Barbie Hobson	Doris Slaten	Marcia Woodard
Nancy Liverman	Otis Allmon	Sally Beese
Joyce Baumann	Sharon Baguyo	Lisa MacDougall
Carol Mattered	Christa Frazee-Biddle	Betty Nesbit
Linda Lopez	Sylvia Bottom	Kathy Gardner
Mary Ann Ekbring	Louise Gillette	Harriet Huling
Suzie Rentfro	Clay Quattlebaum	Beverly Barnett
Mary Harris	Sandra Petersen	Katherine Edmond
Cliff Steppe	Frank Galla	Joann Greeley
Pam Gennari	Bernice Miller	Karen Laskey
Michelle Crockett	Claudia Clark	Dena Russo
Kathie Blakley	Sherrill Ferguson	Debbie Whitaker
Carolyn Clyne	Darwin Dallas	Jolene Hammack
Pat Balteria	Heidi Heaton	Beverly Rosten
Carolyn Sherman	Dave Hicks	Barbara Martin
Sherry Bockman		

Jurupa Middle School; prepare CAP writing prompts; scoring inservice, etc.; October 6, 1989 through June 30, 1990; not to exceed 44 hours each; appropriate hourly rate of pay.

Fleury Laycook	Darrel Walker	Jim Shearer
Triza Samuel	Roxanne Beckstrom-Sternberg	Jake Boomsma
Rita Flint	Dana Gonzalez	Anthony Jones
Nancy Lott		

Jurupa Middle School; to serve as a Spanish Language Translator; appropriate annual rate of pay.

Cynthia Castillo

Jurupa Middle School; coordination of School Improvement Staff Development Days; November 1, 1989 through January 30, 1990; not to exceed 30 hours total; appropriate hourly rate of pay.

Terese Pisarik



CERTIFICATED PERSONNEL (Continued)

Extra Compensation Assignment (Continued)

Rubidoux High School; to work with Young Mother/Sex Equity Program; December 18-20, 1989; not to exceed 18 hours total; appropriate hourly rate of pay.

Charlotte Kennedy

Leave of Absence

Teacher

Ms. Tina Mihin
11793 Racherias
Fontana, CA 92335

Maternity Leave effective
December 4, 1989 through
January 15, 1989 with use
of sick leave benefits.

Substitute Assignment

Teacher

Mr. Albert Huerta
15331 Via Cortez
Moreno Valley, CA 92388

As needed
Emergency P-12 Credential

Teacher

Ms. Sharon Kauffman
4105 Euclid Court
Riverside, CA 92504

As needed
Junior High Credential

Teacher

Mr. Jeffrey Williams
4044 Havenhurst Avenue
Riverside, CA 92507

As needed
Emergency P-12 Credential

Personnel Report #11

CLASSIFIED PERSONNEL

Regular Assignment

Accountant

Mr. Donald MacKinnon
13136 Gorham Street
Moreno Valley, CA 92388-5626

Effective November 29, 1989
Work Year A

Short-Term Extra Work

Pacific Avenue Elementary School; clerical assistance for School Improvement Program; September 1, 1989 through June 30, 1990; not to exceed ten (10) hours per week; appropriate hourly rate of pay.

Elem. Media Center Clerk

Mary Taber

Substitute Assignment

Bus Driver

Mr. Ronald Bean Jr.
11153 Montlake Drive
Riverside, CA 92505

As needed

Instructional Media
Assistant

Ms. Elizabeth Caro
10478 54th Street
Mira Loma, CA 91752

As needed

Custodian

Mr. Scott Coder
6151 Sunny Circle
Mira Loma, CA 91752

As needed

Cafeteria Assistant I

Ms. Rosemary DelRio
3171 Cabana Street
Mira Loma, CA 91752

As needed

Instructional Aide

Ms. Janet Gonzales
9893 Hastings Blvd.
Riverside, CA 92509

As needed

Cafeteria Assistant I

Ms. Rosa Toledo
10086 Zinfandel Lane
Riverside, CA 92509

As needed

Cafeteria Assistant I

Ms. Ana Ynda
6576 Via Florencia
Riverside, CA 92509

As needed

Suspension

Custodian

Mr. Arturo Ayala
4136 Pacific Avenue
Riverside, CA 92509

Suspended without pay
for 12 days effective
December 19, 1989.

Personnel Report #11

OTHER PERSONNEL (Non-Management Personnel Not Represented by a Bargaining Unit)

Short-Term Assignment

Pedley Elementary School; peak-load assistance for Activity Supervisors; Decmeber 1, 1989 through December 15, 1989; not to exceed ten (10) hours each; appropriate hourly rate of pay.

Alba Garcia
Judy Hesler
Sue Feild

Pat Abbott
Juanita Vasquez

Paula Crowley
Cheri Watson

Rubidoux High School; to work with Young Mother Program; December 18-20, 1989; not to exceed 18 hours total; \$6.71 per hour.

Genevieve Pierce

Rubidoux High School; to work with Independent Study Program; December 18-19, 1989; not to exceed 12 hours total; \$6.71 per hour.

Susanne Lyman
Jeannette Bernd

Karen Boyd

Janet Wilson

Rubidoux High School; to serve as an Independent Study Clerical Assistant; December 18-19, 1989; not to exceed 12 hours total; \$6.71 per hour.

Lucinda Rutten

Substitute Assignment

Activity Supervisor

Ms. Kikuko McDaniel
4466 Mark Court
Riverside, CA 92509

As needed

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
11/20/89 - 12/03/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/08/89
PAGE: 1

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P32888	100	178 00	RETIREE BENEFITS	HEALTH NET	1989-90	INSURANCE PREMIUMS	5,610.30
P32889	100	178 00	HEALTH BENEFITS	HEALTH NET	1989-90	INSURANCE PREMIUMS	75,574.10
P32898	100	178 00	HEALTH BENEFITS	INTER VALLEY HEALTH PLAN	1989-90	INSURANCE PREMIUMS - PREMIER	53,820.00
P32899	100	178 00	RETIREE BENEFITS	INTER VALLEY HEALTH PLAN	1989-90	INSURANCE PREMIUMS - COBRA 8	914.85
P32900	100	178 00	RETIREE BENEFITS	INTER VALLEY HEALTH PLAN	1989-90	INSURANCE PREMIUMS - COBRA "	3,231.09
P32901	100	178 00	HEALTH BENEFITS	INTER VALLEY HEALTH PLAN	1989-90	INSURANCE PREMIUMS - PLAN A	331,610.00
P57969	100	622 00	FACILITIES	FOOTHILL TOOL & EQUIP RENTA		MAINT-CR-EQUIPMENT RENTAL	662.00
P60185	100	178 00	WAREHOUSE	GRAINGER W W INC		WAREHOUSE-SPACE HEATERS	261.03
P60214	100	178 00	OPERATIONS-OTHER FACILITY	TEAM CENTREX		EC-TELEPHONE	400.00
P60230	100	178 00	SELF-CONTAINED CLASSROOM	UNIVERSITY COPY SYSTEMS, IN		MAINT-REPAIR COPIERS MMS JMS	294.00
P60266	100	178 00	DISTRICT ADMINISTRATION	PRESS ENTERPRISE COMPANY		JVH-ADVERTISEMENTS	230.00
P60294	100	190 00	SELF-CONTAINED CLASSROOM	IHS BUSINESS SYSTEM		JMS-TYPEWRITER RIBBON	468.07
P60296	100	197 00	GUIDANCE & COUNSELING	STOCKWELL & BINNEY		JVH-OFFICE SUPPLIES	221.59
P60307	100	196 00	GENERAL EDUCATION - SECONDARY	KODAK		RHS-INSTRUCTIONAL MATERIALS	649.44
P60308	100	197 00	STUDENT ACTIVITIES	EDGEWOOD PRESS, INC.		JVH-ASB-INSTRUCTIONAL MATERIALS	620.90
P60309	100	178 00	GENERAL EDUCATION - SECONDARY	THOMPSON ENGINEERING CO		MAINT-MMS REPLACE OBSOLETE AMPLIFIER	419.54
P60313	100	178 00	PLANT OPERATIONS	PROTECTION SERVICES, INC.		MAINT-RL INSTALL REMOTE HOLD BUTTON	484.58
P60315	100	178 00	SELF-CONTAINED CLASSROOM	UNIVERSITY COPY SYSTEMS, IN		MAINT-REPAIR CANON COPIERS	294.00
P60318	100	178 00	PLANT OPERATIONS	DE ANZA HARDWARE AND		MAINT-FIELD MARKING PAINT	908.66
P60319	100	178 00	PLANT OPERATIONS	KLEEN-LINE CORPORATION		MAINT-REPAIR BILLY GOAT SWEEPER	410.01
P60320	100	178 00	PLANT OPERATIONS	NATIONAL SANITARY SUPPLY CO		MAINT-SUPPLIES	385.33
P60321	100	178 00	PLANT OPERATIONS	BEST/HILLYARDS		MAINT-FLOOR SEAL, APPLICATORS	2,798.97
P60330	100	178 00	DISTRICT ADMINISTRATION	UNISYS CORPORATION		EC-OFFICE SUPPLIES	236.75
P60347	100	186 00	SELF-CONTAINED CLASSROOM	BUREAU OF EDUCATION & RESEA		REG 3 EMPLOYEES	285.00

1-1
B-1

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/08/89
 PAGE: 2

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P60353	100	178 00	DISTRICT ADMINISTRATION	CULVER-NEULIN INC	EC-ALL OTHER EQUIPMENT		206.61
P60370	100	178 00	INSTRUCTIONAL MEDIA - E.R.C.	RIVERSIDE CO OFFICE OF EDUC	IMC-INSTRUCTIONAL MATERIALS		412.53
P60371	100	178 00	INSTRUCTIONAL MEDIA - E.R.C.	RIVERSIDE CO OFFICE OF EDUC	IMC-INSTRUCTIONAL MATERIALS		2,351.52
P60375	100	178 00	SELF-CONTAINED CLASSROOM	AC3 COMPUTERS	MAINT-REPAIR APPLE COMPUTERS		959.88
P60400	100	622 00	FACILITIES	INLAND EMPIRE FIRE AND SAFE	MAINT-INSTALL FIRE EXTINGUISHING SYS		1,412.00
P60411	100	622 00	FACILITIES	INLAND EMPIRE FIRE AND SAFE	MAINT-INSTALL FIRE EXTINGUISHING SYS		1,412.00
P60415	100	622 00	FACILITIES	STOCKWELL & BINNEY	EC-ALL OTHER EQUIPMENT		560.64
P60435	100	190 00	SELF-CONTAINED CLASSROOM	COPIERLAND	JMS-INSTRUCTIONAL MATERIALS		224.18
P60436	100	196 00	GENERAL EDUCATION - SECONDARY	COMPUTERLAND OF UPLAND	RH-INSTRUCTIONAL MATERIALS		1,382.41
P60437	100	187 00	SELF-CONTAINED CLASSROOM	CREATIVE PUBLICATIONS	WR-INSTRUCTIONAL MATERIALS		236.88
P60440	100	182 00	SELF-CONTAINED CLASSROOM	POSITIVE ACTION PUBLISHING	PA-INSTRUCTIONAL MATERIALS		1,227.63

FUND TOTAL							491,176.49
TOTAL NUMBER OF PURCHASE ORDERS							35
P60298	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR	CREATIVE TEACHING ASSOCIATE	CR-INSTRUCTIONAL MATERIALS		1,840.85
P60301	101	186 00	S.I.P. (SCHOOL IMPROVEMENT PR	READUP, INC.	VB-INSTRUCTIONAL MATERIALS		319.50
P60327	101	178 00	S.I.P. (SCHOOL IMPROVEMENT PR	COMPUTERLAND OF UPLAND	EC-INSTRUCTIONAL MATERIALS		228.98
P60338	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	APPLE COMPUTER, INC.	WR-CR-COMPUTER EQUIPMENT		17,242.99
P60393	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	SAN JUAN CAPISTRANO MISSION	PED-ADMISSION TO EVENTS		285.00

FUND TOTAL							19,917.32
TOTAL NUMBER OF PURCHASE ORDERS							5
P57225	103	178 00	PUPIL TRANSPORTATION	RIVERSIDE CO. RECORD	TRANS-BUS SCHEDULE AD		900.00
P60312	103	178 00	PUPIL TRANSPORTATION	EVANS TIRE COMPANY	TRANS-TIRES		334.30

24-1
 82

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS50/01
 RUN DATE: 12/08/89
 PAGE: 3

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$200

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
				PURCHASE ORDERS TO BE RATIFIED		
P60324	103	178 00	PUPIL TRANSPORTATION	SIGN KWIK	TRANS-DECALS	364.76
					FUND TOTAL	1,599.06
					TOTAL NUMBER OF PURCHASE ORDERS	3
P50067	106	196 00	PHYSICAL EDUCATION	SOLOHITTER	RHS-INSTRUCTIONAL MATERIALS	314.91
P60339	106	196 00	PHYSICAL EDUCATION	D & R SPORT	RHS-INSTRUCTIONAL MATERIALS	488.84
P60352	106	197 00	PHYSICAL EDUCATION	GUNTHER'S ATHLETIC SERVICE	JVH-LAUNDRY & CLEANING	3,000.00
P60394	106	196 00	PHYSICAL EDUCATION	GOODMAN & SONS	RHS-INSTRUCTIONAL MATERIALS	1,277.16
P60412	106	196 00	PHYSICAL EDUCATION	WESTERN ATHLETIC SUPPLY	RHS-INSTRUCTIONAL MATERIALS	1,156.20
					FUND TOTAL	6,237.11
					TOTAL NUMBER OF PURCHASE ORDERS	5
P60341	340	176 22	FACILITIES	OAK TREE PRODUCTS (BOB FARE	CR-PORTABLE BOOKCASES	2,108.70
					FUND TOTAL	2,108.70
					TOTAL NUMBER OF PURCHASE ORDERS	1
P60171	490	184 11	FACILITIES	PRESS ENTERPRISE COMPANY	RL-LEGAL AD	210.00
P60279	490	184 11	FACILITIES	GOLDEN COACH VAN LINES	RL-MOVE TO FELSPAR	3,500.00
					FUND TOTAL	3,710.00
					TOTAL NUMBER OF PURCHASE ORDERS	2
P60342	520	197 00	FACILITIES	TAYLOR'S APPLIANCE	JVH-MICROWAVE	879.69
P60343	520	197 00	FACILITIES	SIMON & SCHUSTER	JVH-TEXTBOOKS	357.25
P60395	520	197 00	FACILITIES	WESTERN FLOOR TESTING	ADMIN SERV-EMISSION TESTS AT JVH	605.00

I-1
 P.3

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/08/89
 PAGE: 4

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
 11/20/89 - 12/03/89
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
PURCHASE ORDERS TO BE RATIFIED						
P60417	930	178 00	PLANT MAINTENANCE	A-1 ELECTRIC	VB-PROVIDE ELECT. TO 2 A/C UNITS	4,100.00
					FUND TOTAL	1,841.94
					TOTAL NUMBER OF PURCHASE ORDERS	3
					FUND TOTAL	4,100.00
					TOTAL NUMBER OF PURCHASE ORDERS	1
P60210	940	178 00	PLANT MAINTENANCE	D & H RESTAURANT SUPPLY	MAINT-REPAIR STEAMER	500.00
P60257	940	178 00	PLANT MAINTENANCE	BEST LOCKING SYSTEMS OF	MAINT-STOCK	308.85
P60350	940	178 00	PLANT MAINTENANCE	UNIVERSITY COPY SYSTEMS, IN	REG 1 EMPLOYEE	800.00
P60372	940	178 00	PLANT MAINTENANCE	CONTINENTAL HARDWARE	MAINT-LOCKSMITH SUPPLIES	6,256.88
P60373	940	178 00	PLANT MAINTENANCE	CONTINENTAL HARDWARE	MAINT-LOCKSMITH SUPPLIES	7,401.75
P60376	940	178 00	PLANT MAINTENANCE	FRAZEE PAINT & WALLCOVERING	MAINT-PAINTING SUPPLIES	786.25
P60380	940	178 00	PLANT MAINTENANCE	VIEJO PUBLICATIONS	MAINT-VCR REPAIR TRAINING SUPPLIES	339.47
					FUND TOTAL	16,393.20
					TOTAL NUMBER OF PURCHASE ORDERS	7
P60364	990	181 00	FACILITIES	A-1 ELECTRIC	MB-PROVIDE ELECT. TO PORTABLES	1,964.86
P60442	990	178 00	FACILITIES	TRI-BEST CHALKBOARD CO	EC-MARKERBOARDS	552.17
					FUND TOTAL	2,517.03
					TOTAL NUMBER OF PURCHASE ORDERS	2
P60310	991	178 00	FACILITIES	DESERT IRRIGATION & PIPE	MAINT-JVH PARTS FOR SOFTBALL FIELD	3,611.48
P60316	991	178 00	FACILITIES	TIME AND ALARM SYSTEMS	MAINT-REPAIR FIRE ALARM/COMM SYSTEM	1,000.00

I-1
 28.4

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 45 JURUPA UNIFIED

REPORT OF PURCHASES
11/20/89 " 12/03/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/08/89
PAGE: 5

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
PURCHASE ORDERS TO BE RATIFIED						
P60346	991	178 00	FACILITIES	DESERT IRRIGATION & PIPE	JVH-IRRIGATION FOR SOFTBALL FIELD	2,703.69
P60382	991	178 00	FACILITIES	A-1 ELECTRIC	MAINT-PROVIDE ELECTRICAL ROUGH-IN	3,500.00
P60433	991	178 00	FACILITIES	ARROW AIR CONDITIONING	EC-INSTALL A/C UNIT	6,350.00
FUND TOTAL						17,165.17
TOTAL NUMBER OF PURCHASE ORDERS						5
69	PURCHASE ORDERS OVER				\$200.00 FOR A TOTAL AMOUNT OF	566,766.02
97	PURCHASE ORDERS UNDER				\$200.00 FOR A TOTAL AMOUNT OF	8,263.52
166	PURCHASE ORDERS				FOR A GRAND TOTAL OF	575,029.54

Recommend Approval: Phil Wilkerson
Director of Purchasing



RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/06/89
 PAGE: 1

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76218	100	178 00	PLANT OPERATIONS	MOBIL OIL CREDIT CORPORATIO	D32854 DISTRICT CREDIT CARDS	284.22
D76219	100	178 00	OPERATIONS-OTHER FACILITY	RUBIDOUX COMMUNITY SERVICES	D32853 WATER & TRASH (OCT)	12,293.64
D76225	100	178 00	DISTRICT ADMINISTRATION	CAMPBELL, KENT	D32855 REIMB 1 EMPLOYEE	266.83
D76226	100	178 00	INSTRUCTIONAL MEDIA - E.R.C.	JONES, JANAYE	D32856 REIMB 1 EMPLOYEE	521.69
D76251	100	178 00	DISTRICT ADMINISTRATION	TANYA JOHNSON	D32869 TELEPHONE CALLS (DEVLMT INFO)	55.74
D76252	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32863 LODGING 1 BD MEMBER	352.00
D76253	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32862 LODGING, 2 STUDENTS	264.00
D76255	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D76255 LODGING, 1 BD MEMBER	385.00
D76256	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32865 LODGING, 1 BD MEMBER	385.00
D76257	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32866 LODGING, 1 BD MEMBER	440.00
D76258	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32867 LODGING, 1 EMPLOYEE	352.00
D76259	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32868 LODGING, 1 EMPLOYEE	231.00
D76315	100	178 00	DISTRICT ADMINISTRATION	DENISE CALDERON	D32870 REIMB-OFFICE SUPPLIES	1.68
D76317	100	178 00	DISTRICT ADMINISTRATION	HYATT SAN JOSE	D32896 LODGING, 1 EMPLOYEE	154.00
D76319	100	181 00	SELF-CONTAINED CLASSROOM	DONNA THOMAS	D32873 REIMB-LOST LIBRARY BOOK	7.50
D76322	100	178 00	INSTRUCTIONAL ADMINISTRATION	CLARITA MONTALBAN	D32876 REIMB-CONFERENCE EXPENSES	9.00
D76323	100	187 00	SELF-CONTAINED CLASSROOM	MRS. GARCIA	D32877 REIMB-LOST LIBRARY BOOK	9.89
D76324	100	178 00	DISTRICT ADMINISTRATION	ANGLE' WOLLAM	D32878 MILEAGE	39.84
D76325	100	178 00	District Administration	SANDRA AMATRIAIN	D32897 REFUND PR DED FOR INSURANCE	87.12
D76326	100	178 00	INSTRUCTIONAL ADMINISTRATION	TED W. HULING	D32879 MILEAGE	34.80
D76329	100	178 00	INSTRUCTIONAL MEDIA - E.R.C.	BAKER & TAYLOR	D32895 TO COVER UNDERPAYMENT ON P.O.	10.81
D76337	100	189 00	SCHOOL ADMINISTRATION	REGENTS-UC	D32880 REG 2 EMPLOYEES	100.00
D76345	100	196 00	WORK EXPERIENCE	KENNEDY, CHARLOTTE	D32885 REIMB 1 EMPLOYEE	48.20
D76356	100	178 00	DISTRICT ADMINISTRATION	CONF RECRUITMENT & RETENTIO	D32887 REG 1 EMPLOYEE	125.00

I-2
 P-1

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE 12/06/89
 PAGE: 2

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76396	100	186 00	SELF-CONTAINED CLASSROOM	INLAND EMPIRE READING COUNC	D32902 REG 1 EMPLOYEE	8.00
D76415	100	195 00	CONTINUATION EDUCATION	NUEVA VISTA H S FACULTY CLU	D32881 VOLLEYBALL REFEREE	40.00
D76416	100	178 00	DISTRICT ADMINISTRATION	SCHOOL SERVICES OF CALIFORN	D32882 FISCAL/MANDATE COST SERVICE	158.14
D76417	100	178 00	PLANT OPERATIONS	PROTECTION SERVICES, INC.	D32893 MONITORING FEES	7,381.80
D76420	100	178 00	OPERATIONS-OTHER FACILITY	JURUPA COMMUNITY SERVICES	D32903 NOV PYM'T FOR WATER	4,856.47
D76428	100	178 00	DISTRICT ADMINISTRATION	JURUPA CHAMBER OF COMMERCE	D32904 BANQUET 1 EMPLOYEE	10.00
D76441	100	178 00	District Administration	STEPHANIE HAMMERVOLD	D32890 PAYROLL INS DEDUCTION	58.04
D76446	100	181 00	SELF-CONTAINED CLASSROOM	GENERAL BINDING CORPORATION	D32916 REIMB INSTR MATERIALS	798.78
D76456	100	178 00	INSTRUCTIONAL ADMINISTRATION	HENDRICK, BILL	D32907 MILEAGE	13.00
D76457	100	178 00	DISTRICT ADMINISTRATION	MARY VERMEULEN	D32905 MILEAGE	11.52
D76460	100	178 00	HEALTH	VIRGINIA SCHANZ	D32910 MILEAGE	47.63
D76461	100	195 00	CONTINUATION EDUCATION	NUEVA VISTA FACULTY CLUB	D32912 REIMB-INSTRUCTIONAL MATERIALS	57.41
D76462	100	178 00	DISTRICT ADMINISTRATION	JANA TWOMBLEY	D32913 REIMB-CONFERENCE EXPENSES	6.69
D76463	100	178 00	INSTRUCTIONAL ADMINISTRATION	TED HULING	D32914 REIMB-SUBSCRIPTION	33.00
D76464	100	178 00	DISTRICT ADMINISTRATION	DR. RON NEEDHAM	D32915 REIMB-PHYSICAL	183.74
D76501	100	178 00	RETIREE BENEFITS	KAISER FOUNDATION HEALTH PL	D32927 INSURANCE PREMIUM	704.48
D76502	100	178 00	RETIREE BENEFITS	KAISER FOUNDATION HEALTH PL	D32926 INSURANCE PREMIUM	890.52
D76519	100	195 00	CONTINUATION EDUCATION	LILLIE HALL	D32924 REIMB-INSTRUCTIONAL MATERIALS	13.63
D76520	100	178 00	DISTRICT ADMINISTRATION	IRENE TOKARZ	D32922 REIMB-OFFICE SUPPLIES	18.06
D76522	100	196 00	WORK EXPERIENCE	CHARLOTTE KENNEDY	D32919 MILEAGE	153.12
D76523	100	178 00	HEALTH	GUTHRIE, JANICE	D32918 MILEAGE	62.33
D76526	100	178 00	DISTRICT ADMINISTRATION	POSTMASTER	D32930 REPLENISHMENT	2,500.00
D76527	100	178 00	OPERATIONS-OTHER FACILITY	SO CALIFORNIA GAS	D32916 OCTOBER PAYMENT	5,391.16
D76528	100	178 00	OPERATIONS-OTHER FACILITY	SO CALIFORNIA EDISON	D32932 ELECTRIC BILLS (OCT)	125,790.53

7-2
 3-2

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/06/89
 PAGE: 3

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76537	100	178	00	DISTRICT ADMINISTRATION	D32933 DEPOSITION-TRAFFIC ACCIDENT	217.75
D76538	100	178	00	DISTRICT ADMINISTRATION	D32935 CLAIMS SERVICE FEE	8,575.00
D76540	100	178	00	DISTRICT ADMINISTRATION	D32939 SERVICES RENDERED	65.32
D76541	100	178	00	DISTRICT ADMINISTRATION	D32940 INSURANCE PREMIUMS	277,941.00
D76545	100	178	00	OPERATIONS-OTHER FACILITY	D32938 RENTAL OF TELEPHONE	3.88
D76548	100	195	00	CONTINUATION EDUCATION	D32923 REIMB-INSTRUCTIONAL MATERIALS	117.52
D76549	100	178	00	SELF-CONTAINED CLASSROOM	D32925 - FOOD AND SUPPLIES	437.21
					FUND TOTAL	453,004.69
					TOTAL NUMBER OF DISBURSEMENTS	55
D76234	101	191	00	DEMONSTRATION PROGRAMS IN REA POETRY ALIVE (IAMBIC PRODUC	D32858 TWO "POETRY PERFORMANCES"	500.00
D76236	101	191	00	S.I.P. (SCHOOL IMPROVEMENT PR ARLENE WALKER	D32859 "TEAMING INSERVICE" FOR STAFF	295.00
D76237	101	186	00	S.I.P. (SCHOOL IMPROVEMENT PR RONN KISTLER	D32860 "ARTS-IN-EDUCATION" INSERV	250.00
D76240	101	191	00	S.I.P. (SCHOOL IMPROVEMENT PR SISSY SANDEEN	D32861 "COOPERATIVE LEARNING" INSERV	200.00
D76316	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR LINDA DALTON	D32871 REIMB-CONFERENCE EXPENSES	50.58
D76318	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR WALT LANCASTER	D32872 REIMB-INSTRUCTIONAL MATERIALS	193.95
D76320	101	178	00	MENTOR TEACHER PROGRAM	D32874 REIMB-SUPPLIES	65.76
D76321	101	178	00	MENTOR TEACHER PROGRAM	D32875 REIMB-INSTRUCTIONAL MATERIALS	103.50
D76346	101	196	00	VOCATIONAL EDUCATION ACT PL94. PROJECT TIDE	D32886 REG 1 EMPLOYEE	5.00
D76362	101	190	00	S.I.P. (SCHOOL IMPROVEMENT PR LAWRENCE, FREDERICK	D32851 REIMB 1 EMPLOYEE	355.94
D76369	101	182	00	E.C.I.A. CHAPTER 1	D32894 REIMB 1 EMPLOYEE	12.44
D76423	101	178	00	E.C.I.A. CHAPTER 1	D32883 "TEACHERS" INSERVICE	600.00
D76424	101	190	00	S.I.P. (SCHOOL IMPROVEMENT PR DR. MICHELLE BORBA	D32884 "STUDENTS SELF ESTEEM" INSERV	1,780.00
D76512	101	190	00	DEMONSTRATION PROGRAMS IN REA RIVERSIDE CO OFFICE OF EDUC	D32928 REG 3 EMPLOYEES	54.00

I-2
 293

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12 06/89
 PAGE: 4

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

11/20/89 - 12/03/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	AMOUNT
D76542	101 179 00	S.I.P. (SCHOOL IMPROVEMENT PR PAM CLUTE		D32934 "MATHEMATICS" WORKSHOP	500.00
				FUND TOTAL	4,966.17
				TOTAL NUMBER OF DISBURSEMENTS	15
D76235	102 178 00	NON-PUBLIC SCHOOLS (NPS)	RIVERSIDE CO OFFICE OF EDUC	D32857 COSTS OF NON PUBLIC SCHOOLS	141,373.23
				FUND TOTAL	141,373.23
				TOTAL NUMBER OF DISBURSEMENTS	1
D76363	103 178 00	PUPIL TRANSPORTATION	AMERICAN UNITED LIFE INSURA	D32891 TSA PAYMENT	846.30
D76364	103 178 00	PUPIL TRANSPORTATION	BANKERS UNITED LIFE ASSURAN	D32892 TSA PAYMENT	764.88
D76521	103 178 00	PUPIL TRANSPORTATION	HENRY SARTOR	D32921 REIMB-TRANSPORTATION SUPPLIES	84.69
				FUND TOTAL	1,695.87
				TOTAL NUMBER OF DISBURSEMENTS	3
D76455	106 196 00	PHYSICAL EDUCATION	BRUCE, JOAN	D32908 MILEAGE	36.96
D76459	106 178 00	FINE ARTS-MUSIC	MIKE WASINGER	D32909 MILEAGE	60.87
				FUND TOTAL	97.83
				TOTAL NUMBER OF DISBURSEMENTS	2
D76543	800 194 00	OPERATIONS-OTHER FACILITY	PACIFIC TELEPHONE	D32937 SERVICE FOR A.D. (NOV)	21.99
				FUND TOTAL	21.99
				TOTAL NUMBER OF DISBURSEMENTS	1
D76458	940 178 00	PLANT MAINTENANCE	DAN BALDWIN	D32906 MILEAGE	106.32

I-2
 234

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
11/20/89 - 12/03/89
PURCHASES OVER \$1
DISBURSEMENT ORDERS

REPORT: APS/APS550/01
RUN DATE: 12/06/89
PAGE: 5

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF DISBURSEMENTS
D76544	990 175 00	FACILITIES	JURUPA COMMUNITY SERVICES	D32936 HYDRANT METER WATER (SS)	68.68	1
				FUND TOTAL	68.68	
				TOTAL NUMBER OF DISBURSEMENTS		1

79 DISBURSEMENT ORDERS FOR A GRAND TOTAL OF 601,334.78

Recommend Approval: Barbara Neil
Director of Business Services



Jurupa Unified School District
1989/90 AGREEMENTS

Agreement Number	Contractor	Amount	Fund/Program to be Charged	Purpose
<u>90-1</u>	<u>Consultant or Personal Service Agreements</u>			
90-1-KKK	Timothy J. Allen	\$ 2,250.00	Drug Abuse Education and Prevention	Training of secondary teachers and staff on the development of skills to facilitate student support groups on a school campus.
90-1-LLL	Deborah Brucher Wren	\$ 405.00	PTA	Two student assemblies on "The Imagination Machine"
90-1-MMM	Dr. Patricia Cousins	\$ 250.00	SIP	Inservice on "Whole Language Approach"
90-1-NNN	Mark Reardon	\$ 500.00 Travel NTE \$ 75.00	SIP	Staff development for implementing a plan to increase writing across the curriculum at school
90-1-000	Dr. Pamela S. Clute	\$ 1,000.00	SIP	Inservice for Ina Arbuckle, Pacific Avenue, and Pedley staffs on "The Challenge of Improving Mathematics Education"

(I-3)

The Assistant Superintendent Business Services will have copies of agreements available for review by the Board.

Rollin Edmunds
Assistant Superintendent
Business Services

RE/dc
12-18-89

APPROPRIATION TRANSFERS**GENERAL FUND**

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971	Appropriation for Contingencies	\$ 1,998,610	\$	\$ 343,140	\$ 1,655,470	(1)
1000	Certificated Salaries	23,278,249	237,536		23,515,785	(1)
2000	Classified Salaries	5,755,715	34,514		5,790,229	(1)
3000	Fringe Benefits	6,618,673	24,244		6,642,917	(1)
4300	Instructional Supplies	436,783		8,168	428,615	(4)
4500	Other Supplies	506,751	7,377		514,128	(4)
5000	Contracts	3,161,349	20,289		3,181,638	(2)
5200	Travel & Conference Expense	123,432	1,750		125,182	(1)
5500	Utilities	1,564,360	200		1,564,560	
5700	Direct Costs for Interprogram and Interfund Services	16,849	1,503		18,352	(4)
5800	Other Services	768,529	404		768,933	
6000	Capital Outlay	439,311	17,700		457,011	(3)
6400	Equipment	287,789	2,400		290,189	(4)
	Total Fund 100	\$ 44,956,400			\$ 44,953,009	

SPECIAL EDUCATION - FUND 102

1100	Teachers' Salaries	\$ 2,559,215	\$ 210	\$	\$ 2,559,425	
4300	Instructional Supplies	23,945	740		24,685	
	Total Fund 102	\$ 2,583,160			\$ 2,584,110	

OTHER RESTRICTED FUNDS - FUND 103

2000	Classified Salaries	\$ 882,564	\$ 4,200	\$	\$ 886,764	(1)
3000	Fringe Benefits	355,966	991		356,957	(1)
	Total Fund 103	\$ 1,238,530			\$ 1,243,721	

LOTTERY FUND - FUND 106

0971	Appropriation for Contingencies	\$ 20,487	\$	\$ 3,252	\$ 17,235	(1)
4300	Instructional Supplies	90,335	5,734		96,069	(4)
4500	Other Supplies	2,157	268		2,425	
5000	Contracted Services	95,495		2,750	92,745	(1)
	Total Fund 106	\$ 208,474			\$ 208,474	

11-4
3.1

APPROPRIATION TRANSFERS

December 18, 1989
Page 2 of 2

Comments: (1) Additional staff
(2) Contract adjustments
(3) Authorized added equipment
(4) October instructional supply allocation

Recommend Approval: *[Signature]*
Director of Business Services

BR:sf

I-4
Pg. 2

Jurupa Unified School District

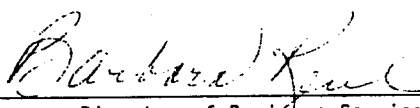
MONTHLY PAYROLL DISBURSEMENTS

December 18, 1989

November Payroll -----	Monthly -----	Hourly -----	Total Payment -----
Certificated	\$2,799,232.55	\$100,879.82	\$2,900,112.37
Classified	\$345,424.09	\$672,411.16	\$1,017,835.25
Board Members	\$2,000.00	-0-	\$2,000.00
Youth Employment Program	-0-	\$2,267.16	\$2,267.16

TOTAL NOVEMBER PAYMENT			\$3,922,214.78

Recommend Approval:


Director of Business Services

Jurupa Unified School District

CERTIFICATED EXTRA COMPENSATION

November 1989

NAME	DATE OF WORK	TIME	RATE	AMOUNT
PARENT-TEACHER CONFERENCING				
Allmon, O.	11/02/89	1.50	21.68	\$32.52
Barnett, B.	11/02/89	1.50	21.68	32.52
Burson, K.	11/02/89	1.50	21.68	32.52
Capata, V.	11/02/89	1.50	21.68	32.52
Farnsworth, M.	11/02/89	1.50	21.68	32.52
Giles, B.	11/02/89	1.50	21.68	32.52
Heaton, Heidi	11/02/89	1.50	21.68	32.52
McNutt, B.	11/02/89	1.50	21.68	32.52
Ochs, R.	11/02/89	1.50	21.68	32.52
Peterson, S.	11/02/89	1.50	21.68	32.52
Simmons, B.	11/02/89	1.50	21.68	32.52
Stembridge, J.	11/02/89	1.50	21.68	32.52
Stuard, B.	11/02/89	1.50	21.68	32.52
Tanner, T.	11/02/89	1.50	21.68	32.52
Thompson, W.	11/02/89	1.50	21.68	32.52
Timar, S.	11/02/89	1.50	21.68	32.52
Tokarek, L.	11/02/89	1.50	21.68	32.52
				\$552.84
G.A.T.E. PROGRAM COORDINATOR				
Snell, T.	10/11-11/08/89	27.00	21.68	\$585.36
LANGUAGE ARTS INSERVICE				
Smith, C.	09/22/89	1.00	21.68	\$21.68
Sperry, K.	09/22/89	1.00	21.68	21.68
				\$43.36
SPECIAL PROJECT COORDINATOR				
Kennedy, C.	10/11-11/09/89	22.00	21.68	\$476.96
NEW TEACHER ORIENTATION				
Hobson, B.	08/22/89	2.00	21.68	\$43.36

I-6
Pg. 1

CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME	DATE OF WORK	TIME	RATE	AMOUNT
EXTRA STUDENTS ASSIGNED IN LIEU OF SUBSTITUTE				
Askew, F.	10/13/89	0.58	21.68	\$12.57
Brown, D.	10/13/89	0.67	21.68	14.53
Bullard, J.	11/15/89	2.50	21.68	54.20
Clark, C.	10/13/89	2.50	21.68	54.20
Dalton, L.	10/13/89	0.29	21.68	6.29
Daniels, L.	10/19,20/89	1.17	21.68	25.37
Davis, C.	11/17/89	2.50	21.68	54.20
Forward, M.	10/13/89	2.50	21.68	54.20
Goedhart, L.	10/19,20/89	3.32	21.68	71.98
Gonzalez, K.	10/20/89	0.83	21.68	17.99
Hammack, J.	11/01/89	0.25	21.68	5.42
Hanny, J.	11/15/89	8.00	21.68	173.44
Hicks, D.	11/01/89	0.25	21.68	5.42
Kallinger, R.	10/13-20/89	1.41	21.68	30.57
McNutt, B.	10/19/89	1.66	21.68	35.99
Metzger, C.	10/20/89	1.50	21.68	32.52
Mihin, T.	10/19/89	1.50	21.68	32.52
Morris, R.	11/01,02/89	10.00	21.68	216.80
Reynolds, L.	11/15/89	2.50	21.68	54.20
Sakaki, K.	10/13-20/89	1.17	21.68	25.37
Smith, B.	10/13-20/89	1.50	21.68	32.52
Whitaker, D.	10/20/89	1.66	21.68	35.99

\$1,046.29

ADULT ED TEACHING

Gentry, K.	10/11-11/08/89	12.00	21.68	\$260.16
Horn, P.	10/17-11/07/89	9.00	21.68	195.12
Kennedy, C.	10/23-11/06/89	9.00	21.68	195.12
Mitchell, E.	10/11-11/08/89	27.00	21.68	585.36
Montalban, C.	10/12-11/09/89	27.00	21.68	585.36
Muniz, A.	10/17-11/07/89	12.00	21.68	260.16
Thompson, P.	10/16-11/06/89	12.00	21.68	260.16
Weatherford, D.	10/12-11/09/89	12.00	21.68	260.16
Werner, J.	10/16/89	3.00	21.68	65.04

\$2,666.64

1-6
pg 2

CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME	DATE OF WORK	TIME	RATE	AMOUNT
S.B. 813 COUNSELING				
Arterberry, B.	10/05-11/09/89	12.00	21.68	\$260.16
Cooke, M.	10/17-11/08/89	8.00	21.68	173.44
Garcia, E.	10/19-11/09/89	8.00	21.68	173.44
Godoy, J.	10/12-11/09/89	10.00	21.68	216.80
Hanson, G.	10/19-11/09/89	8.00	21.68	173.44
Heidecke, J.	10/06-11/09/89	7.00	21.68	151.76
Murphy, K.	10/26-31/89	3.50	21.68	75.88
Pina, K.	10/19-11/09/89	8.00	21.68	173.44
Trosper, J.	11/02-09/89	4.00	21.68	86.72

				\$1,485.08

SCIENCE FAIR COORDINATOR INSERVICE

Barnes, D.	11/14/89	1.50	21.68	\$32.52
Bernhardt, N.	11/14/89	1.50	21.68	32.52
Cardey, C.	11/14/89	1.50	21.68	32.52
Cunningham, S.	11/14/89	1.50	21.68	32.52
Ennis, L.	11/14/89	1.50	21.68	32.52
Forward, M.	11/14/89	1.50	21.68	32.52
Hart, D.	11/14/89	1.50	21.68	32.52
Huling, H.	11/14/89	1.50	21.68	32.52
Jonasson, M.	11/14/89	1.50	21.68	32.52
Knudsen, R.	11/14/89	1.50	21.68	32.52
Laskey, K.	11/14/89	1.50	21.68	32.52
Morrison, T.	11/14/89	1.50	21.68	32.52
Pisarik, T.	11/14/89	1.50	21.68	32.52
Quattlebaum, L.	11/14/89	1.50	21.68	32.52
Thurman, L.	11/14/89	1.50	21.68	32.52
Turner, D.	11/14/89	1.50	21.68	32.52

				\$520.32

I-43
PS-3

CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME	DATE OF WORK	TIME	RATE	AMOUNT
SIXTH PERIOD TEACHING ASSIGNMENT				
Bowman, J.	10/11-11/09/89	22.00	21.68	\$476.96
Curtis, D.	10/11-11/09/89	21.00	21.68	455.28
Griffin, D.	10/11-11/09/89	22.00	21.68	476.96
Horn, P.	10/11-11/09/89	20.00	21.68	433.60
Huckaby, V.	10/11-11/09/89	20.00	21.68	433.60
Kleeman, C.	10/11-11/09/89	21.00	21.68	455.28
Kumamoto, P.	10/11-11/09/89	22.00	21.68	476.96
Luna, E.	10/11-11/09/89	22.00	21.68	476.96
McFerrer, M.	10/11-11/09/89	22.00	21.68	476.96
Mitchell, E.	10/11-11/09/89	22.00	21.68	476.96
Munoz, A.	10/11-11/09/89	20.00	21.68	433.60
Murray, D.	10/11-11/09/89	19.00	21.68	411.92
Murray, W.	10/11-11/09/89	22.00	21.68	476.96
Tieri, V.	10/11-11/09/89	22.00	21.68	476.96
Wat, J.	10/11-11/09/89	21.00	21.68	455.28

\$6,894.24

HOME TEACHING

Golden, G.	10/26-11/09/89	31.00	21.68	\$672.08
Gooden, M.	10/11-11/09/89	18.00	21.68	390.24
Ochs, R.	10/12/89	1.50	21.68	32.52
Templin, J.	10/20-31/89	8.50	21.68	184.28
Walker, V.	10/10-11/08/89	25.00	21.68	542.00

\$1,821.12

SCORING TEST FOR E.I.S.S. PROGRAM

Culling, L.	10/04-10/89	3.00	21.68	\$65.04
Huling, H.	10/04-10/89	3.00	21.68	65.04
Martinez, B.	10/04/10/89	3.00	21.68	65.04

\$195.12

SPELLING BEE COORDINATOR MEETING

Edmunds, F.	11/09/89	1.00	21.68	\$21.68
Forward, M.	11/09/89	1.00	21.68	21.68
Huling, H.	11/09/89	1.00	21.68	21.68
Shearer, J.	11/09/89	1.00	21.68	21.68
Stark, P.	11/09/89	1.00	21.68	21.68
Stokoe, K.	11/09/89	1.00	21.68	21.68

\$130.08

I-4
P.4

 CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME	DATE OF WORK	TIME	RATE	AMOUNT
SUBSTITUTE TEACHERS SIXTH PERIOD				
Brockman, S.	10/02/89	1.00	21.68	\$21.68
Chalmers, C.	10/19-24/89	2.00	21.68	43.36
DiLeo, K.	10/27-11/21/89	7.00	21.68	151.76
Harris, S.	10/27-11/15/89	4.00	21.68	86.72
Hendricks, K.	10/27-11/17/89	4.75	21.68	102.98
Hettings, C.	11/02/89	0.50	21.68	10.84
Jefchek, R.	10/26-11/21/89	5.50	21.68	119.24
Jensen, D.	11/03-13/89	2.00	21.68	43.36
Lent, P.	10/31/89	0.50	21.68	10.84
Newton, J.	11/02/89	1.00	21.68	21.68
Pinkernell, G.	11/17/89	1.00	21.68	21.68
Santiago, C.	11/17/89	1.00	21.68	21.68
Sebastian, N.	10/10-13/89	4.00	21.68	86.72
Sharp, S.	11/03-08/89	2.00	21.68	43.36
Shepherd, M.	11/08-21/89	2.50	21.68	54.20
Shipley, M.	10/30,31/89	2.00	21.68	43.36
Walters, M.	09/27/89	1.00	21.68	21.68
White, A.	11/07/89	1.00	21.68	21.68
White, J.	11/15/89	1.00	21.68	21.68
Wilds, W.	11/08/89	1.00	21.68	21.68

				\$970.18

E.L.A. WORKSHOP

Ferraro, S.	10/18/89	1.50	21.68	\$32.52
Halsey, S.	10/18/89	1.50	21.68	32.52
Havey, M.	10/18/89	1.50	21.68	32.52
Holman, D.	10/19/89	1.50	21.68	32.52
Kelley, D.	10/19/89	1.50	21.68	32.52
Marisnick, R.	10/19/89	1.50	21.68	32.52
Perkins, G.	10/18/89	1.50	21.68	32.52
Stokoe, K.	10/18/89	1.50	21.68	32.52

				\$260.16

I-6
P-5

CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME	DATE OF WORK	TIME	RATE	AMOUNT
DRIVER TRAINING				
Brown, A.	10/11-11/09/89	40.00	21.68	\$867.20
Jacob, J.	10/11-11/09/89	22.00	21.68	476.96
Murray, W.	10/10-11/09/89	33.50	21.68	726.28
Radovich, J.	10/13-11/07/89	20.00	21.68	433.60
Richards, G.	10/11-11/09/89	22.00	21.68	476.96
Riggs, C.	10/11-11/09/89	29.00	21.68	628.72

				\$3,609.72
INDEPENDENT STUDY COORDINATOR				
Jensen, P.	10/11-11/09/89	22.00	21.68	\$476.96
PROCTOR P.S.A.T. TEST				
DeLaCruz-Corona, N.	10/21/89	3.00	21.68	\$65.04
COORDINATING ENGLISH LANGUAGE ARTS DEMO PROJECT				
Clark, L.	10/11-11/09/89	34.00	21.68	\$737.12
EXTRA TEACHING IN LIEU OF SUBSTITUTE				
Avellino, A.	10/10-11/03/89	4.50	21.68	\$97.56
Edmunds, F.	11/01/89	2.75	21.68	59.62
Hernandez, L.	11/15/89	4.00	21.68	86.72
Hicks, D.	10/26/89	0.68	21.68	14.74
Knudsen, R.	11/03/89	4.00	21.68	86.72
Nelsen, G.	09/25/89	4.00	21.68	86.72
Perez, K.	11/01/89	2.75	21.68	59.62
Tucker, S.	10/19/89	1.00	21.68	21.68

				\$513.38
PRESCHOOL/HEADSTART INSERVICE				
Carlson, B.	10/19-11/02/89	6.00	21.68	\$130.08
Carter, N.	10/19-11/02/89	6.00	21.68	130.08
Jordan, J.	10/19-11/02/89	6.00	21.68	130.08
Klawitter, E.	10/19-11/02/89	6.00	21.68	130.08
Newton, I.	10/19-11/02/89	6.00	21.68	130.08

				\$650.40

I-4
pg. 6

CERTIFICATED EXTRA COMPENSATION (Cont.)

NAME -----	DATE OF WORK -----	TIME -----	RATE -----	AMOUNT -----
WORK STUDY DETENTION				
Corcoran, L.	10/28/89	4.00	21.68	\$86.72
Durham, J.	10/21-11/04/89	8.00	21.68	173.44
Gillette, L.	10/28/89	4.00	21.68	86.72
Hernandez, G.	10/21-11/04/89	8.00	21.68	173.44
Jacobs, J.	10/21-11/04/89	8.00	21.68	173.44
Kumamoto, P.	10/14-28/89	8.00	21.68	173.44
Newell, L.	10/21-11/04/89	8.00	21.68	86.72
Newton, J.	10/21/89	4.00	21.68	86.72
Sanner, L.	10/14/89	4.00	21.68	346.88
Steppe, C.	10/14/89	16.00	21.68	173.44
Stevens, D.	10/14/89	8.00	21.68	

				\$1,734.40

TOTAL CERTIFICATED EXTRA COMPENSATION

\$40,080.10

Time and rate are per hour unless otherwise stated.
The extra compensation, as listed, has been authorized as
provided by Procedure 110 and is recommended for approval.

Recommend Approval: _____

[Signature]
Director of Business Services



Jurupa Unified School District

CLASSIFIED EXTRA TIME

November 1989

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT
FOOD SERVICE					
Albers, D.	10/10-11/20/89	In lieu of substitute	2.50	8.337	\$20.84
Almaguer, J.	10/10-11/20/89	In lieu of substitute	3.00	7.027	21.08
Baker, H.	10/10-11/20/89	In lieu of substitute	18.00	8.337	150.07
Barnes, B.	10/10-11/20/89	In lieu of substitute	90.00	7.933	713.97
Bell, N.	10/10-11/20/89	In lieu of substitute	4.50	9.185	41.33
Cabrera, E.	10/10-11/20/89	In lieu of substitute	19.50	8.337	162.57
Campbell, M.	10/10-11/20/89	In lieu of substitute	9.50	6.687	63.53
Canales, G.	10/10-11/20/89	In lieu of substitute	1.50	7.189	10.78
Clayton, B.	10/10-11/20/89	In lieu of substitute	22.00	8.337	183.41
Cook, M.	10/10-11/20/89	In lieu of substitute	19.25	7.742	149.03
Cress, G.	10/10-11/20/89	In lieu of substitute	6.00	6.375	38.25
Hafer, P.	10/10-11/20/89	In lieu of substitute	1.00	6.375	6.38
Hess, K.	10/10-11/20/89	In lieu of substitute	0.50	7.933	3.97
Hinchcliff, K.	10/10-11/20/89	In lieu of substitute	5.00	8.337	41.69
Hughes, K.	10/10-11/20/89	In lieu of substitute	4.25	8.337	35.43
Jones, D.	10/10-11/20/89	In lieu of substitute	3.00	7.027	21.08
Junker, P.	10/10-11/20/89	In lieu of substitute	37.50	8.337	312.64
Lambright, J.	10/10-11/20/89	In lieu of substitute	26.25	8.337	218.85
Leighty, S.	10/10-11/20/89	In lieu of substitute	1.00	6.375	6.38
Meacham, V.	10/10-11/20/89	In lieu of substitute	0.75	6.375	4.78
Miller, S.	10/10-11/20/89	In lieu of substitute	37.50	8.337	312.64
Mills, M.	10/10-11/20/89	In lieu of substitute	21.00	75.520	1,585.92
Moore, A.	10/10-11/20/89	In lieu of substitute	3.00	7.552	22.66
Morris, S.	10/10-11/20/89	In lieu of substitute	5.00	6.375	31.88
Narez, E.	10/10-11/20/89	In lieu of substitute	1.00	8.337	8.34
Perkins, R.	10/10-11/20/89	In lieu of substitute	19.50	7.027	137.03
Reiner, A.	10/10-11/20/89	In lieu of substitute	2.00	8.337	16.67
Rupe, V.	10/10-11/20/89	In lieu of substitute	9.50	9.185	87.26
Scott, L.	10/10-11/20/89	In lieu of substitute	1.00	7.189	7.19
Sinsley, S.	10/10-11/20/89	In lieu of substitute	22.75	6.687	152.13
Vogus, B.	10/10-11/20/89	In lieu of substitute	3.00	7.742	23.23
Walker, C.	10/10-11/20/89	In lieu of substitute	3.00	6.375	19.13
Williams, V.	10/10-11/20/89	In lieu of substitute	17.00	6.375	108.38
Yoakom, D.	10/10-11/20/89	In lieu of substitute	1.00	6.375	6.38
Zacharko, J.	10/10-11/20/89	In lieu of substitute	8.50	6.375	54.19
					\$4,779.09

COMMUNITY SERVICE

Hess, K.	10/21/89	PTA-MB	4.00	7.933	\$31.73
Junker, P.	10/31/89	Carnival-WR	4.00	8.337	33.35
Sinsley, S.	10/31/89	PTA-GA	4.50	6.687	30.09
					\$95.17



CLASSIFIED EXTRA TIME (Cont.)

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT
TRANSPORTATION					
Aguirre, A.	10/10-11/02/89	Field trips	11.00	11.164	\$122.80
Barba, M.	10/10-11/16/89	Extra runs	15.25	10.119	154.31
Calvert, M.	10/12-11/15/89	Field trips	9.00	11.164	100.48
Canup, A.	10/10-11/17/89	Field trips	18.50	10.627	196.60
Cartwright, B.	10/09-11/17/89	Extra runs	35.25	9.185	323.77
Cruz, F.	10/25,11/17/89	Extra runs; Inservice	4.50	9.641	43.38
Cummings, J.	10/25/89	Inservice	1.00	11.164	11.16
Dekker, S.	10/09-11/06/89	Inservice; Extra runs	1.75	11.164	19.54
Edge, C.	10/25/89	Inservice	0.50	11.164	5.58
Ellis, B.	10/24,11/17/89	Field trip	1.00	11.164	11.16
Fine, R.	10/25/89	Inservice	0.50	11.164	5.58
Gilliam, L.	10/23-11/13/89	Extra runs; Field trip	7.00	11.164	78.15
Hernandez, F.	10/11/89	Extra runs	0.25	11.164	2.79
Hill, I.	10/10-11/17/89	Extra runs; field trip	29.75	9.185	273.25
Lara, L.	10/25/89	Inservice	1.00	9.185	9.19
Martinez, T.	10/12-11/03/89	Field trips	4.75	11.164	53.03
McBride, E.	10/25-11/17/89	Extra runs	2.75	10.627	29.22
Pitchford, L.	10/25/89	Inservice	1.00	9.641	9.64
Radford, C.	10/25-11/06/89	Extra runs	4.00	11.164	44.66
Ruiz, A.	10/16-11/17/89	Extra runs	13.00	9.641	125.33
Sanner, S.	10/12-11/16/89	Extra runs	11.00	9.641	106.05
Sierra, P.	10/18,25/89	Inservice; Extra runs	1.25	11.164	13.96
Slife, R.	10/19-11/02/89	Late run	2.50	11.164	27.91
Stewart, D.	10/12-11/17/89	Field trips	3.50	11.164	39.07
Stones, R.	10/25-11/08/89	Extra runs	5.00	11.164	55.82
Sullivan, L.	10/25/89	Inservice	1.00	9.641	9.64
Voyles, D.	10/09-11/17/89	Field trips; Extra runs	29.00	9.185	266.37
Walters, V.	10/09-11/01/89	Inservice; Extra runs	32.50	11.164	362.83
Wigley, D.	10/25-11/16/89	Inservice; Field trip	2.50	11.164	27.91
Woodard, V.	10/11-11/16/89	Field trips	9.50	11.164	106.06
					\$2,635.24
CLERICAL					
Collins, D.	11/02-15/89	Extra assigned duties	9.00	12.612	\$113.51
Parker, S.	11/01,02/89	E.L.A. typing	1.50	7.933	11.90
Rutten, L.	10/14/89	S.I.P. typing	4.00	7.933	31.73
					\$157.14

CLASSIFIED EXTRA TIME (Cont.)

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT
INSTRUCTION					
Cordova, A.	11/08,09/89	Interpreter	6.00	8.539	\$51.23
Coykendall, S.	10/23,11/01/89	Inservice	3.50	10.119	35.42
Evans, P.	09/26/89	Inservice	3.25	9.185	29.85
Flores, M.	10/19/89	Inservice	1.50	9.185	13.78
Hoffman, M.	10/19/89	Inservice	1.50	9.185	13.78
Lester, C.	10/19/89	Inservice	1.50	9.185	13.78
McInroe, C.	10/19/89	Inservice	1.50	8.337	12.51
Morales, M.	10/19/89	Inservice	1.50	9.185	13.78
Pennington, C.	10/19/89	Inservice	2.00	9.185	18.37
Presleu, S.	11/08,09/89	Interpreter	6.00	9.410	56.46
Turner, D.	10/19/89	Inservice	1.50	9.185	13.78
					\$272.74

ACTIVITY SUPERVISION

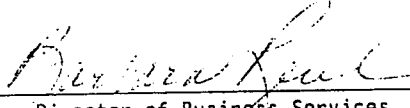
Falsetto, J.	10/03/89	Inservice	3.50	6.992	\$24.47
Isaac, L.	10/05/89	Child care	1.50	6.658	9.99
Jahn, S.	10/03/89	Inservice	3.50	6.508	22.78
King, J.	10/30/89	Inservice	0.50	6.658	3.33
Lebo, C.	10/30/89	Inservice	4.50	8.094	36.42
Yannacone, L.	10/03/89	Inservice	3.50	7.344	25.70
					\$122.69

TOTAL CLASSIFIED EXTRA TIME

\$8,062.07

Time and rate are per hour unless otherwise stated.

Recommend Approval:


 Director of Business Services


Jurupa Unified School District

CLASSIFIED OVERTIME

November 1989

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT
-----	-----	-----	-----	-----	-----
ADMINISTRATION					
Tokarz, I.	10/16,30,11/06/89	Board meeting	6.50	25.980	\$168.87
Ward, T.	10/24-28/89	Proof policies & procedures	9.00	21.860	196.74

					\$365.61
TRANSPORTATION					
Abbott, S.	10/13,25/89	Inservice; Extra runs	2.25	16.746	\$37.68
Adams-Bristow, C.	10/17,25/89	Inservice; Extra runs	1.25	13.440	16.80
Aguirre, A.	10/10-11/02/89	Field trips	11.75	16.746	196.77
Barba, M.	10/10-11/16/89	Field trips	6.00	15.179	91.07
Blake, J.	10/26-11/15/89	Shop coverage	2.50	15.179	37.95
Brown, K.	10/11-11/18/89	Field trips	95.75	16.746	1,603.43
Calvert, M.	10/12-11/19/89	Field trips	55.25	16.746	925.22
Canup, A.	10/10-11/15/89	Field trips	27.50	15.941	438.38
Cartwright, B.	10/24-11/16/89	Inservice; Field trips	5.50	13.778	75.78
Conte, M.	10/25/89	Inservice	1.00	13.440	13.44
Edge, C.	10/25/89	Inservice	0.50	16.746	8.37
Fine, R.	10/25/89	Inservice	0.50	16.746	8.37
Gifford, F.	10/25-11/19/89	Inservice; Field trip	49.00	17.577	861.27
Gilliam, L.	10/14-11/13/89	Field trips	24.00	16.746	401.90
James, G.	10/13-11/04/89	Field trips	86.00	16.746	1,440.16
Martinez, G.	10/24/89	Bus breakdown	0.50	17.577	8.79
Martinez, T.	10/12-11/03/89	Field trips	65.00	16.746	1,088.49
McElyea, S.	10/25/89	Inservice	1.00	16.746	16.75
Sanner, S.	11/16/89	Field trip	0.75	14.460	10.85
Sartor, H.	11/01-14/89	After-school sports	6.50	19.869	129.15
Stewart, D.	10/12-11/18/89	Field trips	74.75	16.746	1,251.76
Sullivan, L.	10/28/89	Field trip	4.00	14.462	57.85
Voyles, D.	11/02,16/89	Field trips	2.50	13.778	34.45
Walters, V.	10/25/89	Extra run	0.25	16.746	4.19
Wigley, D.	11/16/89	Field trip	1.50	16.746	25.12
Witzke, M.	10/09-25/89	Inservice; Extra runs	1.25	13.440	16.80
Woodard, V.	10/11-11/16/89	Field trips	10.00	16.746	167.46

					\$8,968.25



CLASSIFIED OVERTIME (Cont.)

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT
MAINTENANCE/OPERATIONS					
			9.00	16.347	\$147.12
Ayala, A.	10/15/89	Open for contractors			
			10.50	15.566	163.44
Craig, J.	10/14-27/89	Open for contractors			
			4.50	24.743	111.34
Dowling, T.	10/18/89	Emergency			
			17.00	15.569	264.67
Florez, R.	10/28,11/04/89	Open for contractors			
			2.50 days	35.000 day	87.50
Garcia, R.	11/03-06/89	Weekend duty			
			18.25	4.000	73.00
	11/03-06/89	Call out time			
			2.50 days	35.000 day	87.50
Gonzales, G.	10/20-23/89	Weekend duty			
			15.17	4.000	60.68
	10/20-23/89	Call out time			
			3.00	21.368	64.10
Hansen, R.	10/21/89	Repair locks-TS			
			1.50	13.440	20.16
Hayden, D.	10/06/89	Deliver food			
			4.50	14.115	63.52
Lawson, D.	11/05/89	Open for contractors			
			6.00 days	35.000 day	210.00
Mackey, D.	11/10-12/89	Weekend duty			
			28.63	4.000	114.52
	11/10-12/89	Call out time			
			8.00	23.042	184.34
	10/21/89	Surplus sale			
			8.00	14.670	117.36
Marez, J.	10/28/89	Water line-WR			
			8.00	21.368	170.94
Marez, P.	10/28/89	Water line-WR			
			3.00	22.430	67.29
Morrow, B.	10/20-26/89	Plumbing-WR			
			2.50 days	35.000 day	87.50
Robinson, D.	10/13-16/89	Weekend duty			
			18.50	4.000	74.00
	10/13-16/89	Call out time			
			4.50	24.743	111.34
Rodgers, J.	10/18/89	Electrical-RHS			
			8.00	19.377	155.02
Thompson, J.	10/28/89	Water line-WR			
			7.00	16.737	117.16
Thornton, J.	10/07/89	Assist contractors			
			3.00	13.449	40.35
Wilburg, W.	10/19/89	Meeting-EC			
					\$2,592.85

COMMUNITY SERVICE

			3.50	15.569	\$54.49
Avila, P.	10/26/89	Back-to-school Night			
			13.50	15.569	210.18
Boisseau, R.	10/21,28,11/04/89	Adult Ed sports			
			4.00	12.809	51.24
Collier, J.	10/19,20/89	Football-JVHS			
			2.00	15.569	31.14
Craig, J.	10/27/89	Dance			
			8.50	15.569	132.34
Holt, N.	10/19-11/02/89	Back-to-school; Games			
			8.50	14.115	119.98
Hunter, D.	10/27-11/03/89	Dance; Games			
			3.50	14.823	51.88
James, J.	10/26/89	Back-to-school Night			
			3.50	15.569	54.49
Mosher, J.	10,26/89	Back-to-school Night			
			8.50	15.569	132.34
Popp, D.	10/27-11/03/89	Dance; Games			
			8.50	13.440	114.24
Russell, K.	10/27,11/02/89	Dance; Games			
			8.00	14.462	115.70
Sherard, R.	10/14/89	Jurupa trash day			
					\$1,068.02

1-8
PS-2

CLASSIFIED OVERTIME (Cont.)

NAME	DATE OF WORK	PURPOSE	TIME	RATE	AMOUNT

CRITICAL					
Byers, L.	10/15/89	Move to Felspar	4.00	14.462	\$57.85
Dowdy, V.	09/30/89	Check purchase orders	8.00	13.284	106.27
Durham, D.	10/15/89	Move to Felspar	4.00	17.577	70.31
Favale, P.	11/01-18/89	Retro payroll	16.50	18.018	297.30
Holsinger, J.	11/06-18/89	Retro payroll	13.50	18.018	243.24
Martinez, D.	09/28-10/31/89	CAP ATTACK book	9.75	13.778	134.34
Stewart, N.	09/12-29/89	Language Arts	30.00	17.577	527.31

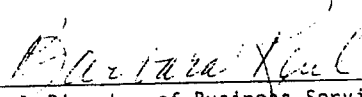
					\$1,436.62

TOTAL CLASSIFIED OVERTIME

\$14,431.35

Time and rate are per hour unless otherwise stated.
 The classified overtime, as listed, has been authorized as
 provided by Procedure 111 and is recommended for approval.

Recommend Approval:


 Director of Business Services



to be recorded with County 1 order
within 10 days after completion.
to recording fee.

When recorded, return to:

Purchasing Department
JURUPA UNIFIED SCHOOL DISTRICT
3924 Riverview Drive
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work: Sunnyslope Elementary School Addition

Date of completion: December 18, 1989

Nature of owner: Public School District

Interest or estate of owner: Jurupa Unified School District
3924 Riverview Drive
Address of owner: Riverside, CA 92509

Name of contractor: C.W.D. Construction

Street address or legal description of site:
7050 - 38th Street; Riverside, CA 92509

Dated: December 18, 1989

Owner: JURUPA UNIFIED SCHOOL DISTRICT

By Rollin Edmunds
Rollin Edmunds
Title Assistant Superintendent
Business Services

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss

I am the Secretary of the governing board of the Jurupa Unified
School District the public entity which executed the foregoing
notice and on whose behalf I made this verification; I have read said notice, know its
contents, and the same is true. I certify under penalty of perjury that the foregoing
is true and correct.

Executed at Riverside, California on December 19, 1989 (Date)

By John Wilson
Title Secretary to the Board

I-9

to be recorded with County Recorder within 10 days after completion.
no recording fee.

When recorded, return to:

Purchasing Department
JURUPA UNIFIED SCHOOL DISTRICT
3924 Riverview Drive
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work:

Sky Country Elementary School Addition

Date of completion: December 18, 1989

Nature of owner: Public School District

Interest or estate of owner: Jurupa Unified School District
3924 Riverview Drive

Address of owner: Riverside, CA 92509

Name of contractor: Leonard E. South and Son

Street address or legal description of site:
5520 Lucretia; Mira Loma, CA 91752

Dated: December 18, 1989

Owner: JURUPA UNIFIED SCHOOL DISTRICT

By

Rollin Edmunds

Title Assistant Superintendent
Business Services

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss

I am the Secretary of the governing board of the Jurupa Unified School District the public entity which executed the foregoing notice and on whose behalf I made this verification; I have read said notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at Riverside, California on December 19, 1989 (Date)

By

John Wilson

Title Secretary to the Board

Jurupa Unified School District

CAFETERIA FUND

Revenue and Expense Report
Month Ending and Year to Date
October 31, 1989

<u>Revenue:</u>	<u>1988</u>	<u>1989</u>	<u>Year to Date</u> <u>1988-89</u>	<u>Year to Date</u> <u>1989-90</u>
Daily Sales	\$131,229	\$154,897	\$245,631	\$274,958
Federal Reimbursement	72,359	85,233	124,830	141,502
State Reimbursement	5,824	6,752	9,896	11,114
Other Income	<u>435</u>	<u>15,074</u>	<u>11,536</u>	<u>15,697</u>
Total Sales	\$209,847	\$261,956	\$391,893	\$443,271
 <u>Cost of Food Sales</u>				
Food Available for Sale	\$112,673	\$137,049	\$170,082	\$211,307
Less Ending Inventory	<u>43,898</u>	<u>56,725</u>	<u>43,898</u>	<u>56,725</u>
Cost of Sales	<u>68,775</u>	<u>80,324</u>	<u>126,184</u>	<u>154,582</u>
Gross Profit on Sales	\$141,072	\$181,632	\$265,709	\$288,689
 <u>Expenses:</u>				
Labor	\$95,680	\$128,574	\$206,617	\$249,976
Supplies	10,775	14,190	25,514	44,062
Purchased Services	-0-	544	-0-	1,374
Vehicle Repairs & Fuel	-0-	237	-0-	533
Maintenance Repairs	-0-	-0-	-0-	-0-
New Equipment	-0-	-0-	2,752	-0-
New Equipment - (New Construction)	-0-	463	-0-	463
Replacement Equipment	275	-0-	9,454	2,384
General Fund Expense	<u>16,333</u>	<u>17,017</u>	<u>30,333</u>	<u>30,167</u>
Total Expenses	\$123,063	\$161,025	\$274,670	\$328,959
 Net Profit or (Loss)	 \$18,009	 \$20,607	 (\$8,961)	 (\$40,270)
 Number of Serving Days	 21	 22	 39	 39
Number of Meals Served	95,753	108,411	169,924	185,351
Average Meals/Day	4,560	4,928	4,357	4,753
Average Cost/Meal	\$1.16	\$1.32	\$1.46	\$1.67

AH:cc

J-1

Cover Page for the Second Period Report of School Attendance Days

JURUPA UNIFIED

This report is to contain each school's total days of Apportionment Attendance and Actual Attendance for the period commencing July 1, 1988, and ending on April 15, 1989. The directions for preparing the report are attached.

Submission of the J-18/19-P2 Supplement fulfills the district's responsibility for reporting to the Superintendent of Public Instruction for purposes of Education Code 48342.5. The Department will calculate and report Actual Pupil Attendance rates for State Level Performance Reports and Proposition 98 implementation.

The District may or may not use the second period attendance information reported on the form for the required local disclosure of Actual Pupil Attendance rates (E.C. 48342). Final attendance data may be used instead and, where available, non-apportionment absences.

CERTIFICATION

I hereby certify that to the best of my knowledge and belief, this report is true and correct and that the district will, or already has, disclosed to the public each school's actual pupil attendance rates.

12 / 18 / 89
Date

Sandra Ruane (CR)
Signature of Authorized
Governing Board Representative

President
Title

Examined and Approved (see general instruction 3)

 / /
Date

County Superintendent

Any inquiries concerning this report should be directed to:

Tanya Johnson
NAME

(714) 360 - 2757
Telephone No.

J2
Pg1

SECOND PERIOD REPORT OF SCHOOL ATTENDANCE DAYS
For the period commencing July 1, 1988 and ending April 15, 1989

1989 Apportionment Totals Listed after Last School on this Form.

JURUPA UNIFIED
33-67090

SCHOOL NAME

Kindergarten through Grade Eight		Grades Nine through Twelve	
Total days of apportionment attendance (Column 1)	Total days of actual attendance (Column 2)	Total days of apportionment attendance (Column 3)	Total days of actual attendance (Column 4)

6106835
CAMINO REAL ELEMENTARY

57,251 53,742

6032163
GLEN AVON ELEMENTARY

75,508 73,291

6032171
INA ARBUCKLE ELEMENTARY

66,004 64,099

6105837
INDIAN HILLS ELEMENTARY SCHOOL

80,118 76,025

6059075
JURUPA JUNIOR HIGH

125,761 119,776

6032189
MISSION BELL ELEMENTARY

95,048 89,956

6061774
MISSION JUNIOR HIGH

113,214 108,287

6032197
PACIFIC AVENUE ELEMENTARY

73,319 71,911

6032205
PEDLEY ELEMENTARY

67,451 66,929

6032213
RUSTIC LANE ELEMENTARY

65,012 61,568

J2
Pg 2

SECOND PERIOD REPORT OF SCHOOL ATTENDANCE DAYS
For the period commencing July 1, 1988 and ending April 15, 1989

1989 Apportionment Totals Listed after Last School on this Form.

JURUPA UNIFIED
33-67090

SCHOOL NAME	Kindergarten through Grade Eight		Grades Nine through Twelve	
	Total days of apportionment attendance (Column 1)	Total days of actual attendance (Column 2)	Total days of apportionment attendance (Column 3)	Total days of actual attendance (Column 4)
6104491 SKY COUNTRY ELEMENTARY SCHOOL	<u>82,958</u>	<u>79,078</u>		
6106843 SUNNYSLOPE ELEMENTARY	<u>66,960</u>	<u>62,858</u>		
6032221 TROTH STREET ELEMENTARY	<u>81,087</u>	<u>76,513</u>		
6032239 VAN BUREN ELEMENTARY	<u>73,640</u>	<u>72,494</u>		
6032247 WEST RIVERSIDE ELEMENTARY	<u>89,468</u>	<u>85,857</u>		
3337136 RUBIDOUX HIGH			<u>360,623</u>	<u>337,020</u>

DISTRICT COMPOSITE
(FOR REGULAR CLASSES AND SCHOOLS)

1,212,799.00
FROM 1989
J-18-P2 OR J-19E-P2

360,623.00
FROM 1989
J-19-P2

J2
p93

JURUPA UNIFIED SCHOOL DISTRICT
PERCENTAGE ACTUAL RATE OF ATTENDANCE
1988/1989

<u>School</u>	<u>%</u>
Camino Real Elementary School	93.35
Glen Avon Elementary School	92.34
Ina Arbuckle Elementary School	91.01
Indian Hills Elementary School	93.45
Mission Bell Elementary School	93.23
Pacific Avenue Elementary School	92.76
Pedley Elementary School	92.03
Rustic Lane Elementary School	91.70
Sky Country Elementary School	94.39
Sunnyslope Elementary School	92.19
Troth Street Elementary School	92.13
Van Buren Elementary School	92.36
West Riverside Elementary School	89.56
Jurupa Middle School	90.09
Mission Middle School	88.87
Nueva Vista Continuation High School	69.86
Rubidoux High School	89.85

12-14-89

CHILD DEVELOPMENT
DIVISION

Please print or type all information.

Return to:

Child Development Division
1000 North Street, Suite 220
San Francisco, CA 95814


DEC 15 4 38 PM '88

Project Number to be Completed by Agency													
County Code		Vendor Number				Suffix (if applicable)		PCA Number			Year		
3	3	6	7	0	9	0	0	0	3	0	3	8	9
Federal Identification Number													
													////

New
Revised ☐ Competitive
Continuing ☒ Renewal

Funding Source Child Development		Program Type State Preschool		Amount Indicated on Line 12(A) of Budget Page (SDE 101-A) \$ 114,349.00	
Period of Project Duration (From) July 1, 1989		(To) June 30, 1990		Date of Approval by Local Agency Board	
Applicant Riverside Unified School District		Legal Status of Agency (see instructions) School District			
Address 3924 Riverview Drive		City Riverside		County Riverside	Zip 92509
Contact Person Nancy Walsack		Title Project Manager		Telephone (714) 781-1854	
////////////////////////////////////					
Executive Officer/Superintendent John Wilson, Superintendent		Address City 3924 Riverview Drive Riverside, CA		Zip 92509	Telephone (714) 781-1768
Program Director Nancy Walsack		Address City 3924 Riverview Drive Riverside, CA		Zip 92509	Telephone (714) 781-1854
Board Chairperson William C. White, Jr. President, Board of Education		Address City 3924 Riverview Drive Riverside, CA		Zip 92509	Telephone (714) 781-1768

CERTIFICATION: I hereby certify that all applicable state and federal rules and regulations shall be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.

Signature of Authorized Agent 	Title Superintendent	Date 12/13/88
---	-------------------------	------------------

PROGRAM NARRATIVE SECTION

Funding Source	Program Type	Project Number	Agency
CHILD DEVELOPMENT	State Preschool	33-6709-03038	Jurupa Unified School District

TARGET POPULATION

Jurupa Unified School District includes 44 square miles of rural and semi-rural areas of unincorporated communities including Avon, Mira Loma, Pedley, and Rubidoux. It serves 13,375 students housed in 13 elementary schools, two middle schools, one high school, one continuation high school, adult education, independent study program, four Head Start classes, and three State Preschool classes. State Preschool serves 60 children ages 3.9-4.9 years.

1980 U.S. Census established the area population to be 48,906. The Census data for Jurupa Unified School District indicates that 43% have annual incomes below 14,999. Census data also indicates that the poverty status is highly concentrated with female head of households. Public assistance grants are awarded to 2,367 families with 4,162 children receiving Social Security benefits. Almost 63% of the women with children under 5 years of age were not in the work force. State Preschool staff ethnicity is balanced at 33% black, 33% Caucasian, and 33% Mexican-American.

Surveys and assessments completed by 25% of Head Start/State Preschool participating families and community representatives indicate a great need for additional services in the areas of: 1) medical and dental emergency care, 2) additional school programs (no cost), 3) expanded public transportation system, 4) enrichment activities for young children, 5) special needs.

PROGRAM PHILOSOPHY AND OVERVIEW

The basic philosophy of the State Preschool program is that a child's lifelong attitude toward learning can be greatly influenced by positive early educational experiences appropriate to his/her development. Since the family has a significant influence on a child's learning potential, parent education and involvement are an integral part of the program.

A major program goal is to develop social competence in preschool children which will enable the child to deal effectively with future responsibilities. The program also provides a unique opportunity to assist families in meeting health, nutrition, and daily environmental needs.

To accomplish these goals, five basic components have been identified: 1) Education, 2) Health, 3) Social Services, 4) Parent Involvement, and 5) Staff Development. The activities in each component are designed to meet the following preschool goals: "provide for improvement of the child's health and physical abilities; "encourage self-confidence, spontaneity, curiosity, and self-discipline which will assist in the development of the child's social and emotional health; "enhance the child's mental processes and skills with particular attention to conceptual and verbal skills; "establish patterns and expectations of success for the child, which will create a climate of confidence for his present and future learning efforts and overall development; "increase the ability of the child to relate to each other and to others in a loving and supporting manner; "enhance the sense of dignity and self-worth within the child and his family; and "provide ongoing staff development.

The Jurupa Unified School District State Preschool program is designed to meet the needs of children through measurable activities and activities which will promote success in later years. The program also provides a unique opportunity to assist families in meeting health, nutrition and environmental needs.

Youngsters are provided learning experiences through exposure to stimulating instructional activities. In order to provide continuity in the educational programs, all classes utilize Houghton Mifflin Ready Steps Reading Readiness program. Consequently, youngsters attending State Preschool will acquire readiness skills necessary for success in the kindergarten program.

The Department of Education's "Choose Well, Be Well" Nutrition Education program continues to be integrated throughout the total curriculum. It consists of staff training, classroom instruction and parent education.

In addition to the monthly parent education, the program also provides the opportunity for a family social event once a year to promote socialization and enrichment experiences, children's performances and family potlucks. Families are encouraged to prepare nutritious dishes.

<u>ng Source</u>	<u>Program Type</u>	<u>Project Number</u>	<u>Agency</u>
i Development	State Preschool	33-6709-03038	Jurupa Unified School District

S AND OBJECTIVES CONTINUED

/Cognitive Development

s:
develop creativity and problem solving and critical-thinking skills
provide an ongoing diagnostic/prescriptive program in math on a daily basis

ectives:
children will participate in the math program on a daily basis
children will demonstrate rote counting, position comparison, time and vocabulary, shape recognition, matching
concrete objects, counting objects, classification of objects, measurement vocabulary

ff Development

l:
vide the opportunities for preservice and inservice training

ectives:
ff will participate in preservice and inservice training



California State Department of Education
 APPLICATION FOR FUNDING
 PROGRAM INFORMATION
 (Competitive Format)
 -103 (Revised 9/88)

Funding Source	Program Type	Project Number	Agency
CHILD DEVELOPMENT	State Preschool	33-6709-03038	Jurupa Unified School District

SUMMARY OF MAJOR SERVICES IN DEVELOPMENTAL PROGRAM

Summary of Major Services Provided to Child in Cognitive Development

Children will develop math and cognitive skills through:
 teacher-made diagnostic and prescriptive materials, mathematics planning guides, Ready Steps
 rote counting
 position, comparison, time vocabulary
 shape recognition
 matching concrete objects
 measurement vocabulary
 sequencing, following directions practice
 discussions and sharing time
 science activities

Summary of Major Services Provided to Child in Social Emotional Development

Children will demonstrate social emotional development by:
 showing confidence in work and play
 identifying with own background
 respecting rights of others
 demonstrating knowledge of self/family (name, address, phone number)
 accepting responsibility
 cooperating with others
 communicating with familiar and unfamiliar adults
 willingly share adult affections with peers
 participating in individual, small group and large group activities
 participating in enrichment activities in language arts, multicultural education, and physical development to
 enhance self-concept

Summary of Major Services Provided to Child in Physical Development

Children will demonstrate gross muscle development through:
 °games
 °rhythmic movements
 °creative dance
 °ball activities
 °use of outdoor play equipment

Summary of Major Services Provided to Child in Language Development

Children will demonstrate fine motor skills through:
 °cutting and pasting
 °stringing beads
 °block building
 °sand and water play
 °coloring and painting
 °working with variety of art media

California State Department of Education
 APPLICATION FOR FUNDING
 PROGRAM INFORMATION
 Noncompetitive Format)
 CE-103 (Revised 9/88)

Funding Source	Program Type	Project Number	Agency
CHILD DEVELOPMENT	State Preschool	33-6709-03038	Jurupa Unified School District

SUMMARY OF MAJOR SERVICES IN DEVELOPMENTAL PROGRAM (Cont.)

Children will develop language skills through:
 • teacher-made diagnostic prescriptive materials and activities, language and reading planning guides, Peabody Language Development Program, Ready Steps, Houghton Mifflin Reading Readiness Program, "Choose Well, Be Well"
 • Nutrition Education Training (NET)
 • listening activities and centers
 • field trips
 • oral expression through: nursery rhymes and poems, puppetry, singing games, sharing, flannelboard stories, role playing, and dramatics

Limited English Proficient children will develop English language skills through:
 • instruction in English pronunciations, vocabulary, and concepts
 • informal contacts on playground and at meals
 • Spanish editions of Ready Steps and "Choose Well, Be Well"

Summary of Major Services Provided to Child in Special Needs

Appropriate professional staff will provide developmental screening and assessment to children with special needs:
 • referrals for children with atypical behavior or developmental problems
 • community resources
 • conferences with parents
 • diagnostic examination
 • Individualized Education Plan (IEP)
 • ongoing assessments by parents, teachers, and specialists
 • training for parents and staff

J3
 P.S.

California State Department of Education.
APPLICATION FOR FUNDING
PROGRAM INFORMATION
(Noncompetitive Format)
DE-103 (Revised 9/88)

Funding Source	Program Type	Project Number	Agency
CHILD DEVELOPMENT	State Preschool	33-6709-03038	Jurupa Unified School District

SUMMARY OF MAJOR SERVICES IN SOCIAL SERVICES

Social Service staff will:
refer families with needs such as food, clothing, legal and educational needs to appropriate community agency
provide information on available community resources through brochures and parent meetings
maintain confidential records of referral and follow-up reports, reports of contacts with other agencies, and
reports of contacts with families
encourage families to use community resources

SUMMARY OF MAJOR SERVICES IN PARENT EDUCATION AND INVOLVEMENT

Opportunities for parent education and parent participation will be provided through participation in site and district
parent committees. Parents will attend registration orientation sessions, attend parent advisory meetings,
attend parent-teacher conferences, make recommendations for the program, suggest topics for parent education sessions,
serve their own preschool classroom, visit other district preschool classes, participate in self-reviews, make
recommendations to staff for necessary program adjustments, assist in classroom as a volunteer, chaperone field trips,
assist with snack and lunch program, tutor individual children, attend social programs, tell stories and do
demonstrations related to specific program objectives, attend parent training sessions, attend district and county
workshops relevant to identified needs, attend district and county conferences.

RESOLUTION #89/35

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California State Department of Education for the purpose of providing child care and development services in Fiscal Year 1989/90.

RESOLUTION

BE IT RESOLVED that the Governing Board of Jurupa Unified School District

authorizes entering into local agreement number CD- 4195 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>
<u>Rollin Edmunds</u>	<u>Assistant Superintendent</u>
<u>Barbara Reul</u>	<u>Director of Business Services</u>
<u>Nancy Walsack</u>	<u>Project Manager</u>

<u>SIGNATURE</u>
<u>Rollin Edmunds</u>
<u>Barbara Reul</u>
<u>Nancy Walsack</u>

PASSED AND ADOPTED THIS 5th day of June 1989, by the Governing Board of Jurupa Unified School District of Riverside County, California.

I, Ms. Sandra Ruane, Clerk of the Governing Board of Jurupa Unified School District, of Riverside County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Sandra Ruane
(Clerk's signature)

June 5, 1989
(Date)

