



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

TUESDAY, JANUARY 2, 1990

Note: Because of the Monday holiday the regular meeting is scheduled for Tuesday.

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

OPENING

Call to Order

Roll Call

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

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 pro tem Ms. Burns)

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

Flag Salute

(Ms. Burns)

Invocation

(Mr. Chavez)

COMMUNICATIONS SESSION

1. 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.

The Camino Real Elementary School PTA wishes to donate \$423.20 to be used to purchase water packets, and \$612.00 to purchase 21 first aid kits, 21 back packs and 2 tarps for the school's disaster preparedness supplies.

1. Administrative Reports and Written Communications

a. Accept Donations for Schools (Cont'd)

Tanaka Enterprises, Inc. wishes to donate \$372.00 to purchase and install wheels for a portable batting cage to be used at Jurupa Valley High School.

The Van Buren Elementary School PTA wishes to donate \$75.00 for the purchase of library book card kits for use at the school's library.

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

b. Other Communications/Reports

(Dr. Wilson)

2. Report of Student Representatives

The Board welcomes Sophie Deason, Rubidoux High School Student Representative, and Jennifer Challacombe, Jurupa Valley High School Student Representative. They may wish to address the Board regarding student achievements, interests, or other matters.

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 18, 1989 Regular Meeting

Recommend approval as printed.

B. Award Purchase Order #60524, Intercommunication System for West Riverside Elementary School (Mr. Edmunds)

The District standard for intercommunication systems is the Rauland Telecenter TC5500 with associated Rauland sub-components. While sourcing to obtain a bidders list, the District was informed by Rauland Corporation of Skokie, IL, that their products are distributed through territorial dealerships, and that Thompson Engineering of Riverside was the sole dealer of Rauland equipment for Riverside County.

Rauland Corporation advised us that purchase of their equipment by the District from any source other than Thompson Engineering would be without factory warranty. Southland Sound of Los Angeles, who is Rauland Corporation's sole distributor for Los Angeles County, told the District they would not quote this job and referred the District to Thompson Engineering.

Administration recommends that Purchase Order #60524, in the amount of \$14,000, be awarded to Thompson Engineering to supply an intercommunication system for West Riverside Elementary School.

*** C. Adopt Sections 4100 and 4200, of the Personnel Policy Handbook** (Mr. Huckaby)

At the December 18, 1989 meeting, the Board approved at informational first reading Sections 4100 and 4200 of the Personnel Policy Handbook.

Administration recommends the Board adopt at second reading Sections 4100 and 4200 of the Personnel Policy Handbook.

D. Review and Act on Timely School Facility Matters (Mr. Anderson)

Hear and/or Approve School Facility Matters

Due to frequent changes taking place in facility improvement programs, items which require Board discussion or action may arise between agenda preparation and meeting times. Administration may provide such items as verbal information reports or recommendations for action.

*** E. Approve Personnel Report #12** (Mr. Campbell)

Administration recommends approval of Personnel Report #12 as printed subject to corrections and changes resulting from review in Closed Session.

F. Act on Student Discipline Matters (Mr. Taylor)

**** 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.**

G. Approve Routine Action Items by Consent

Administration recommends the Board approve Routine Action Items G 1-6 as printed.

- * 1. Purchase Orders (Ms. Reul)
- * 2. Disbursements (Ms. Reul)
- * 3. Agreements (Mr. Edmunds)
- * 4. Resolution #90/22, Authorize Establishment of a Self Insurance Fund (Mr. Edmunds)

Maintaining a designated fund for a self insured retention program is a recommended method for keeping income, expenditures, and the necessary reserve separate from the general operating funds of the District.

Administration recommends that the Board adopt Resolution 90/22 to Authorize the Establishment of a Self Insurance Fund.

- * 5. Resolution #90/23, Authorize Establishment of a Special Reserve Fund for the Sick Leave Incentive Plan (Mr. Edmunds)

Effective July 1, 1986, the District began a sick leave incentive program for members of the classified bargaining unit. Its purposes were to: 1) reward employees for sick leave earned but not used during the year by paying them cash incentives and reserving similar sums to be withdrawn at retirement or termination; 2) reduce District expenditures related to sick leave benefits and substitutes; and 3) reduce absenteeism and its adverse effect on District operations.

The program has had a positive effect and at the conclusion of three full years, the amount in the reserve is \$48,954. So that this reserve will not be mingled with District general fund reserves, it is desirable to establish a special reserve fund for the SLIP funds.

Administration recommends that the Board adopt Resolution 90/23 to Authorize the Establishment of a Special Reserve Fund for the Sick Leave Incentive Plan.

- 6. Approve Non-Routine Field Trip for Rubidoux High School Student (Mr. Huckaby)

Administration is reviewing the appropriateness of a Rubidoux High School Junior attending the National Speakers Bureau Training unchaperoned in Columbus, Ohio, January 11-14, 1990, under Project J.U.S.T. Draw the Line.

Administration may hand-carry a written recommendation and supporting documents for the Board's consideration.

G. Approve Routine Action Items by Consent

- ★ 6. Approve Non-Routine Field Trip for Rubidoux High School Student
(Mr. Huckaby)

In compliance with the annotation in the agenda, the following information has been obtained on the appropriateness of Jim Turner, a Rubidoux High School junior, attending the National Drug Free Youth to Youth Speakers Bureau Training in a suburb of Columbus, Ohio.

Project J.U.S.T. Draw the Line sponsored Jim Turner at a five day Youth to Youth conference during the summer of 1989. He has subsequently become a leader on campus - a key member of the F.U.N. Club - Friends United Naturally. This Speakers Bureau Training is yet another level of expertise that this young man desires to attain.

The student will travel by airplane and upon his arrival at Port Columbus Airport will be supervised during his visit.

The conference registration, plus transportation will be funded by donations from Rotary individuals Keith Metcalfe, Ron Robinson and Jim Gould, as well as Lions, Lioness, Dr. and Mrs. Michael Butchko and Mr. Bill Picou. Those funds will be matched by Project J.U.S.T. Draw the Line.

Included in the supporting documents are:

1. Non-routine student field trip/excursion - Request for approval
2. Youth to Youth Confirmation Letter
3. Emergency Medical Release Form
4. Rules and Regulations/Release of Liability
5. Airline Schedule
6. Information Sheet

Administration recommends approval of this out of state travel for Jim Turner, Rubidoux High School junior, from Ontario, California, to Columbus, Ohio, January 10-14, 1990.

H. Review Routine Information Reports

- * 1. Response to Request for Sidewalks in the Jurupa District (Dr. Wilson)

Included in the supporting documents is a response from Melba Dunlap, Riverside County Second District Supervisor, on the district's request for sidewalks along several streets to improve safety in the Jurupa area. The approximate cost to complete all work listed in the study is \$1,301,600. The construction schedule would be spread out over a few years. Ms. Dunlap indicated she would request the district's final approval when a funding budget has been established. Information only.

- * 2. Report on Troth Street School's Program Quality Review (Ms. Roberts)

Troth Street Elementary School participated in a three (3) day Program Quality Review, December 6, 7, 8, 1989. Every four (4) years Jurupa Schools, which receive categorical funding (School Improvement, Chapter I Compensatory Education, and EIA Bilingual), are reviewed by a team of educators from surrounding school districts who validate the self-study prepared by the school staff. The purpose of a program review is to help the school in its program improvement process and to suggest additional resources as the school implements a new action plan. A Report of Findings is presented to the school and community on the final day of the review and filed with the State Department of Education. The supporting documents contain the Report of Findings for Troth Street Elementary School. Information only.

ADJOURNMENT

JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA

MINUTES OF THE REGULAR MEETING

DECEMBER 18, 1989

CLOSED SESSION

At 6:00 p.m. on Monday, December 18, 1989, President 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 6:55 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 President Ruane at 7:00 p.m. in the Board Room at the Education Center.

Members of the Board present were:

ROLL
CALL

Ms. Sandra Ruane, President
Ms. Mary Burns, Clerk
Mr. David Barnes, Member
Mr. John J. Chavez, Member
Mr. Jose Medina, Member

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)
Ms. Barbara Reul, Director of Business Services

FLAG
SALUTE

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

INSPIRATIONAL
COMMENTS

Clerk of the Board Mary Burns called for a moment of silent prayer.

RECOGNIZE
PROJECT
MANAGER

The Assistant Superintendent Curriculum, Instruction and Assessment recognized Dr. Nancy Walsack, District Project Manager, for being appointed by the State Board of Education to serve as a member of the Instructional Materials Evaluation Panel. Dr. Walsack will be at the forefront in evaluating textbooks and instructional materials in the area of history/social science.

KEYNOTE SPEAKER
FOR TEACHERS'
CONFERENCE

The Assistant Superintendent Curriculum, Instruction and Assessment announced that Francie Alexander, Director of Curriculum, Instruction & Assessment Division for the State Department of Education, will be the keynote speaker at the teachers' conference next year.

MEMBERSHIP IN
GREATER RIVERSIDE
HISPANIC CHAMBER

Gilbert Calzada, Vice President-Elect of Public Relations for the Greater Riverside Hispanic Chamber of Commerce, presented a plaque in recognition of the district's membership in the organization. He noted that a few years ago, on behalf of the Hispanic Chamber and as a past graduate of Rubidoux High School, he presented scholarships to two Rubidoux students. Mr. Calzada offered his services to the district as a member of the Hispanic Chamber of Commerce and former student.

Mr. Chavez expressed appreciation to the Hispanic Chamber for recognizing Rubidoux students in the past. He asked the Director of Secondary Education Operations to inform students about the Chamber's scholarship program.

RECOGNIZE
BUSINESS
SERVICES'
EMPLOYEES

The Assistant Superintendent Business Services reported that each Christmas season a group of employees in Business Services collects contributions for charity. This year \$160 was donated to the K-Mart Christmas Tree Charity which went towards gifts for children. The gifts will be presented at the Breakfast with Santa at Club Metro on December 16. President Ruane announced that more than 700 children registered for the event. She expressed appreciation to everyone who donated gifts and volunteered time to bring the Christmas spirit to children.

ACCEPT
DONATIONS
-Motion #132

MR. BARNES MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: \$650 FROM ERLING HOPKINS FOR USE IN THE AUTOMOTIVE PROGRAM AT RUBIDOUX HIGH SCHOOL; \$3,500 FROM SUNNYSLOPE SCHOOL PTA TO BE DISTRIBUTED AS \$1,000 FOR AWARDS AND INCENTIVES, AND \$2,500 TOWARDS A PROGRAM FOR POSITIVE ACTION AND SELF-ESTEEM; AND \$600 FROM THE JURUPA COMMUNITY RODEO TO BE DISTRIBUTED AS \$100 FOR RUBIDOUX HIGH SCHOOL'S FFA PROGRAM AND \$500 FOR JURUPA VALLEY HIGH SCHOOL'S AGRICULTURAL PROGRAM. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

BOARD MEMBER -
REPORTS &
COMMENTS

Board member Jose Medina commended elementary students and music teachers for the highly successful **Holiday Concert** held at Rubidoux High School. He also praised the principal and teachers of Camino Real School for an outstanding holiday program.

Mr. Medina quoted the following paragraph from A Nation at Risk published in 1983: "If an unfriendly foreign power had attempted to impose on America the mediocre educational performance that exists today, we might well have viewed it as an act of war. As it stands, we have allowed this to happen to ourselves. We have even squandered the gains in student achievement made in the wake of the Sputnik challenge. Moreover, we have dismantled essential support systems which helped make those gains possible. We have, in effect, been committing an act of unthinking, unilateral educational disarmament." Mr. Medina noted that with the beginning of a new decade, he felt it was important to continue the educational reforms begun in the 80's.

BOARD MEMBER
REPORTS &
COMMENTS
(Cont'd)

Mr. Medina referred to the **12th Grade Performance Report** from the State Department of Education. Four key areas that need improvement were: 1) Number of units required for high school graduation; 2) Number of students who have completed the A-F requirements for admission to the University of California; 3) Number of students with acceptable SAT (Scholastic Aptitude Test) scores for admission to colleges or universities; 4) Percentage of students that enter the University of California or California state university system.

Mr. Medina stated that as the district moves toward two comprehensive high schools, it may be an appropriate time to review their performances. He referred to a **Los Angeles Times** article "**Report Shows More Students College-bound**" which indicates that San Bernardino City Schools have aimed at increasing academic achievement through an organization called the Achievement Council. A similar group might be helpful in increasing the number of students college-bound from Jurupa's high schools.

- Board member John Chavez stated that he has been attending **preschool and head start programs** for the past ten years and was encouraged by the quality of the students' performances and the improved outlook for their educational future.

Mr. Chavez requested information on assistance to **Students at Risk** in the schools.

Mr. Chavez asked that a letter of congratulations be sent to Senator Presley for being selected "**Legislator of the Year**" at the recent CSBA Conference.

- Board member David Barnes thanked Mr. Medina for his research on preparing students for college.
- Board member Mary Burns noted she was impressed with **Jurupa Valley High School** although she had some concern about the Food Services operation which contends with extreme weather conditions such as sand and wind. Ms. Burns also noted that she and the Board President were pleased with tours of Jurupa Middle School and the MOT facility.

ACTION SESSION

APPROVE
MINUTES
-Motion #133

PRESIDENT RUANE MOVED THE BOARD APPROVE MINUTES OF THE REGULAR MEETING OF DECEMBER 4, 1989 AS PRINTED. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE SPECIAL
EDUCATION LOCAL
PLAN APPLICATION
-Motion #134

The Assistant Superintendent Curriculum, Instruction and Assessment explained that the proposed Riverside County Special Education Local Plan Area (SELPA) application would provide services to students with handicapped conditions.

The Superintendent added that the Jurupa District has participated in the SELPA since 1978. In the past, school districts were not required to take separate action; however, that is a requirement for this year. As Chairperson of the Governance Council, which is comprised of superintendents from 22 districts in Riverside County, he felt the process was thorough and would receive countywide approval.

APPROVE SELPA
APPLICATION
-Motion #134
(Cont'd)

MR. BARNES MOVED THE BOARD APPROVE THE RIVERSIDE COUNTY SELPA'S LOCAL PLAN FOR SPECIAL EDUCATION. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY. The Assistant Superintendent expressed appreciation to Dr. Bill Hendrick, Administrator of Education Support Services, and the committee involved in developing the SELPA.

REPORT ON HIGH
SCHOOL GRADUATION
REQUIREMENTS

The Assistant Superintendent Curriculum, Instruction and Assessment explained that a proposal to increase graduation requirements is one segment of improving the district's high school program. A survey of surrounding school districts indicates high schools are requiring from 200 to 240 credits with an average requirement of 222.5 credits. A report will be made to the Board in January with a recommendation to move from 200 to 230 credits effective for the class of 1993. Other factors to consider are adequate housing and funds for curriculum and staff development.

The Assistant Superintendent stated that Mr. Don Vail, principal of Rubidoux High School, completed a survey of over 400 1988/89 graduates. At least 26% of the graduates completed 240 units and over half completed 225 units. She welcomed any questions or comments in preparation for the report in January.

Mr. Medina asked if parents will have an opportunity to provide input prior to the Board considering a recommendation. He felt raising graduation requirements might be an issue of interest to parents and feedback should be obtained beforehand.

In response to Mr. Barnes' question regarding staff development, the Assistant Superintendent replied that new strategies to improve the high school program will have to be reviewed with teachers and this would be accomplished through staff development. She pointed out that raising the units in itself will not improve the program or raise SAT scores.

Mr. Chavez asked that administration also review the guidance coordinators' role in providing assistance and communicating the requirements of higher education to students at risk.

President Ruane pointed out that some students were having difficulty meeting the current requirement of 200 units. The Assistant Superintendent noted that the recent survey shows only 8% of those who graduated earned just 200 units. The average for surrounding districts is 222.5 units. An increase to 230 units would give students an extra year of English and math. Administration is also reviewing information on vocational offerings. The Assistant Superintendent concluded that a comprehensive report will be presented in January.

AWARD LEGAL
BID #90/06L
-Motion #135

MR. CHAVEZ MOVED THE BOARD AWARD LEGAL BID #90/06L FOR MODERNIZATION OF RUSTIC LANE ELEMENTARY SCHOOL, 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. MR. BARNES SECONDED THE MOTION. The Superintendent pointed out that the State Building Program has committed to funding the project when funds are available. In the meantime, the district may need to provide financial assistance which will eventually be reimbursed by the State. THE BOARD VOTED ON THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE AT FIRST
READING POLICY
SECTIONS
4100 & 4200
-Motion #136

The Director of Secondary Education Operations commented that periodically sections of policy books are updated and brought to the Board for review and approval. Any substantive changes would be noted in the annotation.

PRESIDENT RUANE MOVED THE BOARD APPROVE AT INFORMATIONAL FIRST READING SECTIONS 4100 AND 4200 OF THE PERSONNEL POLICY HANDBOOK. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE CHANGE
ORDER #1 FOR
SUNNYSLOPE SCHOOL
-Motion #137

MS. BURNS MOVED THE BOARD APPROVE CHANGE ORDER #1 FOR SUNNYSLOPE ELEMENTARY SCHOOL ADDITION FOR A TOTAL TIME EXTENSION OF 41 DAYS. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE
PERSONNEL REPORT
-Motion #138

PRESIDENT RUANE MOVED THE BOARD APPROVE PERSONNEL REPORT #11 AS PRINTED. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

GRANT
EXTENSION
TO DISCIPLINE
CASE #90/9

The Director of Elementary Education Operations stated there would be no action on Discipline Case #90/9. The Supervisor of Child Welfare & Attendance has granted an initial postponement and action will be taken at the January 2, 1990 Board meeting.

EXPEL PUPIL
CASE #90/11
-Motion #139

PRESIDENT RUANE MOVED THE BOARD EXPEL 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. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

READMIT PUPIL
CASE #88/05
-Motion #140

MR. CHAVEZ MOVED THE BOARD READMIT THE PUPIL IN DISCIPLINE CASE #88/05 AND PLACE THE PUPIL AT NUEVA VISTA HIGH SCHOOL. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE ROUTINE
ACTION ITEMS
-Motion #141

MR. BARNES MOVED THE BOARD APPROVE ROUTINE ACTION ITEMS I-1 THROUGH I-10: PURCHASE ORDERS; DISBURSEMENTS; AGREEMENTS; APPROPRIATION TRANSFERS; MONTHLY PAYROLL; CERTIFICATED EXTRA COMPENSATION; CLASSIFIED EXTRA TIME; CLASSIFIED OVERTIME; NOTICE OF COMPLETION FOR SUNNYSLOPE SCHOOL ADDITION; NOTICE OF COMPLETION FOR SKY COUNTRY SCHOOL ADDITION. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REVIEW ROUTINE
INFORMATION
REPORT

The Board reviewed the following routine information reports: Cafeteria Fund Financial Report for Period Ending October 31, 1989; Report on Actual Public Attendance Rates; Report on State Preschool Program; Update on Accident Claim; Receive Reports Pursuant to Education Code #48915.

ADJOURNMENT

There being no further business, President Ruane adjourned the meeting at 7:58 p.m.

MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 1989 ARE APPROVED AS

President	Clerk
-----------	-------

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

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 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.

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

C
Pg. 17

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

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

C
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.

Adopted 7/68
Revised/Readopted

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.

C
Pg. 28

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

0
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

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



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.

Adopted 7/1/68
Revised 9/15/75, 11/3/75, 9/19/77
Revised/Readopted



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

C
75-40

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

C
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.

C
PS-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.

C
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

C
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

C
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

C
PJ-45

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

C
B54

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.

C
pg. 55

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.

C
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.

Adopted 5/18/70
Revised 9/19/77
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.

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

C
B.54

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

C
460

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

C
PS-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



Jurupa Unified School District

Personnel Report #12

January 2, 1989

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Adult Education; 1989-90 school year; to serve as Assistant to the Adult Education Principal; appropriate hourly rate of pay.

Bill Gagner

Tony Arredondo

Education Support Services; to catch up and reorganize; December 19-20, 1989; not to exceed 16 hours total; appropriate hourly rate of pay.

Susan Balt

Home Teaching; 1989-90 school year; appropriate hourly rate of pay.

John Radovich

Pauline Lopez

Instructional Services; graded writing samples for District Competency Test; November 14, 1989; not to exceed four (4) hours each; appropriate hourly rate of pay.

Larry Sturm

Sandy Newman

Rubidoux High School Athletics; 1989-90 school year; appropriate seasonal rate.

Dee Payne

Assistant Wrestling Coach

Pacific Avenue Elementary; to prepare for self-study; January 2, 1990 through March 31, 1990; not to exceed two (2) hours each; appropriate hourly rate of pay.

Faye Edmunds
Betty Nesbit
Denise Turner

Shirley Minnick
Bruce Hebert
Carolyn Clyne

Lynda Lopez
Kathie Blakley
Brian Mitchell

Rustic Lane Elementary; planning time for September 22nd SIP inservice; September 21, 1989; not to exceed one (1) hour each; appropriate hourly rate of pay.

Kathryn Gonzalez
Kelly Sperry

Carol Smith

Debra Brown

CERTIFICATED PERSONNEL (Continued)Leave of Absence

Teacher	Ms. Cori Barber 3222 Brockton Riverside, CA 92501	Maternity Leave effective December 6, 1989 through January 17, 1990 with use of sick leave benefits and Unpaid Special Leave effective January 18, 1990 through February 2, 1990 without compensation, health & welfare benefits, increment advancement, or the accrual of seniority for layoff or reduction in force purposes.
Teacher	Ms. Judith Hanlon 6090 Riverside Ave. #34 Riverside, CA 92506	Unpaid Special Leave January 2, 1990 through March 30, 1990 without compensation, health and welfare benefits, increment advancement, or the accrual of seniority for layoff or reduction in force purposes.
Teacher	Ms. Lynette Monaco 17248 Fairfax Court Fontana, CA 92335	Maternity Leave effective December 15, 1989 through January 26, 1990 with use of sick leave benefits.

Substitute Assignment

Teacher	Ms. Jean Maher 1426 Tiger Tail Drive Riverside, CA 92506	As needed Emergency P-12 Credential
Teacher	Ms. Jennifer Miller 5912 Dodd Street Mira Loma, CA 91752	As needed Emergency P-12 Credential
Teacher	Mr. John Parker 16215 Stevens Lane Riverside, CA 92504	As needed Emergency P-12 Credential

CLASSIFIED PERSONNELRegular Assignment

Bilingual Language Tutor	Ms. Sylvia Alofaituli 1201 American Drive Riverside, CA 92501	Effective December 11, 1989 Work Year E1 Part-time
Bus Driver	Ms. Sheila Conte P.O. Box 33158 Riverside, CA 92519	Effective December 11, 1989 Work Year E1 Part-time
Automotive Servicer	Mr. James Johnson 12340 Champlain Street Moreno Valley, CA 92387	Effective December 18, 1989 Work Year A
Bilingual Language Tutor	Ms. Irma Sanchez 7849 Whitney Drive Riverside, CA 92509	Effective January 2, 1990 Work Year E1 Part-time
Bilingual Language Tutor	Mr. Gerardo Serafin 7640 Lincoln #1 Riverside, CA 92504	Effective December 6, 1989 Work Year E1 Part-time
Bus Driver	Ms. Margaret Witzke 4416 Fairbanks Riverside, CA 92509	Effective December 11, 1989 Work Year F Part-time

Long-Term Extra Work

West Riverside Elementary; to translate School Site Council minutes; November 28, 1989 through June 30, 1990; not to exceed 20 hours total; appropriate hourly rate of pay.

Instructional Aide Hector Sanchez

West Riverside Elementary; to translate Child Abuse Program; November 28, 1989 through June 30, 1990; not to exceed 50 hours total; appropriate hourly rate of pay.

Bilingual Language Tutor Rosa Bryant

West Riverside Elementary; to translate newsletter, forms, etc.; November 28, 1989 through June 30, 1990; not to exceed 50 hours total; appropriate hourly rate of pay.

Instructional Aide Estella Sanchez

Short-Term Extra Work

Instructional Services; to process new library books; December 18, 1989 through April 28, 1990; not to exceed 19 consecutive days; appropriate hourly rate of pay.

Elem. Media Center Clerk	Cherylynn Glass
Elem. Media Center Clerk	Veronica Robinson
Elem. Media Center Clerk	Susan Jahn

CLASSIFIED PERSONNEL (Continued)Short-Term Extra Work

West Riverside Elementary; to fill in during afternoon Computer Lab; December 1, 1989; not to exceed three (3) hours total; appropriate hourly rate of pay.

Instructional Aide Sarah Janu

Jurupa Middle School; to provide campus supervision for Christmas Concert; December 13, 1989; not to exceed three (3) hours each; appropriate hourly rate of pay.

Clara Trainor Dwight Hunter

Substitute Assignment

Custodian	Mr. Carlos Douglas 3962 Rosal Road Riverside, CA 92509	As needed
-----------	--	-----------

Instructional Aide	Ms. Suzanne Giffin 4760 Crest Avenue Riverside, CA 92503	As needed
--------------------	--	-----------

Secretary	Ms. Judy Hesler 6010 Snowgrass Trail Riverside, CA 92509	As needed
-----------	--	-----------

Clerk-Typist	Ms. Mary Jones 7239 Sebastian Riverside, CA 92509	As needed
--------------	---	-----------

Bus Driver	Ms. Alana Mays 8642 Mission Blvd. Riverside, CA 92509	As needed
------------	---	-----------

Custodian	Mr. Brian Ritch 8840 Thorobred Riverside, CA 92509	As needed
-----------	--	-----------

Bus Driver	Ms. Sabrina Simmons 770 Alamo Lane Escondido, CA 92407	As needed
------------	--	-----------

Leave of Absence

Administrative Secretary	Ms. Theresa Moreno 24129 Aylesbury Drive Moreno Valley, CA 92388	Correction of Unpaid Special Leave effective December 8, 1989 through December 15, 1989 without compensation, health & welfare benefits, increment advancement, or the accrual of seniority for layoff or reduction in force purposes.
--------------------------	--	--

CLASSIFIED PERSONNEL (Continued)

Termination

Campus Supervisor
(Probationary Status)

Mr. Tony McDaniel
3233 Doyle
Riverside, CA 92504

Effective November 27, 1989

Cafeteria Assistant I
(Probationary Status)

Ms. Dyann Yoakam
6061 Bain Street
Mira Loma, CA 91752

Effective November 8, 1989

MANAGEMENT PERSONNEL

Extra Work

Child Welfare and Attendance; pending projects; December 18-20, 1989; appropriate daily rate of pay.

Ralph Martinez

Child Welfare and Attendance; Vandalism, Reimbursement, Restitution; December 26-28, 1989; appropriate daily rate of pay.

Ralph Martinez

E
pg. 6

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

Regular Assignment

Activity Supervisor	Ms. Doreen Hoffman 7092 Valley Way Riverside, CA 92509	Effective November 20, 1989 Work Year F Part-time
---------------------	--	---

Short-Term Assignment

Personnel Services; peak-load assistance; December 19, 1989 through January 5, 1990; not to exceed eight (8) hours per day; \$7.65 per hour.

Clerical Aide	Kristy Williams
Clerical Aide	Marynka Bonesteel
Clerical Aide	Adriana Avila

Substitute Assignment

Activity Supervisor	Ms. Beatrice Castillo 3988 Dell Avenue Riverside, CA 92509	As needed
---------------------	--	-----------

The above actions are recommended for approval:

Kent Campbell ^(tw)

Kent Campbell, Assistant Superintendent-Personnel Services

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY 00 RIVERSIDE
DISTRICT 00 40 EUROPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/0
RUN DATE: 12/18/89
PAGE:

REF FUND LOC/SITE PROGRAM

VENDOR

DESCRIPTION

PURCHASE ORDERS TO BE RATIFIED

P14264 100 178 00 DISTRICT ADMINISTRATION
P32941 100 178 00 DISTRICT ADMINISTRATION
P32942 100 178 00 DISTRICT ADMINISTRATION
P32943 100 178 00 DISTRICT ADMINISTRATION
P32944 100 178 00 DISTRICT ADMINISTRATION
P32945 100 178 00 DISTRICT ADMINISTRATION
P32946 100 178 00 DISTRICT ADMINISTRATION
P32949 100 178 00 DISTRICT ADMINISTRATION
P32949 100 178 00 DISTRICT ADMINISTRATION
P32950 100 178 00 DISTRICT ADMINISTRATION
P32951 100 178 00 DISTRICT ADMINISTRATION
P32952 100 178 00 DISTRICT ADMINISTRATION
P32953 100 178 00 DISTRICT ADMINISTRATION
P32954 100 178 00 DISTRICT ADMINISTRATION
P32955 100 178 00 DISTRICT ADMINISTRATION
P32956 100 178 00 DISTRICT ADMINISTRATION
P32957 100 178 00 DISTRICT ADMINISTRATION
P32958 100 178 00 DISTRICT ADMINISTRATION
P32959 100 178 00 DISTRICT ADMINISTRATION
P32960 100 178 00 DISTRICT ADMINISTRATION
P32961 100 178 00 DISTRICT ADMINISTRATION
P32962 100 178 00 DISTRICT ADMINISTRATION
P32963 100 178 00 DISTRICT ADMINISTRATION
P32964 100 178 00 DISTRICT ADMINISTRATION

VAR ANN LIFE TSA 17,082.30
AID ASSN. FOR LUTHERANS TSA 24,885.80
ALLSTATE LIFE INS. CO. TSA 16,467.00
AMERICAN FIDELITY ASSURANCE TSA 16,057.40
AMERICAN CAPITAL TSA 12,991.50
AMERICAN UNITED LIFE INSURA TSA 47,197.80
BANKERS UNITED LIFE ASSURAN TSA 99,989.60
JOHN ALDEN LIFE INSURANCE C TSA 85,303.80
DST SYSTEMS, INC. TSA 4,010.40
NATIONWIDE LIFE INSURANCE TSA 8,068.40
NEW YORK LIFE TSA 24,850.20
BENEFICIAL STANDARD LIFE TSA 22,172.30
RAINER NATIONAL BANK TSA 54,054.80
CAL WESTERN LIFE TSA 3,563.60
NORTHWESTERN MUTUAL LIFE IN TSA 3,908.60
NATIONAL WESTERN LIFE INS. TSA 77,275.50
KEYSTONE DISTRIBUTORS, INC. TSA 1,408.20
BANKERS LIFE AND CASUALTY TSA 3,654.50
EQUITABLE LIFE ASSURANCE TSA 8,964.60
PAUL REVERE VAR. ANNUITY IN TSA 107,306.30
FARMERS NEW WORLD LIFE TSA 3,621.70
GREAT AMERICAN LIFE INSURAN TSA 39,103.30
SAFECO LIFE INSURANCE COMPA TSA 22,123.30
SECURITY BENEFIT LIFE INS. TSA 28,877.00

G-1
B-1

COUNTY 20 RIVERSIDE
DISTRICT 40 JUCUPEA UNIFIED

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 2

REF FUND LOC/SITE PROGRAM

VENDOR

PURCHASE ORDERS TO BE RATIFIED

DESCRIPTION

P32965	100	178	00	DISTRICT ADMINISTRATION
P32966	100	178	00	DISTRICT ADMINISTRATION
P32967	100	178	00	DISTRICT ADMINISTRATION
P32968	100	178	00	DISTRICT ADMINISTRATION
P32970	100	178	00	DISTRICT ADMINISTRATION
P32971	100	178	00	DISTRICT ADMINISTRATION
P32972	100	178	00	DISTRICT ADMINISTRATION
P32973	100	178	00	DISTRICT ADMINISTRATION
P32974	100	178	00	DISTRICT ADMINISTRATION
P32975	100	178	00	DISTRICT ADMINISTRATION
P32976	100	178	00	DISTRICT ADMINISTRATION
P32977	100	178	00	DISTRICT ADMINISTRATION
P32978	100	178	00	DISTRICT ADMINISTRATION
P32979	100	178	00	DISTRICT ADMINISTRATION
P32980	100	178	00	DISTRICT ADMINISTRATION
P32982	100	178	00	DISTRICT ADMINISTRATION
P32983	100	178	00	DISTRICT ADMINISTRATION
P32984	100	178	00	DISTRICT ADMINISTRATION
P32985	100	178	00	DISTRICT ADMINISTRATION
P32986	100	178	00	DISTRICT ADMINISTRATION
P32987	100	178	00	DISTRICT ADMINISTRATION
P32988	100	178	00	DISTRICT ADMINISTRATION
P32989	100	178	00	DISTRICT ADMINISTRATION
P32990	100	178	00	DISTRICT ADMINISTRATION

HORACE MAIN LIFE INS. COMPA	TSA
SBM LIFE INSURANCE	TSA
IDS LIFE/AMERICAN EXPRESS	TSA
STATE FARM LIFE INS. COMPAN	TSA
SUN LIFE ASSURANCE CO. OF C	TSA
JOHN HANCOCK MUTUAL LIFE IN	TSA
TRAVELERS INSURANCE COMPANI	TSA
KEMPER INVESTORS LIFE INS.	TSA
FIRST CAPITOL LIFE	TSA
CAPITOL LIFE INSURANCE COMP	TSA
FAMILY LIFE INSURANCE COMPA	TSA
VAR ANN LIFE	TSA
LINCOLN NATIONAL	TSA
FIDELITY STANDARD	TSA
WESTERN NATIONAL LIFE	TSA
OPPENHEIMER FUNDS	TSA
METROPOLITAN LIFE INSURANCE	TSA
PROVIDENCE LIFE	TSA
AMERICAN LIFE AND CASUALTY	TSA
TRANSAMERICA LIFE	TSA
NORTH WEST LIFE ASSUR. CANA	TSA
PIONEER GROUP, INC., THE	TSA
WADDELL AND REED	TSA
USAA LIFE INSURANCE COMPANY	TSA

399.00
4,629.80
90,440.90
29,890.00
11,109.10
4,307.50
11,056.90
1,817.20
8,192.90
22,852.30
2,205.70
17,082.30
7,800.20
12,021.20
41,727.80
1,623.30
17,067.90
22,343.00
2,116.90
25,738.20
13,842.50
2,218.20
18,133.00
8,459.80

G-1
282

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY 30 RIVERSIDE
DISTRICT 46 JURUPA UNIFIED

REPORT OF PURCHASES
12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 3

REF FUND LOC/SITE PROGRAM

VENDOR

PURCHASE ORDERS TO BE RATIFIED

DESCRIPTION

P32991 100 178 00 DISTRICT ADMINISTRATION
P32992 100 178 00 DISTRICT ADMINISTRATION
P32993 100 178 00 DISTRICT ADMINISTRATION
P32994 100 178 00 DISTRICT ADMINISTRATION
P32995 100 178 00 DISTRICT ADMINISTRATION
P32996 100 178 00 DISTRICT ADMINISTRATION
P32997 100 178 00 DISTRICT ADMINISTRATION
P32998 100 178 00 DISTRICT ADMINISTRATION
P33004 100 178 00 DISTRICT ADMINISTRATION
P33005 100 178 00 DISTRICT ADMINISTRATION
P33006 100 178 00 DISTRICT ADMINISTRATION
P33007 100 178 00 DISTRICT ADMINISTRATION
P33008 100 178 00 DISTRICT ADMINISTRATION
P33353 100 178 00 DISTRICT ADMINISTRATION
P33355 100 178 00 DISTRICT ADMINISTRATION
P60284 100 191 00 READING
P60344 100 178 00 OPERATIONS-OTHER FACILITY
P60401 100 178 00 WAREHOUSE
P60422 100 178 00 SELF-CONTAINED CLASSROOM
P60424 100 178 00 WAREHOUSE
P60425 100 178 00 WAREHOUSE
P60426 100 178 00 WAREHOUSE
P60427 100 178 00 WAREHOUSE
P60428 100 178 00 WAREHOUSE

UNIONMUTUAL PENSION TSA 3,078.70
LIFE INS. CO. OF THE SOUTHW TSA 13,359.30
VALUE LINE TSA 4,743.60
COMMON SENSE SHAREHOLDERS S TSA 3,961.90
CAL FARM LIFE INSURANCE CO. TSA 51,573.70
FEDERAL KEMPER LIFE ASSURAN TSA 806.50
FIDELITY INVESTORS TSA 9,675.60
GENERAL AMERICAN TSA 7,265.80
JACKSON NATIONAL LIFE TSA 23,335.30
MASS. FINANCIAL SERVICE CO. TSA 3,173.40
CENTURY LIFE OF AMERICA TSA 2,631.10
PRUDENTIAL INSURANCE COMPAN TSA 19,365.40
FRANKLIN TRUST COMPANY TSA 4,416.30
AETNA LIFE INSURANCE CO 1989-90 INSURANCE PREMIUMS 934.30
NATIONAL HEALTH CARE SYSTEM 1989-90 INSURANCE PREMIUMS 1,408.00
JOHNSON & JOHNSON HMS-ALL OTHER EQUIPMENT 250.00
TEAM CENTREX EC-TELEPHONE 2,714.30
PURE GRO COMPANY WHSE-DOLOMARK LINE MARKERS 213.50
UNIVERSITY COPY SYSTEMS, IN MAINT-REPAIR COPIERS 1A,JMS,VB 294.00
KEN'S SPORTING GOODS WHSE-PLAYGROUND BALLS- STOCK ITEMS 611.04
WAXIE WHSE-WAREHOUSE STOCK 719.94
MIDWAY DISTRIBUTORS WHSE-STOCK 3,120.13
INLAND PACIFIC CERAMIC SUPP WHSE-STOCK ITEMS - CLAY FOR CERAMICS 237.84
EASTMAN, INC. WHSE-STATIONERY 2,472.86

BG-1
3

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 45 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: AFSAPS550/01
RUN DATE: 12/18/89
PAGE: 4

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P60429	100	178 00	WAREHOUSE	PIONEER STATIONERS INC	WHSE- DRAWING PAPER		331.46
P60430	100	178 00	WAREHOUSE	SOUTHWEST SCHOOL SUPPLY	WHSE-STOCK CONSTRUCTION PAPER		991.62
P60431	100	178 00	WAREHOUSE	STOCKWELL & BINNEY	WHSE-STOCK 3-RING BINDERS & BATTERYS		983.81
P60449	100	178 00	DISTRICT ADMINISTRATION	UNIVERSITY COPY SYSTEMS, IN	MAINT-REPAIR CANON COPIERS EC/SC/PA/		392.00
P60451	100	686 00	FACILITIES	ARROW AIR CONDITIONING	MAINT- 2 3-TON A/C		9,960.00
P60452	100	178 00	WAREHOUSE	ALL PURE CHEMICAL COMPANY	WHSE-LINE MARKER		466.28
P60459	100	178 00	SELF-CONTAINED CLASSROOM	AC3 COMPUTERS	MAINT-REPAIR APPLE COMPUTERS NV,RSH,		219.10
P60461	100	178 00	PLANT OPERATIONS	FONTANA FIRE EQUIPMENT	MAINT-FIRE EXTINGUISHERS		1,116.61
P60464	100	178 00	DISTRICT ADMINISTRATION	INLAND EMPIRE EQUIPMENT	WHSE-REPAIR EQUIPMENT		293.22
P60465	100	196 00	INDEPENDENT STUDY	STOCKWELL AND BINNEY	RHS-OPEN PO INSTRUCTIONAL MATERIALS		250.00
P60468	100	622 00	FACILITIES	JAGUAR COMPUTER SYSTEMS INC	EC-ALL OTHER EQUIPMENT		1,414.44
P60471	100	196 00	STUDENT ACTIVITIES	ALL PURE CHEMICAL COMPANY	RHS-MAINT SUPPLIES (POOL SUPPLIES)		472.90
P60487	100	178 00	OPERATIONS-OTHER FACILITY	SCHOOLS COMMITTEE FOR REDUC	EC-DUES AND MEMBERSHIPS		1,000.00
P60489	100	178 00	WAREHOUSE	IROQUOIS PRODUCTS	WHSE-HEAVY DUTY SEALING TAPE		552.43
P60514	100	178 00	DISTRICT ADMINISTRATION	C.A.S.H.	REG 1 EMPLOYEE		325.00
P60517	100	178 00	PLANT OPERATIONS	PROTECTION SERVICES, INC.	MAINT-INSTALL SECURITY DEVICES @ MB		640.00
P60527	100	178 00	SELF-CONTAINED CLASSROOM	BELO, BRUCE M.	MAINT-REPAIR BAND INSTRUMENTS		290.00
P60532	100	178 00	GENERAL EDUCATION - SECONDARY	THOMPSON ENGINEERING CO	MAINT-REPLACEMENT MASTER CLOCK AT VB		1,174.25
P60535	100	178 00	SELF-CONTAINED CLASSROOM	GARY'S MUSIC	MAINT-REPAIR MUSICAL INSTRUMENTS		405.59
P60536	100	178 00	SCHOOL ADMINISTRATION	MACOMCO	MAINT- REPAIR WALKIE TALKIES		430.00
P60544	100	178 00	DISTRICT ADMINISTRATION	M.E.R.C. C/O	EC-CONFERENCE		350.00
P60551	100	178 00	SELF-CONTAINED CLASSROOM	COMPUTER EQUIPMENT ENTERPRI	MAINT- INSTALL COMPUTER CABLE DROPS		454.76
P60554	100	178 00	PLANT OPERATIONS	ALCO PRODUCTS, INC.	MAINT-URTIC SALTS RENOVER		247.55
P60569	100	195 00	CONTINUATION EDUCATION	GLOBE BOOK COMPANY	NV-INSTRUCTIONAL MATERIALS		482.24

PG-1
28.4

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 5

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P60588	100	622 00	FACILITIES	CULVER-NEULIN INC	EC-ALL OTHER EQUIPMENT		278.78
P60629	100	000 00	SELF-CONTAINED CLASSROOM	EMERGENCY LIFELINE	SC-OTHER SUPPLIES		755.79
P60631	100	196 00	PHYSICAL EDUCATION	KEN'S SPORTING GOODS	RH-ATHLETIC EQUIPMENT		424.97
P60634	100	178 00	DISTRICT ADMINISTRATION	NATIONWIDE PAPER CO	PRINT- PAPER & ENVELOPES		3,173.29
P60637	100	678 00	DISTRICT ADMINISTRATION	OAK TREE PRODUCTS (BOB FARE	MAINT-STORAGE CABINET		320.25
P60638	100	196 00	FOREIGN LANGUAGE	D.C. HEATH & COMPANY	RHS-INSTRUCTIONAL MATERIALS		429.03
P60639	100	678 00	DISTRICT ADMINISTRATION	VIRCO MANUFACTURING COMPANY	EC- CHAIRS & FOLDING TABLS FOR BOARD		2,337.29
P60663	100	178 00	PLANT OPERATIONS	FONTANA FIRE EQUIPMENT	MAINT-OPEN FO SERVICE FIRE EXTINGUIS		500.00
P60665	100	173 00	PLANT OPERATIONS	OASIS IRRIGATION & LANDSCAP	MAINT- OPEN PO TO PURCHASE SUPPLIES		2,000.00
P60700	100	178 00	DISTRICT ADMINISTRATION	RB GRAPHICS	EC-PRINTING SERVICES		802.76

						FUND TOTAL	1,304,641.42
						TOTAL NUMBER OF PURCHASE ORDERS	106
P60421	101	178 00	E.C.I.A. CHAPTER 2	IMAGINE THAT	IMC-INSTRUCTIONAL MATERIALS		539.75
P60494	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR	GENERAL BINDING SALES CORP	SS-INSTRUCTIONAL MATERIALS		206.13
P60495	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR	SUNBURST COMMUNICATIONS	SS-INSTRUCTIONAL MATERIALS		1,007.72
P60500	101	190 00	DEMONSTRATION PROGRAMS IN REA	CHAMBER THEATER PRODUCTIONS	JMS-ADMISSION TO EVENTS		667.80
P60507	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR	PERMA-BOUND	IH-OTHER BOOKS		493.83
P60575	101	178 00	DRUG SUPPRESSION ST. CRIMINAL J	RIVERSIDE CO. SHERIFF'S DEP	EC-OTHER SERVICES AND EXPENSES		16,600.00
P60577	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	WEEKLY READER PERIODICALS	WR-INSTRUCTIONAL MATERIALS		1,264.00
P60607	101	191 00	DEMONSTRATION PROGRAMS IN REA	EDUCATIONAL COMPUTER CONF.	REG 3 EMPLOYEES		650.00
P60648	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	PRICE CLUB, THE	WR-INSTRUCTIONAL MATERIALS		1,333.04
P60649	101	187 00	E.C.I.A. CHAPTER 1	IRLEN INSTITUTE	WR-INSTRUCTIONAL MATERIALS		552.97
P60651	101	191 00	DEMONSTRATION PROGRAMS IN REA	DALE SEYMOUR PUBLICATIONS	MMS-INSTRUCTIONAL MATERIALS		689.61

86-5

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 6

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P60652	101	191	00	DEMONSTRATION PROGRAMS IN REA CREATIVE PUBLICATIONS		MMS-INSTRUCTIONAL MATERIALS	203.68
P60666	101	178	00	ECONOMIC IMPACT AID - L E P SCHOOL STOP EDUC. SUPPLIES		WR-INSTRUCTIONAL MATERIALS	655.71
P60687	101	178	00	ECONOMIC IMPACT AID - L E P BALLARD & TIGHE, INC		EC-INSTRUCTIONAL MATERIALS	354.20
P60688	101	176	00	S.I.P. (SCHOOL IMPROVEMENT PR NASCO WEST INC		CR-INSTRUCTIONAL MATERIALS	340.16
P60690	101	180	00	S.I.P. (SCHOOL IMPROVEMENT PR HOUGHTON MIFFLIN CO		IA-INSTRUCTIONAL MATERIALS	285.72
P60692	101	181	00	S.I.P. (SCHOOL IMPROVEMENT PR COMPUTERLAND OF UPLAND		MB-INSTRUCTIONAL MATERIALS	287.21
FUND TOTAL							26,131.53
TOTAL NUMBER OF PURCHASE ORDERS							17
P60456	103	178	00	PUPIL TRANSPORTATION	TEAGARDEN MUFFLER	TRANS-OPEN PO FOR MUFFLER REPAIR	500.00
P60457	103	178	00	PUPIL TRANSPORTATION	L & M FRICTION MATERIALS	TRANS-OPEN PO FOR PURCHASE OF VEH PA	2,000.00
P60484	103	178	00	GIFTED AND TALENTED EDUCATION	SUNBURST COMMUNICATIONS	SS/INSTRUCTIONAL MATERIALS	208.16
P60529	103	178	00	PUPIL TRANSPORTATION	WHITE VAN BATTERY CO INC	TRANS-OPEN PO PURCHASE BATTERIES	1,500.00
P60548	103	178	00	GIFTED AND TALENTED EDUCATION	D & S DIRECT MARKETING	EC-INSTRUCTIONAL MATERIALS	223.43
P60697	103	178	00	GENERAL EDUCATION - SECONDARY	SOUTH WESTERN PUBLISHING CO	NV-TEXTBOOKS	236.18
FUND TOTAL							4,667.77
TOTAL NUMBER OF PURCHASE ORDERS							6
P60447	106	681	00	SCHOOL ADMINISTRATION	CULVER-NEULIN INC	MB-DESK	248.78
P60582	106	196	00	PHYSICAL EDUCATION	HAMILTON & ASSOCIATES LTD.	RHS-INSTRUCTIONAL MATERIALS	1,665.89
P60601	106	676	00	FACILITIES	MAGNOLIA CENTER INTERIORS	MAINT-MINI BLINDS CR/INA/SS/JMS/NV	3,315.69
P60632	106	196	00	PHYSICAL EDUCATION	KEN'S SPORTING GOODS	RHS-INSTRUCTIONAL MATERIALS	324.25
P60655	106	692	00	FACILITIES	AUSTIN CONSTRUCTION	MAINT- CONSTRUCT ROOM DIVIDERS PA	3,000.00
FUND TOTAL							9,154.61

13-1-6

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 7

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	TOTAL NUMBER OF PURCHASE ORDERS
P57971	119	178 00	PLANT MAINTENANCE	EMPIRE GLASS & MIRRORS	MAINT-SUPPLIES	900.41	5
P60409	119	178 00	PLANT MAINTENANCE	RIVERSIDE PIPE AND SUPPLY	MAINT- TOILET SEATS	214.89	
P60410	119	178 00	PLANT MAINTENANCE	ESD COMPANY	EMERGENCY PO	229.97	
P60454	119	178 00	PLANT MAINTENANCE	COMMERCIAL DOOR SYSTEM	MAINT-DOOR LOCKS FOR SUNNYSLOPE	320.25	
P60491	119	178 00	PLANT MAINTENANCE	XEROX CORP	MAINT-XEROX PARTS	1,484.25	
P60556	119	178 00	PLANT MAINTENANCE	BEST LOCKING SYSTEMS OF	MAINT-LOCKSMITH	5,191.89	
P60628	119	602 00	PLANT MAINTENANCE	GRAINGER W W INC	MAINT- TOOLS	1,615.79	
P60660	119	178 00	PLANT MAINTENANCE	NEW HERMES INC.	MAINT- ATTACHMENT TO ENGRAVER	667.19	
P60662	119	178 00	PLANT MAINTENANCE	MITCHELL GLASS CO	MAINT-OPEN PO PURCHASE GLASS SUPPLIE	500.00	
P60667	119	178 00	PLANT MAINTENANCE	WESTSIDE HARDWARE	MAINT- OPEN PO TO PURCHASE SUPPLIES	500.00	
P60669	119	178 00	PLANT MAINTENANCE	P.W. EVERINGTON & SON INC.	MAINT-SUPPLIES	224.18	
P60670	119	178 00	PLANT MAINTENANCE	FRAZEE PAINT & WALLCOVERING	MAINT- MOT PAINT TO COVER GRAFFITI	1,010.60	
FUND TOTAL							12,859.42
P60604	520	197 00	FACILITIES	H.O. OFFICE SUPPLIES	JVH-EQUIPMENT	798.64	12
FUND TOTAL							798.64
P60542	800	194 00	GENERAL EDUCATION - ADULT	AMERICAN COUNCIL ON EDUCATI	RHS-TESTS	305.31	1
FUND TOTAL							305.31

33-1

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 23 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 12/18/89
PAGE: 8

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION
PURCHASE ORDERS TO BE RATIFIED					

P60572	940	178	00	PLANT MAINTENANCE	TAYLOR'S APPLIANCE	MAINT-SUPPLIES	224.18

							FUND TOTAL
							224.18

							TOTAL NUMBER OF PURCHASE ORDERS
							1
P60510	990	178	00	FACILITIES	STOCKWELL & BINNEY	EC-ALL OTHER EQUIPMENT	552.17
P60523	990	178	00	FACILITIES	AUSTIN CONSTRUCTION	MAINT-INTERIOR PARTITIONS OLD BOARD	4,800.00

							FUND TOTAL
							5,352.17

							TOTAL NUMBER OF PURCHASE ORDERS
							2
P60490	991	178	00	FACILITIES	A-1 ELECTRIC	MAINT-EC UPGRADE EXISTING LIGHTING	4,950.00
P60605	991	178	00	FACILITIES	TALLY HO NET CO.	JVH-INSTRUCTIONAL MATERIALS	1,100.00

							FUND TOTAL
							6,050.00

							TOTAL NUMBER OF PURCHASE ORDERS
							2

							154 PURCHASE ORDERS OVER
							\$200.00 FOR A TOTAL AMOUNT OF
							1,370,285.05

							147 PURCHASE ORDERS UNDER
							\$200.00 FOR A TOTAL AMOUNT OF
							12,731.71

							300 PURCHASE ORDERS
							FOR A GRAND TOTAL OF
							1,382,916.76

Recommend Approval: Phil Wilkerson
Director of Purchasing

G-1
Pg. 8

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/21/89
 PAGE: 1

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76562	100	178 00	OPERATIONS-OTHER FACILITY	SANTA ANA RIVER WATER	D32999 OCT & NOV PYM'T (WATER)	926.50
D76563	100	178 00	OPERATIONS-OTHER FACILITY	GARY'S DISPOSAL INC	D33000 DEC PYM'T (TRASH)	3,366.00
D76566	100	178 00	DISTRICT ADMINISTRATION	WEST RIVERSIDE CANAL COMPAN	D33001 WATER SHARE FEE (SA)	20.00
D76567	100	178 00	OPERATIONS-OTHER FACILITY	BENRICH WATER TREATMENT CO	D33002 WATER TREATMENT (NOV)	1,069.22
D76574	100	178 00	DISTRICT ADMINISTRATION	TANYA JOHNSON	D33003 CONSULTING SERVICES	990.00
D76680	100	178 00	STUDENT ACTIVITIES	LAVELL S. HOWELL	D33012 REFEREE FLAG FOOTBALL	170.00
D76681	100	178 00	STUDENT ACTIVITIES	CARLOS J RODRIQUEZ	D33013 REFEREE FLAG FOOTBALL	85.00
D76682	100	178 00	STUDENT ACTIVITIES	REGGIE HAMPTON	D33014 REFEREE FLAG FOOTBALL	85.00
D76683	100	178 00	STUDENT ACTIVITIES	DEMOND VASSAR	D33015 REFEREE FLAG FOOTBALL	170.00
D76684	100	178 00	STUDENT ACTIVITIES	DARIAN GREEN	D33010 REFEREE FLAG FOOTBALL	187.00
D76685	100	178 00	STUDENT ACTIVITIES	JA-MAR MOORE	D33011 REFEREE FLAG FOOTBALL	170.00
D76686	100	178 00	PLANT OPERATIONS	PROTECTION SERVICES, INC.	D33009 MONITORING FEES	6,129.00
D76687	100	178 00	OPERATIONS-OTHER FACILITY	MUTUAL WATER CO	D33017 NOVEMBER PAYMENT (WATER)	623.20
D76688	100	178 00	OPERATIONS-OTHER FACILITY	TRICO DISPOSAL	D33018 DEC PAYMENT (TRASH)	1,602.00
D76689	100	178 00	OPERATIONS-OTHER FACILITY	A.T. & T. INFORMATION SYSTEM	D33019 RENTAL OF TELEPHONE	2.67
D76690	100	000 00	Operations	MOBIL OIL CORPORATION	D33020 CHARGES FOR OCT & NOV	15,118.29
D76693	100	186 00	SCHOOL ADMINISTRATION	CARMEN HERNANDEZ	D32929 REIMB CONFERENCE	159.78
D76845	100	178 00	DISTRICT ADMINISTRATION	RUBIDOUX HIGH SCHOOL	D33049 LUNCHESES (NEW BD MEMBERS)	43.45
D76847	100	178 00	DISTRICT ADMINISTRATION	STATE OF CALIFORNIA	D33050 FINGERPRINTS	1,535.50
D76849	100	178 00	DISTRICT ADMINISTRATION	RIVERSIDE, COUNTY OF	D33051 ELECTION SERVICES	36,303.95
D76851	100	178 00	DISTRICT ADMINISTRATION	INLAND SERVICE CENTER	D33053 INTERPRETER FOR EMPLOYEE	31.00
D76858	100	178 00	DISTRICT ADMINISTRATION	JANA TWOMBLEY	D33027 MILEAGE	82.32
D76860	100	178 00	DISTRICT ADMINISTRATION	PHIL WILKESON	D33028 MILEAGE	49.68
D76861	100	178 00	DISTRICT ADMINISTRATION	TERRY GLASS	D33026 MILEAGE	32.83

13-21

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

DISBURSEMENT ORDERS

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 2

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76862	100	178 00	PLANT OPERATIONS	ANSON FENDERSON	D33029 MILEAGE	26.96
D76863	100	178 00	PLANT OPERATIONS	STEVE DICKINSON	D33034 MILEAGE	60.38
D76864	100	178 00	DISTRICT ADMINISTRATION	BILL ANDERSON	D33035 MILEAGE	48.79
D76865	100	178 00	INSTRUCTIONAL MEDIA - E.R.C.	KAREN P. POLLACK	D33036 MILEAGE	13.88
D76868	100	178 00	DISTRICT ADMINISTRATION	LYNNE MORGAN	D33039 MILEAGE	20.45
D76869	100	178 00	DISTRICT ADMINISTRATION	SUZY FISHER	D33040 MILEAGE	40.68
D76870	100	000 00	SELF-CONTAINED CLASSROOM	JURUPA UNIFIED SCHOOL DISTR	D33041 INSTRUCTIONAL MATERIALS	68.24
D76881	100	165 00	SCHOOL ADMINISTRATION	RICHARD SEVALY	D33055 REIMB-OFFICE SUPPLIES	19.80
D76884	100	178 00	SELF-CONTAINED CLASSROOM	TINA BRENNAN	D33057 REIMB-INSTRUCTIONAL MATERIALS	67.17
D76886	100	197 00	VOC ED-TRADE & INDUSTRIAL	DONN CUSHING	D33059 REIMB-INSTRUCTIONAL MATERIALS	83.23
D76888	100	178 00	SELF-CONTAINED CLASSROOM	LOPEZ, LUPE	D33030 MILEAGE	30.62
D76889	100	178 00	SELF-CONTAINED CLASSROOM	FULLERTON, MARIA	D33031 MILEAGE	20.94
D76890	100	178 00	SELF-CONTAINED CLASSROOM	MENDEZ, LUZ	D33032 MILEAGE	58.07
D76891	100	178 00	SELF-CONTAINED CLASSROOM	MENDEZ, LUZ	D33033 MILEAGE	12.50
D76892	100	178 00	SELF-CONTAINED CLASSROOM	LOPEZ, LUPE	D33025 MILEAGE	46.25
D76903	100	178 00	DISTRICT ADMINISTRATION	CAMPBELL, KENT	D33047 REIMB CONFERENCE	145.77
D76905	100	178 00	DISTRICT ADMINISTRATION	RED LIONS INN	D33080 LODGING 1 EMPLOYEE	171.60
D76906	100	178 00	DISTRICT ADMINISTRATION	HYATT REGENCY HOTEL	D33079 LODGING 1 EMPLOYEE	293.70
D76907	100	178 00	DISTRICT ADMINISTRATION	SAN FRANCISCO MARRIOTT	D33048 LODGING 1 EMPLOYEE	388.50
D76908	100	178 00	OPERATIONS-OTHER FACILITY	PACTEL CELLULAR	D33060 MOBILE TELEPHONE SERVICE	74.68
D76909	100	000 00	SELF-CONTAINED CLASSROOM	MUSIC CENTER	D33061 "INTERN'L MUSIC MAN" INSERV	358.00
D76910	100	178 00	DISTRICT ADMINISTRATION	ATKINSON, ANDELSON, LOYA, RUUD	D33062 PROFESSIONAL SERVICES (OCT)	3,075.66
D76911	100	195 00	CONTINUATION EDUCATION	KIEFER, JACK	D33063 REFEREE GAME	10.00
D76912	100	195 00	CONTINUATION EDUCATION	VERN WEATHERFORD	D33064 REFEREE VOLLEYBALL	10.00

32

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 3

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76969	100	178 00	DISTRICT ADMINISTRATION	THOMPSON & COLEGATE	D33220 SERVICES RENDERED	574.75
D76973	100	195 00	GUIDANCE CONSORTIUM	NEGRETTE, TERESA	D33065 UNIFORM ALLOW	95.00
D76975	100	178 00	PLANT OPERATIONS	FLORES, JOE	D33066 UNIFORM ALLOW	114.00
D76976	100	178 00	PLANT OPERATIONS	NEGRETTE, CRUZ	D33067 UNIFORM ALLOW	114.00
D76977	100	178 00	PLANT OPERATIONS	WILSON, MICHAEL	D33068 UNIFORM ALLOW	114.00
D76996	100	178 00	PLANT OPERATIONS	BARKER, HUGH	D33135 UNIFORM ALLOW	114.00
D76997	100	178 00	PLANT OPERATIONS	BROKAR, WILBUR	D33136 UNIFORM ALLOW	114.00
D76998	100	178 00	PLANT OPERATIONS	DUNCAN, ALLAN	D33137 UNIFORM ALLOW	57.00
D76999	100	178 00	PLANT OPERATIONS	EAKS, GERALD	D33138 UNIFORM ALLOW	114.00
D77000	100	178 00	PLANT OPERATIONS	ENGLAND, JOHN	D33139 UNIFORM ALLOW	114.00
D77001	100	178 00	PLANT OPERATIONS	HAMMOND, JOHN	D33140 UNIFORM ALLOW	114.00
D77002	100	178 00	PLANT OPERATIONS	HERNANDEZ, TOM	D33141 UNIFORM ALLOW	114.00
D77003	100	178 00	PLANT OPERATIONS	LOPEZ, JESSE	D33142 UNIFORM ALLOW	114.00
D77004	100	178 00	PLANT OPERATIONS	MCKELVEY, JOY	D33143 UNIFORM ALLOW	114.00
D77005	100	178 00	PLANT OPERATIONS	MOLINA, MAC	D33144 UNIFORM ALLOW	95.00
D77006	100	178 00	PLANT OPERATIONS	MONTEZ, BILLY	D33145 UNIFORM ALLOW	114.00
D77007	100	178 00	PLANT OPERATIONS	ORTEGA, ED	D33146 UNIFORM ALLOW	114.00
D77008	100	178 00	PLANT OPERATIONS	RITCH, MELVIN	D33147 UNIFORM ALLOW	76.00
D77009	100	178 00	PLANT OPERATIONS	SANDOVAL, ED	D33148 UNIFORM ALLOW	114.00
D77010	100	178 00	PLANT OPERATIONS	SCHUTTERA, CHRIS	D33149 UNIFORM ALLOW	114.00
D77011	100	178 00	PLANT OPERATIONS	SHINE, BRIAN	D33150 UNIFORM ALLOW	114.00
D77012	100	178 00	PLANT OPERATIONS	ZELLER, WILFORD	D33151 UNIFORM ALLOW	114.00
D77013	100	178 00	PLANT OPERATIONS	ZIEMKE, RICHARD	D33152 UNIFORM ALLOW	114.00
D77014	100	178 00	PLANT OPERATIONS	ALIRE, DAVE	D33153 UNIFORM ALLOW	114.00

6-2
B-2
3

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 4

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D77015	100	178 00	PLANT OPERATIONS	ATENCIO, JACOB	D33154 UNIFORM ALLOW	114.00
D77017	100	178 00	PLANT OPERATIONS	ATKINSON, STEVE	D33155 UNIFORM ALLOW	114.00
D77018	100	178 00	PLANT OPERATIONS	AUSTIN, RHONA	D33156 UNIFORM ALLOW	76.00
D77019	100	178 00	PLANT OPERATIONS	AYALA, ART	D33157 UNIFORM ALLOW	114.00
D77020	100	178 00	PLANT OPERATIONS	AYALA, RAUL	D33158 UNIFORM ALLOW	95.00
D77021	100	178 00	PLANT OPERATIONS	BATEMAN, BRUCE	D33159 UNIFORM ALLOW	114.00
D77022	100	178 00	PLANT OPERATIONS	BISCOTTI, RICHARD	D33160 UNIFORM ALLOW	76.00
D77023	100	178 00	PLANT OPERATIONS	BOISSEAU, RON	D33161 UNIFORM ALLOW	114.00
D77024	100	178 00	PLANT OPERATIONS	BOYD, WILLIS	D33162 UNIFORM ALLOW	114.00
D77025	100	178 00	PLANT OPERATIONS	COURSEY, GREG	D33163 UNIFORM ALLOW	95.00
D77026	100	178 00	PLANT OPERATIONS	CRAIG, JAMES	D33164 UNIFORM ALLOW	114.00
D77027	100	178 00	PLANT OPERATIONS	CRAIN, UREL	D33165 UNIFORM ALLOW	76.00
D77028	100	178 00	PLANT OPERATIONS	DODD, PAM	D33166 UNIFORM ALLOW	114.00
D77029	100	178 00	PLANT OPERATIONS	DOMINGUEZ, JOSE	D33167 UNIFORM ALLOW	114.00
D77030	100	178 00	PLANT OPERATIONS	LOLA DUNAWAY	D33168 UNIFORM ALLOW	114.00
D77031	100	178 00	PLANT OPERATIONS	KENNETH DUNCAN	D33169 UNIFORM ALLOW	19.00
D77032	100	178 00	PLANT OPERATIONS	DYE, TED	D33170 UNIFORM ALLOW	114.00
D77033	100	178 00	PLANT OPERATIONS	FENDERSON, ANSON	D33171 UNIFORM ALLOW	114.00
D77034	100	178 00	PLANT OPERATIONS	FLOREZ, REY	D33172 UNIFORM ALLOW	114.00
D77035	100	178 00	PLANT OPERATIONS	FRANCIS, DENNIS	D33173 UNIFORM ALLOW	76.00
D77036	100	178 00	PLANT OPERATIONS	GOMES, CHRIS	D33174 UNIFORM ALLOW	57.00
D77037	100	178 00	PLANT OPERATIONS	HITCHCOCK, ROGER	D33175 UNIFORM ALLOW	114.00
D77038	100	178 00	PLANT OPERATIONS	HOLGUIN, JOHNNY V.	D33176 UNIFORM ALLOW	114.00
D77039	100	178 00	PLANT OPERATIONS	KELL, CAROL	D33177 UNIFORM ALLOW	95.00

6-2
B.4

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D77040	100	178 00	PLANT OPERATIONS	KENNEDY, DONALD	D33178 UNIFORM ALLOW	19.00
D77041	100	178 00	PLANT OPERATIONS	KING, PAUL	D33179 UNIFORM ALLOW	114.00
D77042	100	178 00	PLANT OPERATIONS	KING, ROBERT	D33180 UNIFORM ALLOW	114.00
D77043	100	178 00	PLANT OPERATIONS	LAWSON, DONNA	D33181 UNIFORM ALLOW	114.00
D77044	100	178 00	PLANT OPERATIONS	LESTER, LUTHER	D33182 UNIFORM ALLOW	114.00
D77045	100	178 00	PLANT OPERATIONS	LOMAN, MARY	D33183 UNIFORM ALLOW	114.00
D77046	100	178 00	PLANT OPERATIONS	OZIE MARTIN	D33184 UNIFORM ALLOW	114.00
D77053	100	178 00	DISTRICT ADMINISTRATION	SANTA CLARA HOUSING BUREAU	D33224 LODGING 1 EMPLOYEE	70.00
D77054	100	178 00	HEALTH	C.A.B.E. CONFERENCE 1990	D33222 REG 1 EMPLOYEE	105.00
D77056	100	188 00	SCHOOL ADMINISTRATION	BARREIRO, LAZARO	D33116 REG-1 EMPLOYEE	35.00
D77058	100	178 00	PLANT OPERATIONS	MARTIN, VERNON	D33185 UNIFORM ALLOW	114.00
D77060	100	178 00	PLANT OPERATIONS	MASON, SANDRA	D33186 UNIFORM ALLOW	114.00
D77062	100	178 00	PLANT OPERATIONS	MENDEZ, NICOLAS	D33187 UNIFORM ALLOW	76.00
D77063	100	178 00	PLANT OPERATIONS	MIRANDA, PAUL	D33188 UNIFORM ALLOW	114.00
D77064	100	178 00	PLANT OPERATIONS	JEFF NEWLON	D33189 UNIFORM ALLOW	114.00
D77065	100	178 00	PLANT OPERATIONS	POPOVICH, CAROL	D33190 UNIFORM ALLOW	114.00
D77066	100	178 00	PLANT OPERATIONS	RAMIREZ, RICHARD	D33191 UNIFORM ALLOW	114.00
D77067	100	178 00	PLANT OPERATIONS	REDFORD, BILLIE	D33192 UNIFORM ALLOW	114.00
D77068	100	178 00	PLANT OPERATIONS	REED, CHARLES	D33193 UNIFORM ALLOW	114.00
D77069	100	178 00	PLANT OPERATIONS	RITCH, SHIRLEY	D33194 UNIFORM ALLOW	114.00
D77070	100	178 00	PLANT OPERATIONS	ROMERO, KATHY	D33195 UNIFORM ALLOW	95.00
D77071	100	178 00	PLANT OPERATIONS	SANDOVAL, THOMAS	D33196 UNIFORM ALLOW	76.00
D77072	100	178 00	PLANT OPERATIONS	RICHARD SAPIEN	D33197 UNIFORM ALLOW	114.00
D77073	100	178 00	PLANT OPERATIONS	SAVEDRA, ROSE	D33198 UNIFORM ALLOW	19.00

G-2
 285

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 6

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D77074	100	178 00	PLANT OPERATIONS	SCHULTZ, RAYMOND	D33199 UNIFORM ALLOW	114.00
D77075	100	178 00	PLANT OPERATIONS	SCHWAB, DAVID	D33200 UNIFORM ALLOW	114.00
D77076	100	178 00	PLANT OPERATIONS	SHERARD, RODIE	D33201 UNIFORM ALLOW	114.00
D77077	100	178 00	PLANT OPERATIONS	SHINE, GARY	D33202 UNIFORM ALLOW	114.00
D77078	100	178 00	PLANT OPERATIONS	SIERRA, JAVIER	D33203 UNIFORM ALLOW	57.00
D77079	100	178 00	PLANT OPERATIONS	SPAND, PATRICIA	D33204 UNIFORM ALLOW	114.00
D77080	100	178 00	PLANT OPERATIONS	SUCHY, MARK	D33205 UNIFORM ALLOW	114.00
D77081	100	178 00	PLANT OPERATIONS	SUCHY, JIM	D33206 UNIFORM ALLOW	76.00
D77082	100	178 00	PLANT OPERATIONS	JOHN TEMPLETON	D33207 UNIFORM ALLOW	38.00
D77083	100	178 00	PLANT OPERATIONS	TEMPLETON, MICHAEL	D33208 UNIFORM ALLOW	19.00
D77084	100	178 00	PLANT OPERATIONS	TERESIN, MARTIN JR	D33209 UNIFORM ALLOW	114.00
D77085	100	178 00	PLANT OPERATIONS	TERESIN, MARTIN SR	D33210 UNIFORM ALLOW	114.00
D77086	100	178 00	PLANT OPERATIONS	TERESIN, MARY	D33211 UNIFORM ALLOW	114.00
D77087	100	178 00	PLANT OPERATIONS	THORNTON, JOHN	D33212 UNIFORM ALLOW	114.00
D77088	100	178 00	PLANT OPERATIONS	WALKER, RICHARD	D33213 UNIFORM ALLOW	114.00
D77089	100	178 00	PLANT OPERATIONS	WEAVER, ALBERTA	D33214 UNIFORM ALLOW	114.00
D77090	100	178 00	PLANT OPERATIONS	WEITZEL, MELINDA	D33215 UNIFORM ALLOW	76.00
D77091	100	178 00	PLANT OPERATIONS	WILBURG, PENNIELOU	D33216 UNIFORM ALLOW	76.00
D77092	100	178 00	PLANT OPERATIONS	WITTEN, GABRIELLA	D33217 UNIFORM ALLOW	57.00
D77093	100	178 00	PLANT OPERATIONS	WOODEN, RONNIE	D33218 UNIFORM ALLOW	114.00
D77094	100	178 00	PLANT OPERATIONS	ZAMORA, ALICE	D33219 UNIFORM ALLOW	114.00
D77108	100	178 00	DISTRICT ADMINISTRATION	REGENTS-UC	D33314 REG 1 EMPLOYEE	30.00
D77109	100	178 00	OPERATIONS-OTHER FACILITY	JURUPA COMMUNITY SERVICES	D33351 NOVEMBER PAYMENT (WATER)	3,718.80
D77110	100	178 00	OPERATIONS-OTHER FACILITY	RUBIDOUX COMMUNITY SERVICES	D33352 WATER & TRASH FOR NOVEMBER	9,157.44

6-2
Pg. 6

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 7

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D77115	100	178 00	HEALTH	IRENE ALLEN	D33315 MILEAGE	33.12
D77116	100	178 00	HEALTH	VIRGINIA SCHANZ	D33319 MILEAGE	40.78
D77117	100	178 00	DISTRICT ADMINISTRATION	CASBO	D33339 REG 1 EMPLOYEE	95.00
D77119	100	178 00	INSTRUCTIONAL ADMINISTRATION	TED W. HULING	D33321 MILEAGE	99.36
D77120	100	178 00	DISTRICT ADMINISTRATION	JOHN P. WILSON	D33323 MILEAGE	103.20
D77126	100	178 00	DISTRICT ADMINISTRATION	BARBARA WILLIAMS	D33326 MILEAGE	20.88
D77129	100	178 00	DISTRICT ADMINISTRATION	SHERRI HUNT	D33327 MILEAGE	14.40
D77132	100	178 00	DISTRICT ADMINISTRATION	JANA TWOHBLEY	D33328 REIMB-SUPPLIES	26.36
D77134	100	181 00	SELF-CONTAINED CLASSROOM	KEN MARTINEZ	D33329 REIMB-ADMISSION FEES	45.00
D77159	100	178 00	DISTRICT ADMINISTRATION	DAVE HACHEY	D33334 REIMB-OFFICE SUPPLIES/POSTAGE	106.73
D77164	100	180 00	SELF-CONTAINED CLASSROOM	JURUPA UNIFIED SCHOOL DISTR	D33335 FOOD SERVICE SUPPLIES	147.35
D77171	100	185 00	SELF-CONTAINED CLASSROOM	DICK SEVALY	D33336 REIMB-INSTRUCTIONAL MATERIALS	164.49
D77175	100	197 00	STUDENT ACTIVITIES	JURUPA VALLEY HIGH SCHOOL	D33337 ATHLETIC FEES	5,000.00
D77186	100	178 00	GUIDANCE & COUNSELING	CONDIT, IRWIN	D33317 MILEAGE	18.98
D77196	100	178 00	HOME AND HOSPITAL INSTRUCTION	GOLDEN, GARY	D33318 MILEAGE	54.60
D77198	100	178 00	INSTRUCTIONAL ADMINISTRATION	ADRAGNA, JONNA	D33322 MILEAGE	54.03
D77221	100	178 00	HEALTH	TUNTLAND, SALLY	D33316 MILEAGE	32.91
D77257	100	178 00	DISTRICT ADMINISTRATION	PHIL WILKESON	D33340 REIMB-REGISTRATION FEES	650.00

FUND TOTAL 103,464.44
TOTAL NUMBER OF DISBURSEMENTS 162

D76591	101	178 00	MENTOR TEACHER PROGRAM	LYNNE ENNIS	D32920 REIMB SUPPLIES	24.53
D76595	101	175 00	EISS-EARLY INTERVENTION/SCHOO	HARRIET HULING	D32911 REIMB SUPPLIES	30.00
D76596	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR	WALT LANCASTER	D32917 REIMB SUPPLIES	70.53

28.2

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/21/89
 PAGE: 8

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76891	101	178	00	DRUG ABUSE EDUCATION & PREVEN	BEHAVIORAL HEALTH RESOURCES	D33016 SERVICES RENDERED 2,625.00
D76892	101	180	00	S.I.P. (SCHOOL IMPROVEMENT PR	NANCY LIVERMAN	D33021 REIMB 1 EMPLOYEE 50.00
D76894	101	178	00	DRUG ABUSE EDUCATION & PREVEN	FOLSOM, BETTY	D33022 REIMB 1 EMPLOYEE 151.20
D76895	101	176	00	S.I.P. (SCHOOL IMPROVEMENT PR	INLAND EMPIRE READING COUNC	D33023 REG 2 EMPLOYEES 16.00
D76853	101	178	00	E.C.I.A. CHAPTER 1	FEDERAL EXPRESS CORP	D33052 PRIORITY LETTERS 37.00
D76872	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	MARTHA ARCE	D33042 REIMB-CHILD CARE SERVICES 5.00
D76874	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	VICTORIA ANDRUS	D33043 REIMB-CHILD CARE SERVICES 5.00
D76875	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	JO ANN NEVAREZ	D33044 REIMB-CHILD CARE SERVICES 5.00
D76876	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	DEBBIE PITTS	D33045 REIMB-CHILD CARE SERVICES 5.00
D76877	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	CAROL LEON	D33046 REIMB-CHILD CARE SERVICES 5.00
D76880	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	MATILDE S. GONZALEZ	D33054 REIMB-CHILD CARE SERVICES 5.00
D77048	101	181	00	S.I.P. (SCHOOL IMPROVEMENT PR	LORI KNIGHT	D33225 REIMB 1 EMPLOYEE 18.00
D77049	101	181	00	S.I.P. (SCHOOL IMPROVEMENT PR	SANDRA PETERSEN	D33227 REIMB 1 EMPLOYEE 18.00
D77050	101	188	00	S.I.P. (SCHOOL IMPROVEMENT PR	BECKY MURRAY	D33226 REIMB 1 EMPLOYEE 75.00
D77051	101	182	00	S.I.P. (SCHOOL IMPROVEMENT PR	MARY TURMAN	D33229 REIMB 1 EMPLOYEE 129.34
D77052	101	188	00	S.I.P. (SCHOOL IMPROVEMENT PR	VIRGINIA JONES	D33228 REIMB 1 EMPLOYEE 75.00
D77055	101	175	00	E.C.I.A. CHAPTER 1	CALIF TEACHER'S PROFESSIONA	D33221 REG 2 EMPLOYEES 258.00
D77059	101	176	00	S.I.P. (SCHOOL IMPROVEMENT PR	REGENTS-UC	D33230 REG 1 EMPLOYEE 80.00
D77061	101	197	00	VOCATIONAL EDUCATION ACT PL94	CUSHING, DONN	D33231 REIMB 1 EMPLOYEE 13.60
D77107	101	178	00	E.C.I.A. CHAPTER 2	BANK OF AMERICA NT&SA	D33312 VISA 8.48
D77114	101	178	00	ECONOMIC OPPORTNTY ACT PL88-4	CAROL LEON	D33338 CHILD CARE SERVICES 5.00
D77154	101	190	00	S.I.P. (SCHOOL IMPROVEMENT PR	CHRIS LORENZ	D33333 REIMB-INSTRUCTIONAL MATERIALS 16.01

						FUND TOTAL 3,730.69
						TOTAL NUMBER OF DISBURSEMENTS 25
D76882	102	179	00	RESOURCE SPECIALIST PROGRAM	JUDY HANLON	D33056 REIMB-INSTRUCTIONAL MATERIALS 16.58

89
 12
 21

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 9

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D77149	102	182	00	RESOURCE SPECIALIST PROGRAM	JANET COLEMAN	D33331 REIMB-INSTRUCTIONAL MATERIALS 12.14
D77157	102	179	00	RESOURCE SPECIALIST PROGRAM	JUDY HANLON	D33332 REIMB-INSTRUCTIONAL MATERIALS 9.42

						FUND TOTAL 38.14
						TOTAL NUMBER OF DISBURSEMENTS 3
D76922	103	178	00	PUPIL TRANSPORTATION	ABBOTT, SHIRLEY A.	D33069 UNIFORM ALLOWANCE 76.00
D76923	103	178	00	PUPIL TRANSPORTATION	AGUIRRE, ANDREA	D33070 UNIFORM ALLOWANCE 76.00
D76925	103	178	00	PUPIL TRANSPORTATION	MANUEL BARBA	D33071 UNIFORM ALLOWANCE 76.00
D76926	103	178	00	PUPIL TRANSPORTATION	BROWN, KATIE L.	D33072 UNIFORM ALLOWANCE 76.00
D76927	103	178	00	PUPIL TRANSPORTATION	CALVERT, MARIA P.	D33073 UNIFORM ALLOWANCE 76.00
D76928	103	178	00	PUPIL TRANSPORTATION	CANUP, ANDRIENNE S.	D33074 UNIFORM ALLOWANCE 76.00
D76929	103	178	00	PUPIL TRANSPORTATION	CARTWRIGHT, BRENDA	D33075 Uniform Allowance 76.00
D76930	103	178	00	PUPIL TRANSPORTATION	CRUZ, FLORA M.	D33076 UNIFORM ALLOWANCE 95.00
D76931	103	178	00	PUPIL TRANSPORTATION	CUMMINGS, JUDITH L.	D33077 UNIFORM ALLOWANCE 95.00
D76932	103	178	00	PUPIL TRANSPORTATION	DEKKER, SHERON L.	D33078 UNIFORM ALLOWANCE 76.00
D76933	103	178	00	PUPIL TRANSPORTATION	EDGE, CHERYL	D33081 UNIFORM ALLOWANCE 76.00
D76934	103	178	00	PUPIL TRANSPORTATION	ELLIS, BRENDA	D33082 UNIFORM ALLOWANCE 76.00
D76935	103	178	00	PUPIL TRANSPORTATION	FINE, RITA	D33083 UNIFORM ALLOWANCE 76.00
D76936	103	178	00	PUPIL TRANSPORTATION	FORD, REBECCA	D33084 UNIFORM ALLOWANCE 95.00
D76937	103	178	00	PUPIL TRANSPORTATION	GIFFORD, FAYE	D33085 UNIFORM ALLOWANCE 114.00
D76938	103	178	00	PUPIL TRANSPORTATION	GILLIAM, LENDOR	D33086 UNIFORM ALLOWANCE 76.00
D76939	103	178	00	PUPIL TRANSPORTATION	GUZMAN, VIRGINIA M.	D33087 UNIFORM ALLOWANCE 114.00
D76940	103	178	00	PUPIL TRANSPORTATION	HERNANDEZ, ELMA	D33088 UNIFORM ALLOWANCE 76.00
D76941	103	178	00	PUPIL TRANSPORTATION	HILL, LESLIE A.	D33089 UNIFORM ALLOWANCE 57.00

G-2
Pg. 9

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/21/89
 PAGE: 10

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76942	103	178 00	PUPIL TRANSPORTATION	JAMES, GLORIA J.	D33090 UNIFORM ALLOWANCE	76.00
D76943	103	178 00	PUPIL TRANSPORTATION	LARA, LORENE M.	D33091 UNIFORM ALLOWANCE	95.00
D76944	103	178 00	PUPIL TRANSPORTATION	LOUGH, WILLIAM	D33092 UNIFORM ALLOWANCE	38.00
D76945	103	178 00	PUPIL TRANSPORTATION	MARTINEZ, TONY	D33093 UNIFORM ALLOWANCE	76.00
D76946	103	178 00	PUPIL TRANSPORTATION	MCBRIDE, EVALENA	D33094 UNIFORM ALLOWANCE	95.00
D76947	103	178 00	PUPIL TRANSPORTATION	MCELYEA, SHARRON	D33095 UNIFORM ALLOWANCE	76.00
D76948	103	178 00	PUPIL TRANSPORTATION	PITCHFORD, LISA A.	D33096 UNIFORM ALLOWANCE	76.00
D76949	103	178 00	PUPIL TRANSPORTATION	RADFORD, CAROL	D33097 UNIFORM ALLOWANCE	95.00
D76950	103	178 00	PUPIL TRANSPORTATION	RUIZ, ANNA V.	D33098 UNIFORM ALLOWANCE	95.00
D76951	103	178 00	PUPIL TRANSPORTATION	SANNER, SUSAN	D33099 UNIFORM ALLOWANCE	76.00
D76952	103	178 00	PUPIL TRANSPORTATION	SIERRA, PAMELA	D33100 UNIFORM ALLOWANCE	76.00
D76953	103	178 00	PUPIL TRANSPORTATION	SLIFE, ROSEMARIE	D33101 UNIFORM ALLOWANCE	76.00
D76954	103	178 00	PUPIL TRANSPORTATION	STEWART, DENISE J.	D33102 UNIFORM ALLOWANCE	76.00
D76955	103	178 00	PUPIL TRANSPORTATION	STONES, RENEE	D33103 UNIFORM ALLOWANCE	95.00
D76956	103	178 00	PUPIL TRANSPORTATION	SULLIVAN, LUCILLE A.	D33104 UNIFORM ALLOWANCE	95.00
D76957	103	178 00	PUPIL TRANSPORTATION	VALLIN, VIRGINIA	D33105 UNIFORM ALLOWANCE	76.00
D76958	103	178 00	PUPIL TRANSPORTATION	VOYLES, DIXIE L.	D33106 UNIFORM ALLOWANCE	76.00
D76959	103	178 00	PUPIL TRANSPORTATION	WALTERS, VIRGINIA J.	D33107 UNIFORM ALLOWANCE	76.00
D76960	103	178 00	PUPIL TRANSPORTATION	WIGLEY, DONNA	D33108 UNIFORM ALLOWANCE	76.00
D76961	103	178 00	PUPIL TRANSPORTATION	WOODARD, VIRGINIA	D33109 UNIFORM ALLOWANCE	76.00
D76962	103	178 00	PUPIL TRANSPORTATION	BERNHARD, TIMOTHY D.	D33110 UNIFORM ALLOWANCE	114.00
D76963	103	178 00	PUPIL TRANSPORTATION	BLAKE, JAMES E.	D33111 UNIFORM ALLOWANCE	114.00
D76964	103	178 00	PUPIL TRANSPORTATION	MARTINEZ, GEORGE R.	D33112 UNIFORM ALLOWANCE	114.00
D76965	103	178 00	PUPIL TRANSPORTATION	OLIVIER, JAMES C.	D33113 UNIFORM ALLOWANCE	114.00

G-2
 Pg. 10

RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
PURCHASES OVER \$1

REPORT: APS/APS550/01
RUN DATE: 12/21/89
PAGE: 11

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76966	103	178 00	PUPIL TRANSPORTATION	RAMSEY, RUSSELL L.	D33114 UNIFORM ALLOWANCE	19.00
D76967	103	178 00	PUPIL TRANSPORTATION	SARTOR, HENRY	D33115 UNIFORM ALLOWANCE	95.00
D77057	103	178 00	GIFTED AND TALENTED EDUCATION	REGENTS-UC	D33223 REG 1 EMPLOYEE	75.00
D77112	103	178 00	PUPIL TRANSPORTATION	STATE BOARD OF EQUALIZATION	D33354 USE FUEL TAX (NOV)	88.73
FUND TOTAL						3,887.73
TOTAL NUMBER OF DISBURSEMENTS						47
D76751	106	683 00	GUIDANCE & COUNSELING	PACIFIC TELEPHONE	D33024 SERVICE FOR NOVEMBER	15,432.89
D76866	106	179 00	SELF-CONTAINED CLASSROOM	STEPHANIE DINGMAN	D33037 REIMB-INSTRUCTIONAL MATERIALS	55.98
D76867	106	179 00	SELF-CONTAINED CLASSROOM	MARY FORAND	D33038 REIMB-INSTRUCTIONAL MATERIALS	29.70
D77121	106	176 00	SELF-CONTAINED CLASSROOM	KWANG DUFFY	D33324 MILEAGE	6.05
D77123	106	176 00	SELF-CONTAINED CLASSROOM	LINDA YANNAcone	D33325 MILEAGE	20.82
D77137	106	179 00	SELF-CONTAINED CLASSROOM	DEBRA BARNES	D33330 REIMB-INSTRUCTIONAL MATERIALS	14.11
FUND TOTAL						15,559.55
TOTAL NUMBER OF DISBURSEMENTS						6
D76978	119	178 00	PLANT MAINTENANCE	BALDWIN, DAN	D33117 UNIFORM ALLOW	114.00
D76979	119	178 00	PLANT MAINTENANCE	CASTILLO, HUMBERTO	D33118 UNIFORM ALLOW	19.00
D76980	119	178 00	PLANT MAINTENANCE	DONNELLY, PETER	D33119 UNIFORM ALLOW	114.00
D76981	119	178 00	PLANT MAINTENANCE	DOWLING, TOM	D33120 UNIFORM ALLOW	114.00
D76982	119	178 00	PLANT MAINTENANCE	DURAN, AL	D33121 UNIFORM ALLOW	114.00
D76983	119	178 00	PLANT MAINTENANCE	EAKLE, WILLIAM	D33122 UNIFORM ALLOW	76.00
D76984	119	178 00	PLANT MAINTENANCE	FERRELL, RON	D33123 UNIFORM ALLOW	114.00
D76985	119	178 00	PLANT MAINTENANCE	FOSTER, JOEL	D33124 UNIFORM ALLOW	114.00

G-2
Pg. 11

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/21/89
 PAGE: 12

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/04/89 - 12/17/89
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D76986	119	178 00	PLANT MAINTENANCE	HANSEN, REID	D33125 UNIFORM ALLOW	114.00
D76987	119	178 00	PLANT MAINTENANCE	MAREZ, PAUL	D33126 UNIFORM ALLOW	114.00
D76988	119	178 00	PLANT MAINTENANCE	MOLINA, LOUIS	D33127 UNIFORM ALLOW	114.00
D76989	119	178 00	PLANT MAINTENANCE	MORROW, BOB	D33128 UNIFORM ALLOW	114.00
D76990	119	178 00	PLANT MAINTENANCE	MUMHERT, TOM	D33129 UNIFORM ALLOW	76.00
D76991	119	178 00	PLANT MAINTENANCE	RAMIREZ, ED	D33130 UNIFORM ALLOW	114.00
D76992	119	178 00	PLANT MAINTENANCE	RODGERS, JOHN	D33131 UNIFORM ALLOW	114.00
D76993	119	178 00	PLANT MAINTENANCE	SCOTT, RICHARD	D33132 UNIFORM ALLOW	114.00
D76994	119	178 00	PLANT MAINTENANCE	THOMPSON, JAMES	D33133 UNIFORM ALLOW	95.00
D76995	119	178 00	PLANT MAINTENANCE	WITTEN, JEFF	D33134 UNIFORM ALLOW	19.00
D77118	119	178 00	PLANT MAINTENANCE	BILL ELZIG	D33320 MILEAGE	314.88
FUND TOTAL						2,081.88
TOTAL NUMBER OF DISBURSEMENTS						19
D77113	990	175 00	FACILITIES	JURUPA COMMUNITY SERVICES	D33313 CLOSING BILL (HYDRANT-SS)	80.54
FUND TOTAL						80.54
TOTAL NUMBER OF DISBURSEMENTS						1
263 DISBURSEMENTS						128,642.97

Recommend Approval: *Richard L. L...*
 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-PPP	Jeff Wells	\$ 200.00	SIP	Workshop for Pedley teachers on helping students improve their test-taking skills
90-1-QQQ	Music Center of L.A. County	\$ 475.00	SIP	Two "We Tell Stories" assemblies at Van Buren School
	Travel NTE \$	13.00		
90-1-RRR	Bonnie Rosell	\$ 1,000.00	ECIA Chapter 1	Series of cooperative learning workshops concluded with a peer coaching inservice at Indian Hills School

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

Jurupa Unified School District

RESOLUTION 90/22

Authorize the Establishment of a Self Insurance Fund

WHEREAS, on November 21, 1988, the Governing Board of the Jurupa Unified School authorized the establishment of a self-insured retention fund;

WHEREAS, it has proved to be an efficient and cost saving method of providing insurance coverage for the District, and should be continued;

WHEREAS, it is desirable to separate the monies designated for self insurance activities from the other operating funds of the District;

WHEREAS, Education Code Section 39602 provides for a separate Self Insurance Fund;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Jurupa Unified School District hereby authorizes the establishment of a Self Insurance Fund for the receipt and payment of monies used for self insurance activities.

Mary Burns
Clerk of the Board

Date

Jurupa Unified School District

RESOLUTION 90/23

**Authorize the Establishment of a Special Reserve Fund
for the Sick Leave Incentive Plan**

WHEREAS, a Sick Leave Incentive Plan was established on July 1, 1986, to reward classified bargaining unit members for sick leave earned but not used;

WHEREAS, the dollar amount of the reserve for the plan increases each year so that it has become desirable to separate those funds from the general operating funds of the District;

WHEREAS, Education Code Section 42842 permits the use of a special reserve fund for other than Capital Outlay projects;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Jurupa Unified School District hereby authorizes the establishment of a Special Reserve Fund for the receipt and payment of funds required for the implementation of the Sick Leave Incentive Plan for classified employees.

Mary Burns
Clerk of the Board

Date

NON-ROUTINE STUDENT FIELD TRIP/EXCURSION - REQUEST FOR APPROVAL

DATE(S): January 10 - 14, 1990LOCATION: Columbus, OhioTYPE OF ACTIVITY: National Drug Free Youth Speakers Bureau TrainingPURPOSE/OBJECTIVE: Advanced training to equip student with public speaking skills,
drug information, and knowledge on how to start a speakers bureau.NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.) Student will travel without supervision. Youth to Youth staff, supervised byTheresa Garrison - Program Director, will take charge of student upon arrival atPort Columbus Airport.

EXPENSES:	Transportation	\$ <u>358.00</u>	Number of Students <u>1</u>
	Lodging	\$ <u></u>	
	Meals	\$ <u>155.00</u>	
	All Other	\$ <u></u>	

TOTAL EXPENSE	\$ <u>513.00</u>	Cost Per Student <u></u> (Total Cost ÷ # of Students)
---------------	------------------	--

INCOME: List All Income By Source and Indicate Amount Now on Hand:

Source	Expected Income	Income Now On Hand
<u>J.U.S.T. Draw the Line</u>	<u>273.00</u>	<u></u>
<u>Rotary, Top Hat Travel, West Riv. Vet.</u>	<u>140.00</u>	<u>140.00</u>
<u>Lions, Lioness, Student's Family</u>	<u>100.00</u>	<u></u>
TOTAL:	\$ <u>513.00</u>	<u></u>

Arrangements for Transportation: Top Hat TravelArrangements for Accommodations and Meals: IncludedPlanned Disposition of Unexpended Funds: N/A

I hereby certify that all other requirements of District regulations will be complete and on file in the District Office ten days prior to departure.

Signature: Betty Ann Tolson Date: 1-2-90 School: Teacher on Special Assignment
(Instructor)

All persons making the field trip shall be determined to have waived all claims against the District, the teachers, and the Board of Education for injury, accident, illness, or death occurring during or by reason of the field trip. All adult volunteers taking out-of-state field trips shall sign a statement waiving such claims. All student participants must submit a parental consent for medical and dental care and waiver of liability form.

Approvals: Principal: [Signature] Date: 1/2/90Date approved by the Board of Education Date: Distribution: White copy to Assistant Superintendent Education Services
Yellow copy to Originator
Pink copy to Principal

Youth to Youth

December 22, 1989

Dear National Speakers' Bureau Participant:

Congratulations! You have been selected to be a participant at the National Drug-Free Youth Speakers Bureau Training.

Enclosed are the details for the training to be held on January 11 - 14, 1990 at the Greenwood Lake camp and Conference Center in Delaware, Ohio.

Please read the enclosed information carefully and return the permission and medical forms along with your \$155.00 fee to the Youth to Youth office. If you have any questions or concerns, please call Sheri Foley at (614) 224-4506.

Thank you for your dedication to drug-free youth. We look forward to seeing you in January.

Sincerely,

Theresa Garrison

Theresa Garrison
Program Director

TG:sf

Enclosures

NATIONAL DRUG-FREE YOUTH SPEAKERS' BUREAU
EMERGENCY MEDICAL RELEASE FORM

Name JAMES L Turner Sex: ☒ Male ☐ Female
Date of Birth 06-6-72 Phone (714) 681-5755
Home Address 9833 Union
City Riverside State Calif. Zip 92509

A fee of \$155.00 is enclosed

Emergency Contact:

Name Delbert Turner Relationship Father
Address 9833 Union
City Riverside State Ca Zip 92509
Phone (H) (714) 986-81-5755 (W) (714) 980-0336

If that person is unavailable, we may contact:

Name Kay Parr Relationship guardian Phone (714) 595-1221
EXT. 2230

MEDICAL INFORMATION

1. Does your child have any medical problems? ☐ Yes ☒ No
If so, describe in full _____

2. Is your child currently on any medications? ☐ Yes ☒ No
If so, list below with name of drug, dosage, and how often to be administered:

a. AAA
b. 1
c. 1

Can your child be relied upon to take it? ☐ Yes ☐ No

3. Name and phone number of physician(s) who treat your child for the above named medical problems:

a. AAA Phone () _____
b. AAA Phone () _____

4. Does your child have any allergies to any food or medication?

Yes ☒ No ☒ If so, what?

1. _____ 2. _____

5. Does your child have any physical limitations? Yes ☒ No ☒
If so, what? _____

Emergency Medical Release

I, Delbert Turner, being the natural parent/legal guardian of Jim Turner, a minor who resides at 9833 Union Riverdale C/A 92529, hereby grant to CompDrug, an Ohio not-for-profit corporation, to its designee the right to transport the above captioned minor to any emergency medical or health care facility for immediate treatment and/or consultation, if necessary.

Further, I hereby grant to CompDrug's medical director or his designee, the right to consent on behalf of the above-captioned minor for medical treatment. I understand that I will be notified of any emergency situation immediately, but that this emergency medical release is in the event that I am unavailable to necessary parties, and immediate authorization for treatment is required.

Delbert Turner

Natural Parent/Legal Guardian for

Jim Turner

A minor

Dec. 31 1989

Date

Mail to:

Youth to Youth National Speakers' Bureau
700 Bryden Road
Columbus, Ohio 43215

RULES AND REGULATIONS OF THE NATIONAL DRUG-FREE YOUTH SPEAKERS' BUREAU

These rules are designed to ensure that all participants in the National Speakers' Bureau Training program enjoy a maximum learning experience in an environment conducive to any exchange and sharing of ideas and concepts. All members are expected to adhere to the rules outlined and violation of these rules may result in immediate removal from the program. Enforcement and supervision of these rules shall be at the sole discretion and judgement of the director of Youth to Youth.

Violations of any rule will be dealt within either of the following manners:

1. Private counseling session with a staff member of the Youth to Youth program, or
2. Removal from the program based upon the sole discretion and judgement of the director of Youth to Youth. An individual removed from the program may appeal such removal to the President of CompDrug Corporation, who will have sole and final decision of any and all appeal.

Rules

1. Attendance -- Your participation and attendance at the scheduled event, once on location, is mandatory. Failure to attend scheduled activities and meals, without permission, may result in removal from the program.
2. Behavior -- All participants are expected to conduct themselves in a mature and orderly manner at all times. Misconduct by any participant will not be tolerated and such behavior which falls below generally accepted standards may result in removal.
3. Visitors -- No visitors will be permitted except during scheduled times and events. Any special or emergency visitation must first be approved by the director.
4. Remain on Grounds -- All participants are to remain on the grounds of the training. Any unauthorized excursions will result in immediate removal from the program. Participants are required to notify a staff member when leaving or returning to a scheduled activity or meal.
5. Use of Drugs or Alcohol -- Any participant found to be under the influence of drugs and/or alcohol, or in possession of drugs and/or alcohol, will be immediately removed from the program. Charges will be filed against any individual found with any illegal substance, either internally or externally. Use of any narcotic for medical purposes must be approved by the program staff member and the coordinator of the medical staff. Smoking is NOT permitted.

As a parent/guardian of Jim Turner, I have read and reviewed the rules above and have discussed them with my son/daughter. My son/daughter understands all the rules and agrees to abide by and be bound by these rules. I agree to hold the Youth to Youth program and its sponsoring organization, CompDrug, as well as the local sponsor and any of its agents, staff or successors-in-interest harmless from liability due to SON's violation of any of the rules contained above. I understand that pictures or video may be taken which may be used for promotional or any other purpose.

Parent/Guardian Signature

Robert Turner
As parent and/or guardian
for

Jim Turner
Name of youth

Dec. 31, 1989
Date

Sign and mail to:

Youth to Youth National Speakers' Bureau
700 Bryden Road, 3rd Floor
Columbus, Ohio 43215

AIRLINE SCHEDULE

If you are flying, please fill out:

Arrival:

Airline TWA Flight # 276 From ONTARIO, CA.

Arrival time on January 10, 1990 3:56 pm

Departure:

Departure time on January 14, 1990 1:54

(TWA #695)

**NATIONAL DRUG-FREE YOUTH SPEAKERS' BUREAU
INFORMATION SHEET**

FACILITY: Greenwood Lake Camp and Conference Center
340 Lake Street
Delaware, Ohio 43015
(614) 369-4821

DATE & TIME: Thursday, January 11, 1990 beginning at
7:00 pm through Sunday, January 14, 1990
at 11:00 am.

Greenwood Lake Camp and Conference Center is located in a residential area of Delaware, Ohio (see the enclosed map). The center itself is a self contained campus of several buildings.

The housing is cabin style with a shared bathroom and two to four people to a room. Adults will be mixed in with youth cabins and assigned room-mates.

REGISTRAION: Please come to the Conference Center from 5:00 - 7:00 p.m. Thursday, January 11, 1990. If you plan on arriving earlier, please let us know. Please fill out the enclosed itinerary for your airline schedule. Please fly into Port Columbus Airport and we will transport you to the Conference Center.

STAFF CHAPERONES: There will be approximately 100 participants, 30 adult advisors, and 12 Youth to Youth staff.

AGENDA: Please expect to work! The schedule will be packed in order to prepare you for public presenting. The entire weekend will be spent in training with the exception of 3 hours spent at the newly built Columbus City Center Mall on Saturday. The Conference agenda follows:

Thursday, Janurary 11, 1990

5:00 - 7:00 pm	Registration
7:00 - 8:00 pm	Welcome and Orientation
8:00 - 11:00 pm	"Getting Acquainted and a Musical Celebration"

Friday, January 12, 1990

9:00 - 10:30 am	Gotta Know To Say No, R.E.A.C.H. Training
10:30 - 11:30 am	Work Groups #1, Jeopardy

Friday (cont'd)

1:00 - 1:45 pm	Public Speaking: Tips for Success
2:00 - 3:00 pm	Work Groups #2, Public speaking
3:15 - 4:00 pm	The National Drug Free Youth Speakers' Bureau
4:15 - 5:30 pm	Work Groups #3, developing speeches
6:30 - 8:30 pm	Work Groups #4, present speeches
8:30 - 9:30 pm	Adult Participant Meeting
9:00 - 11:00 pm	Drug - Free Fun!!

Saturday, January 13, 1990

9:00 - 10:00 am	Do It With Drama
10:15 - 12:00 pm	Work Groups #5, integrating drama
Groups 1-3	
12:00 - 3:00 pm	Board buses for City Center Mall
Groups 4-6	
12:00 - 1:00 pm	LUNCH
1:00 - 3:00 pm	Work Groups #6, videotaping
Groups 1-3	
3:30 - 5:30 pm	Work Groups #6, videotaping
5:30 - 6:30 pm	DINNER
Groups 4-6	
3:15 - 6:15 pm	Board buses for City Center Mall
7:00 - 8:00 pm	Work Groups #7
8:15 - 9:15 pm	Work Groups #8
9:15 - 11:30 pm	Youth to Youth Dance

Sunday, January 14, 1990

9:00 - 9:30 am	Making It Work In Your Community
9:30 - 10:15 am	Work Groups #9, Closing activities
10:15 - 11:00 am	Closing & Evaluation

TRANSPORTATION: See the enclosed map for directions to Greenwood Lake Camp and Conference Center. If you are flying, we will provide transportation to and from the airport.

COST: A fee of \$155.00 will cover all lodging, food, recreational events and program materials.

WHAT TO BRING: The rooms are fully equipped with linen, towels, lights, blankets, etc. Please bring:

- personal items
- warm clothing
- camera and film
- notepad and pen

NO VALUABLES PLEASE!

WHAT YOU WILL
RECEIVE:

- a Training Manual
- complete training on drug information,
public speaking, and skits.
- knowledge on how to start your own
speakers bureau.

CANCELLATIONS:

If for any reason you are unable to attend
this conference, please notify us
Immediately!

COUNTY OF RIVERSIDE



MELBA DUNLAP
SUPERVISOR, SECOND DISTRICT

November 22, 1989

Dr. John Wilson, Superintendent
Jurupa Unified School District
3924 Riverview Drive
Riverside, CA 92509

Dear Dr. Wilson:

Attached is the study of the request for sidewalks which you so kindly submitted to my office for review. From the Community Development Block Grant funds, I appropriated the money so that the Road Department could analyze each site and give us a worthy cost estimate.

As indicated on the cover letter from LeRoy Smoot, Road Commissioner, the sidewalks cannot be funded from the regular road budget as none of the work will involve rehabilitation nor widening of streets. Therefore we must seek monies from CDBG, SB 821 or Redevelopment allotments.

In the next few weeks, I will be discussing funding for these sidewalks with the agencies involved. Since the cost for all the work is estimated at \$1,301,600, the construction schedule must be spread out over a few years.

As soon as the funding budget is established, I will get back to you for your final approval. If you have any thoughts on this schedule, please don't hesitate to call me.

Thank you so much for your cooperation.

Sincerely,

Supervisor, 2nd District

MD:rs
Encl.

4080 LEMON STREET • 14TH FLOOR • RIVERSIDE, CALIFORNIA 92501 • (714) 787-2429
SR. ADMINISTRATIVE ASSISTANT: ROSANNA B. SCOTT
ADMINISTRATIVE ASSISTANT: TALLULAH M. SHERER
EXECUTIVE SECRETARY: GRIZELDA D. REED

H-1
Pg. 1



COUNTY OF RIVERSIDE

ROAD AND SURVEY DEPARTMENT

November 14, 1989

To: Supervisor Melba Dunlap
District No. 2
Attn: Roseanna Scott

From: LeRoy D. Smoot, Road Commissioner
and County Surveyor

LS

Re: Sidewalk Request - Jurupa School District-Work Order No. 87-2063

Reference is made to your request of September 15, 1989, requesting the feasibility of placing sidewalks and for cost estimates to perform the work along several streets as set forth by the Jurupa School District.

All of the locations are feasible, but require varying degrees of advance work in extending or revising drainage facilities and relocating utilities, walls and fences.

Most of the locations will require the placement of concrete curb, gutter and driveway approaches with matchup asphalt concrete paving. Attached is a spread sheet listing each location, elements pertinent to it and a cost estimate.

In addition, those projects requiring the relocation of utilities will be dependent upon the time necessary for the utility company to schedule and perform the work. Each location should be financed from CDBG, SB821 and/or Redevelopment Funds since none of the work involves pavement rehabilitation or will increase the traffic capacity of the streets.

LDS:RBS:hn

Attachment

cc: John Viafora
Tennant/Tanaka
Toerper/Studor
Jain/Kinloch
McKenzie/Russell/Boren/Moss
Kenney

41
pg. 2

PRIORITY	ROAD NAME	LIMITS	ROAD NUMBER	R/W PAGE	R/W	RELOC	ENCROACH	IMPROVEMENTS REQUIRED	COST
								AC DRIVE SIDEWALK	
								L.F.	
1	MISSION BOULEVARD	7701 MISSION BLVD TO PYRITE ST, NORTH SIDE OF STREET	1521006	9	OK	DRAIN	3250	YES 5	3150 9112,000
2	RIVERVIEW DRIVE/ LIMONITE AVENUE	MISSION BLVD TO PACIFIC AVE N.W. SIDE OF STREET	1521198	138	+ADD'L	YES	20	YES 20	4075 9115,000
3	JURUPA ROAD	POINSETTA PL TO STEVE AVE, SOUTH SIDE OF STREET	1520818	9	+ADD'L	DRAIN	3030	YES 14	2834 999,000
4	HOUSON STREET	NORTH OF PELEY SCHOOL TO 50TH ST - WEST SIDE OF STREET	1521008	10	+ADD'L	NO	330	YES NO	62 10,000
5	SUNNYSLOPE AREA 38TH STREET	GRANITE HILL TO SCENIC DR - EAST SIDE OF STREET	1521233	9	OK	DRAIN	2070	YES 15	1750 186,000
6	TROTH STREET	JURUPA RD TO LIMONITE AVE - WEST SIDE OF STREET	1521288	2, 5	+ADD'L	YES	6400	YES 42	5740 9288,000
7	MISSION BOULEVARD	PACIFIC AVE TO OPAL ST - NORTH SIDE OF STREET	1521000	13A	OK	DRAIN	500	YES 2	500 940,000
8	43TH STREET	OPAL ST TO GOLDEN WEST AVE - NORTH SIDE OF STREET	1521028	13A	OK	DRAIN	200	YES NO	200 910,000
9	LIMONITE AVENUE	ARCHER ST TO DOWNEY ST - SOUTH SIDE OF STREET	1520898	10	+ADD'L	DRAIN	2400	YES 12	2700 9122,000
10	MISSION BOULEVARD	OPAL ST TO JUKUFA ROAD - SOUTHWEST SIDE OF STREET	1521000	13A	OK	DRAIN	950	YES NO	2100 999,000
11	MISSION BOULEVARD	LA RUE ST TO RIVERVIEW DR - NORTH SIDE OF STREET	1521000	13A	OK	DRAIN	1250	YES 9	1330 968,000
12	42ND STREET	RIVERVIEW DR TO PACIFIC AVE - NORTH SIDE OF STREET	1521358	13A	OK	YES	180	YES 17	1335 931,000
13	MINIERN STREET	MISSION BLVD TO IMA ARBUCCLE SCHOOL - EAST SIDE OF STREET	1520999	13A	OK	YES	650	YES 11	300 924,000
14	LAKESTIDE DRIVE	CAMINO REAL TO EL PALMINDO DR - SOUTH SIDE OF STREET	1523116	10	OK	YES	NO	NO NO	360 912,000
15	CAMINO REAL	LAKESTIDE DR TO LIMONITE AVE - WEST SIDE OF STREET	1523158	10	OK	YES	NO	NO NO	1430 928,000
16	LA RUE STREET	RUSTANG LANE TO MISSION BLVD - WEST SIDE PREFERABLE	152087	13A	OK	NO	470	YES 8	550 917,000
17	MISSION BOULEVARD	CRESTMORE RD TO DALY AVE - SOUTH SIDE OF STREET	1521000	130	OK	YES	280	YES 7	800 995,000
18	34TH STREET	NORTH OF NUEVA VISTA SCHOOL TO MOVACK ST - PAVE STREET AND INSTALL SIDEWALKS	1520568	13A	OK	YES	350	YES NO	350 929,000

done

H-1
pg. 3

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 1 of 18

District: Jurupa Unified	School: Troth Street Elementary	Lead Reviewer: (signature) <i>Janice J. Jimenez</i>
Reviewer: Beth Threat	Reviewer: Geri Reynolds	Reviewer: Nancy Walsack, Karen Berlinski
Dates of Review: December 6,7,& 8, 1989	Program Quality Review Consortium: Greater Riverside	

Directions: Write a brief Summary of Findings for each criterion addressing the presence and/or absence of the major key ideas of each theme. Include, as appropriate, Recognitions of Program Strengths, Suggestions, and Action Plans for three in-depth areas. Also include at the end of this report Feedback on the Self-Study, an Analysis of the Implementation of the Suggestions and Action Plans from the school's last PQR and the Tentative Calendar of Implementation of the Suggestions.

Criterion:

Summary of Findings

Language Arts At Troth School Language Arts is a full, balanced, and integrated program which promotes student understanding and self worth. It incorporates listening, speaking, reading, and writing which extends into all curricular areas through report writing, journals, summarizing; retelling, dramatization, drawing of characters or important parts of stories, or oral presentations. Spelling, grammar, decoding skills, vocabulary and problem solving are taught within the context of good literature. We agree with your self study and see efforts are underway to implement and integrate these processes more fully.

A district core list of literary works to be read at each grade level is used which covers all genre. LEP students are provided with similar works in their primary language.

Many students have opportunities to participate in oral language activities such as choral reading, dramatizations, and retelling of stories. For example students were observed reading stories to each other, discussing characters, and problem solving.

All students hear good literature read aloud daily. The into, through, and beyond approach is employed by most teachers in order to connect students and parents to literature. Many students interact with the works, explore, and apply their understandings to their own lives. Silent sustained reading is provided by most teachers.

Many students experience all stages of the writing process. Fluency is stressed before form and correctness. Students write daily and for a variety of purposes. A growing number of students are developing their own voices as writers as evidenced by participation in the district sponsored Young Authors Showcase and PTA sponsored Reflections Contest.

42
pg. 1

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 2 of 18

District:	School:	Lead Reviewer:
Jurupa Unified School District	Troth Street Elementary	Janice Jimenez

Criterion:

Instruction is provided by a number of effective teaching strategies such as directed lessons in whole, small, or cooperative learning groups. Multimodal approaches were observed in many classrooms.

The new language arts textbooks, supplementary materials, and tradebooks provide high quality literary works at all grade levels. Many students use technology --i.e., computers and audiovisual media--as a resource for discovering new information, composing, practicing, and sharing information, ideas, and their own oral, written, and visual expressions with others.

Evaluation in the area of language arts is still developing. Student portfolios are being kept with samples of student work collected periodically throughout the year. Interviews validate a need for a more consistent systematic approach. Feedback is provided on an ongoing basis and parent interviews indicate an open door policy related to information about their children.

All staff express enthusiasm for reading and writing. The school library contains many books that reinforce and extend the literature approach in the school including Spanish literature materials. Teachers encourage parents to read aloud with their children. District and site administrators, teachers, and specialists support an integrated language arts program through planning, staff development, and communication with parents. The district has supported site level efforts by paid pre-service training for all staff and ongoing staff development for new teachers. Supplementary services are provided by CI/SIF resource teachers and specialists to enable all students full access to the curriculum.

Action Plan

Evidence

The review team agrees with the staff and has concluded that the Language Arts program lacks structured and consistent opportunities for students to participate in a variety of formal and informal oral language activities. Further parents should be encouraged to become active participants in student learning.

There is a need to increase the number of formal and informal oral language activities that parents have the opportunity to view during the school day. As a result, parents will become connected with the curriculum and learning will extend beyond the school and into the home.

H-2
Pg. 2

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 3 of 18

District:	School:	Lead Reviewer:
Jurupa Unified School District	Troth Street Elementary	Janice Jimenez

Criterion:

Recommendations

1. Continue to implement new language arts program.
2. Grade level meetings to brainstorm language arts activities that include parent involvement -- parent inservices.
3. Encourage and continue use of Houghton-Mifflin Spelling Program.
4. Schedule daily time for oral language activities.
5. Use stage for formal oral presentations.
6. Teachers read aloud books from Young Reader Medal Program.
7. Continued use of Literature on Tape.
8. Continue and encourage use of Book Buddies, Book-It Program, and Read to Succeed.
9. Schedule Sustained Silent Reading into lesson plans.
10. Investigate Poetry Break, Story Telling Day, and a speech tournament.
11. Schedule daily oral reading activities.
12. Continue use of language arts trade books.
13. Investigate purchase of class literature sets from district extended core literature list.
14. Investigate grade level and/or classroom sets of reference materials.
15. Investigate purchasing Quick Word Dictionary.

Improvement Process

During the 1989-90 school year, we will complete the steps in the development and implementation of a literature-based curriculum for our students (as monitored by the principal with the Leadership Team).

1. Grade level meetings will occur monthly from September to June, 1989-90.
2. The staff will continue to use/expand annually (Sept-June).
 - a. Houghton-Mifflin Spelling Program
 - b. Time for oral language activities
 - c. Stage for presentation
 - d. Young Reader Medal Award
 - e. Literature on Tape
 - f. Book Buddies
 - g. Sustained Silent Reading
3. The staff will investigate programs from January-May 1990.
 - a. Poetry Break (Committee)
 - b. Story Telling Day (Committee)
 - c. Speech Tournament (Committee)
4. The staff will purchase several items from January to April (budget permitting).
 - a. Reference materials
 - b. Class sets of literature
 - c. Quick Word Dictionary

H-2
Pg. 3

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 4 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Visual &
Performing
Arts

The team observed examples of art experiences in drama, music and visual arts that were well integrated in the curriculum. Art using mixed media, dioramas, and art projects were displayed in all classrooms. A vocal music program, available one and one half days a week is provided to grades K-4 and 5th and 6th grade may participate in an instrumental music program twice a week. Interviews disclosed that musical performances are scheduled throughout the year. Music appreciation was evident in a few classrooms. Students may perform in a spring Talent Festival and attend performances of Music Center on Tour, Young People's Theater, and Professor BodyWise. Some children present skits and current event newscasts which are videotaped and shown in the classroom.

Action Plan

Evidence

Through observation and interview, the team agrees with the self study that students would benefit from more opportunities to perform in the areas of dance, drama, visual arts, and music. Arts curricula that provides a balance between music and art appreciation, historical and cultural heritage, and aesthetic valuing are needed.

Recommendations:

1. Use the stage for informal/formal presentations.
2. Develop a schedule for drama presentations.
3. Invite students and parents to view student performances.
4. Use video cameras.
5. Purchase play kits.
6. Staff development day for the visual/performing arts.
7. Art shows highlighting visual arts.
8. Continue Reflections Contest (PTA).
9. Preview and investigate sequential art programs.
10. Open House with Cinco de Mayo theme
11. Conduct Multi-Cultural Fair.
12. Consider Readers Theatre and visits to the Riverside Civic Light Opera.
13. Investigate the Art Through History Program and RETAC, instructional television materials
14. Refer to the Visual and Performing Arts Framework, 1982
15. Utilize the services of the new Fine Arts mentors.

Improvement Process

During the 1989-90 school year, the staff will work in committee from January to June, 1990.

1. Schedule use of new stage for presentations (by grade

42
pg. 4

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 5 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
---	------------------------------------	----------------------------------

Criterion:

2. Invite parents for drama presentations (individual teachers, grades).
3. Use video camera for role playing, skits, etc. (individual teachers, grade).
4. Purchase play kits (SIP or grade level general education funds).
5. Schedule Staff Development day relating to Visual/Performing Arts--January/February, 1990. (Principal)
6. Establish a committee to coordinate a Cinco de Mayo theme during Open House (Bilingual teachers - Public Schools' Week) April 1990.
7. Establish a committee to conduct a Multi-Cultural Fair; Spring 1991.

42
pg. 3

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 6 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Staff
Development

Staff development activities reflect a planned, focused, and coordinated program which addresses both individual and schoolwide goals. Interviews with teachers verified that staff members are involved in the process of identifying areas of need and establishing priorities. The team concurs with the self study that staff development activities concentrate on improving the school program for students and upgrading the skills of the school staff in order to increase student achievement.

The content of the staff development program reflects the establishment of school goals for curriculum, instruction, assessment and student achievement. Staff members share information gleaned from these activities both formally and informally, through presentations at staff, grade level and team meetings. Staff members have participated in workshops on the scientific method, hands-on science experiments, computer activities, Effective Schools, classroom management and self-esteem workshops, as well as cooperative learning workshops at the district level (STARS program) at the county level, District-wide Language Arts Institute, New Teacher Orientation, and grade level Language Arts inservices. Innovative noontime inservices included use of math manipulatives and Project AIMS. Staff members utilize techniques acquired through staff development activities as evidenced by the use of cooperative learning groups in many subject areas.

The program includes effective teaching methods and instructional strategies such as modeling and coaching to provide follow-up support in the classroom. A commitment to continued participation is evidenced by the use of School Improvement and Chapter I Innovation funds to support these activities at both the school and district level, the use of four School Based staff development days, release time for teachers to attend conferences, and extra compensation for teachers to attend after-school workshops.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 7 of 18

District:
Jurupa Unified School District

School:
Troth Street Elementary

Lead Reviewer:
Janice Jimenez

Criterion:

Action Plan

Evidence

Interviews and the self-study revealed a continuing need to provide focused staff development activities in the areas of Language Arts, including sheltered English strategies, physical education, and performing arts.

Recommendation

In order to enhance the staff development activities, the team concurs with the self-study that the staff:

1. Continue to prioritize needs based school and district goals
2. Continue to share information and ideas from individual conference attendance on a formal basis such as written highlights, portfolios of special workshop activities and synopsis of workshops at staff meetings.
3. Provide release time for peer observations and visitations to other schools.
4. Consider a more extensive use of peer coaching techniques to support implementation of new ideas.
5. Continue to utilize district, county, and university resources.
6. Continue to provide support for new teachers, such as a "buddy system" (New teacher/experienced teacher).

Improvement Process

During the 1989-90 school year the staff will work in committee from Jan-June and monitored by the principal:

1. Schedule Visual and Performing Arts staff development day in Jan/Feb 1990.
2. Language Arts inservice - text, framework implementation (January 1990).
3. Sheltered English strategies for the classroom teacher (February 1990).
4. An extended discipline plan -- classroom management extension (January 1990).
5. Interschool visitation (September 1990-1991).
6. A more structured physical education program (February 1990).

H-2
p. 7

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 8 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Physical
Education

Physical Education is a regular part of the school program, each class having an individual program with teaming at some grade levels. Positive self image, appropriate social behaviors, self respect, fair play and an appreciation of individual differences are all evident throughout the school. A variety of small team, partner, individual and class activities was observed. An after-school sports program is provided. A committee has been formed to develop an initial proposal for a clear, well defined, structured physical education framework which incorporates a sequential program of activities and skills.

Suggestion

Evidence

The staff has concluded from the Self-Study that the P.E. program is lacking a structural framework which incorporates a sequential program of activities and skills.

Recommendation

The existing committee should continue to work on the formulation of a sequential, comprehensive P.E. program.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 9 of 18

District:
Jurupa Unified School District

School:
Troth Street Elementary

Lead Reviewer:
Janice Jimenez

Criterion:

Summary of Findings

Mathematics

All strands of the mathematics curriculum are evident at Troth Street School. Students are involved and appeared comfortable with and proficient in numerical computation. The extension of math skills across the curriculum is evident throughout the school. Teachers use a variety of concrete representations and on-going assessments to chart skill acquisition and areas of weakness. Math vocabulary and terminology and graphs are displayed in many classrooms. Manipulatives are evident in every classroom and were being used in many; calculators are used in the upper grades and are available for check out for primary students. Students have access to computers in all classrooms; computer and laser disc programs are available to enhance the instructional programs.

Problem solving with multiple-solution methods is emphasized and is reinforced by a daily school wide math challenge. Some students were observed formulating, modeling, organizing, testing, and interpreting the results of various problem-solving modes.

Instructional settings are varied and include individual, small group, and whole class groupings.

Supplementary services are coordinated with the regular mathematics program to focus on fundamentals as they are presented. An onsite Chapter I/SIF mentor math resource teacher maintains a mathematics laboratory, provides demonstration lessons, and math materials for classroom teachers, and works with small groups to reinforce skills.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 10 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Science

It is evident that there is a strong commitment among the staff at Troth Street School to provide a science program accessible to all students of all ability levels on a regular basis. There was evidence of science instruction in classrooms: textbooks, science kits, Projects AIMS materials, abundant realia for hands-on experiences, field trips, school assemblies and computer and laser disc programs. Staff members attend Science Alliance workshops and team teach. Science instruction is integrated into other curriculum areas. Use of the scientific method, science process skills and the application of science to the real world was observed in most classrooms. An on-site Mentor Science Resource Teacher maintains a science laboratory, provides demonstration lessons and science materials for classroom teachers. Students participate in a school-wide Science Fair; winners of this Fair have the opportunity to participate in District and County Fairs.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 11 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

History/
Social Science The history-social science curriculum at Troth Street School is balanced and integrated with the language arts curriculum incorporating the goals of the History-Social Science framework of knowledge and cultural understanding, democratic principles, civic values, and academic and social skills.

The curriculum at the primary level includes exploratory activities related to geography, economics and local history; For example, the team saw evidence of map skills being taught, and biographies, myths and fairy tales being discussed. The curriculum in the intermediate grades reflects the study of California, U.S. and world history.

Activities and lessons are being correlated with Language Arts, the visual and performing arts and the other social sciences. Observations by the team and interviews verify that dramatizations, small-group and whole-class projects are part of the strategies, used by teachers. Teachers use instructional media such as films, laser disks, videotapes, realia, charts, maps and computer software as part of the curriculum. Multi-cultural activities, and primary language instruction is provided to Limited-English Proficient students, as appropriate, in order to provide equal access to the core History/Social Science curriculum. The Skills for School Success program reinforces study skills such as note taking, calendaring homework assignments, and use of reference materials.

Resources are available through the use of the library and instructional media center to supplement classroom materials. Progress of all students is monitored and teachers indicate that modifications to the instructional program are made in order to provide access to the core curriculum. Support for the history/social science program is evident in classrooms by providing maps, globes and supplementary materials as needed. The staff is beginning to align the curriculum with the History/ Social Science Framework and have assigned a teacher representative to the History/Social Science Textbook Selection committee. The school participates in projects such as canned food drives sponsored by the local community groups. The staff takes advantage of community resources such as museums and related cultural events to enhance the program. P.T.A. and school funds support these activities.

H-2
p.11

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 12 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Special
Needs

Services to Troth Street students with special needs include GATE, RSP, LSH, Chapter 1, Bilingual and ESL education, psychological and nursing services, and Outreach counseling. The Team found that all students receiving special services are supported in the regular classroom curriculum through consultation, pull-out, and manpower and materials support by the resource teachers and specialists. Additional support through inservices provided by the district is also a valuable contribution. Special services to students with multiple needs are prioritized so that the area of greatest need is addressed first. Lessons and assignments are rigorous and challenging for each student's diagnosed level.

Classroom and support staff communicate both on a formal and an informal basis. A variety of early intervention strategies, i.e. Student Success Team, are being employed to meet the needs of students in a timely manner.

Parents and staff view the "Skills for School Success" program as valuable to students in grades 3-6. Classroom teachers regard the resource teachers as highly valued sources of information, materials and skills. Parents and staff are very enthusiastic about the Bilingual Education Program. CAF subtest scores for LEP students demonstrate mastery comparable to the total population average. Students with special needs see themselves as successful, important contributors to their school.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 13 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
---	------------------------------------	----------------------------------

Criterion:

Summary of Findings

Leadership

The Review Team concurs with Self-Study findings, showing outstanding leadership. Leadership is shared among staff members through grade level leaders, committees and adjunct duties. The leadership of the principal, resource teachers, team leaders and the leadership team are actively involved in planning and implementing the school program. The talents of staff members are recognized and focused upon when improving and sustaining excellence in the school. High levels of respect, trust, professional growth and a collaborative atmosphere are facilitated by the leadership of Troth Street School.

Summary of Findings

Planning,
Implementing,
and
Evaluating
School
Program

There is a collaborative planning process that involves staff members, the principal and parents. There is common understanding throughout the school of what the students will learn, how they will learn it and how they will be supported as learners. Each staff member understands the overall intent of the planned program, what his or her responsibilities are and how those responsibilities relate to what others are doing or will do. All staff members, including those providing services to students with special needs, communicate with one another regularly and work together for program coordination and for mutual support. There is a high level of staff commitment to carrying out the program as planned. The procedures (formal and informal) used for planning, ongoing planning and evaluation are widely known throughout the school. Staff Development plans include exploring new ways to analyze CAF scores.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 14 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Learning
Environment

Students at Troth Street School perceive school as a place to learn. Teachers have high expectations for students and work to maximize the time students are on task. Students know what to do when they complete assignments.

The learning environment reflects an academic focus. Teachers are learning oriented and maintain student involvement throughout the lesson. Student involvement and time on task is a major focus.

The Skills for School Success program for students in grades 3-6 promotes student acquisition of specific study skills and encourages parent participation as partners in their child's learning.

Planned Activity Time is a technique effectively used to ensure students time on task.

Schoolwide rules are known by all and students are held accountable for maintaining them throughout the school year. The use of classroom discipline plans promotes high expectations for student behavior. Award systems such as Round Table Pizza, Quality Coupons, Sizzler Certificates for good behavior and academic success are evident.

Staff provides a safe and orderly environment for student learning and the school grounds are well maintained.

Recognition of Program Strength

The staff provides an exemplary academic learning environment for all students. Students are encouraged to use and apply what they learn beyond rote drill and practice. Students and parents feel comfortable approaching the teachers and principal. It is clear there is a spirit of close cooperation and mutual respect among students, staff and parents here at Troth Street School.

ELEMENTARY SCHOOL PROGRAM QUALITY REVIEW
REPORT OF FINDINGS

Page 15 of 18

District: Jurupa Unified School District	School: Troth Street Elementary	Lead Reviewer: Janice Jimenez
Criterion:		

Summary of Findings

Schoolwide Effectiveness It is evident that the school and district policies reflect an academic focus on student learning and achievement. Students receive a broad-based curriculum. The district and school goals and objectives are clearly defined and are evident in: lesson plans and classroom work, selection of instructional materials and student assignments. There is emphasis on enabling students to use and apply what they learn, beyond rote drill and practice, as evidenced in allocation of class time and the Skills for School Success program.

High expectations are held for all students and there is a strong belief that all children can achieve. Classroom teachers rely on support staff for additional help to ensure student success. Instruction is well-planned and a variety of teaching strategies are apparent. Lessons are presented in both large and small groups and a strong emphasis on time-on-task is evident.

Generally, assessment data indicates that students are increasing in third and sixth grade CAP scores. Assessment is aligned with the curriculum and includes a variety of methods suited to what is being assessed: work samples and presentations, teacher-made tests, text chapter tests and standardized tests.

Homework is an integral part of the curriculum and is regularly assigned as an extension of the classroom program. Students clearly understand rules and classroom routines and display interest in learning. The students and staff support each other. Parents and students perceive the school as a friendly, caring and safe environment.

Recognition of Program Strength

The Review Team recognizes the Schoolwide Effectiveness component as an area of program strength at Troth Street School. This is exemplified by the strong commitment to an academic focus and use of instructional strategies and methods that ensure that all students' needs are met.

H-2
pg. 15

California State Department of Education
Instructional Support Services Division

CDS Code 33603221

TENTATIVE CALENDAR FOR THE IMPLEMENTATION
OF SUGGESTIONS

Page 16 of 18

Briefly identify each Suggestion, the person(s) responsible for monitoring it to completion, the year(s) during which it will be worked on, and the beginning and ending dates of its implementation, e.g., Oct----->Feb, Sept----->Sept, Aug----->Dec, etc.

SUGGESTION	PERSON(S) RESPONSIBLE	YEAR: 1989	YEAR: 1990	YEAR: 1991	YEAR: _____
1. Physical Education	P.E. Committee	January	May	Implementation	
2.					
3.					
4.					

Principal: [Signature]

Date: 12/6/89

Lead Reviewer: [Signature]

Date: 12-8-89

Self-Study Coordinator: [Signature]

Date: 12-8-88

42
Pg. 16

SELF-STUDY FEEDBACK

School: Troth Street Elementary

Year conducted: 1989

Self-Study

Principal: Richard Sevaly

Coordinator: Anita Avellino

1. PROCESS The entire staff at Troth Street Elementary School has been actively involved in the Self-Study Process. The certificated staff and School Site Council has been involved in some curricular as well as schoolwide areas. In addition, the classified staff has participated with certificated staff in determining early school year needs in discipline, manpower, materials, office procedures and home/school relations. Three information gathering and decision making techniques were utilized to look at curricular and schoolwide needs by utilizing the Quality Criteria. These techniques were the Cox Priority Matrix, the Beach Front Model and the Ishikawa Fishbone. Some staff members observed in classrooms. All teachers had opportunities in committee and whole group to share ideas, experiences and priorities. A preliminary process to the Self-Study began in June of 1989. This allowed for a thorough and accurate Self-Study in the focus areas. A strong student focus is evident in all data gathered and is the guiding principle in the Action Plans and suggestions.

2. DATA School data has been thoroughly analyzed both at the district and school level on a longitudinal basis (three years). Standardized instruments such as the CAP, CTBS and county organizational health survey have been compared from year to year, and an analysis of right responses and relative strengths and weaknesses has been incorporated as qualitative data. Regular review of curricular planning guides, portfolios, computer management data at the school has been an ongoing process and therefore, is an integral part of the Self-Study. This study of data confirms that no groups of students are consistently differentiated from others, thus allowing all students equal access to the curriculum and equal opportunity to achieve. School data is shared with the entire staff and School Site Council on a regular basis and is a vital element in program planning, selection of materials, instructional strategies and ongoing assessment.

3. PRODUCT The Self-Study process has been conducted in a professional manner. The entire staff has been able to participate, share and be heard. The Leadership Team has encouraged participation and collaborative decision making in developing the Self-Study. With this approach, a positive climate for positive change and total commitment to implement and improve an already positive program is evident.

4. RECOMMENDATIONS:

a. Continue analyzing school data to enhance instructional planning.

b. Consider writing the next Self-Study in a summary format which shows matches and gaps to criteria--to give a complete picture of Troth Street School.

c. Consider encouraging participation by parents in all levels of the Self-Study, to enhance the process and product.

LEAD REVIEWER: Janice Jimenez

DATE: Dec. 8, 1989

Janice Jimenez



ANALYSIS OF THE IMPLEMENTATION OF
THE SUGGESTIONS AND ASSISTANCE/ACTION PLANS
FROM THE SCHOOL'S LAST PROGRAM QUALITY REVIEW

School: Troth Street Date of last PQR: May 7, 8, 9, 1986

Principal: Richard Sevaly

To what extent has the school community implemented the Suggestions and Assistance/Action Plans generated by the last PQR? What have been the obstacles, if any? Have any of them been revised or discarded because of changes in educational research and technology, personnel, student demographics, available resources, the membership of the local board or SSC, the school developed more appropriate alternatives, etc.? Are there examples of exemplary follow-through? Did the school go beyond the recommendations of the PQR team?

1. SUGGESTIONS:

Suggestions resulting from the previous Program Quality Review have been addressed and/or implemented. Having set goals and priorities, the staff has addressed each suggestion according to our specific needs. In the area of Staff Development, the staff has developed a more focussed program and a calendar has been established to align goals and priorities with inservices. In addition, a Math Resource Teacher has been added to work with identified students and provide math inservice.

2. ASSISTANCE/ACTION PLANS:

In the area of science, a Resource Teacher was hired, materials and hands-on equipment was purchased, a new science textbook was adopted, staff members have attended Science Alliance, team teaching has been established and the scientific method has been emphasized in preparing Science Fair projects. A schoolwide staff development program clearly focuses on areas of improvement as stated in the Self Study. Oral language has been addressed through the implementation of the new Language Arts program.

3. IS THERE ANY QUANTITATIVE OR QUALITATIVE EVIDENCE THAT SUGGESTS THAT IMPLEMENTATION LED TO SIGNIFICANT IMPROVEMENTS IN STUDENT OUTCOMES?

Implementation of the new science program has led to improved Science Fair projects. The staff development program provides a focus on established goals and priorities. The staff is committed to maintaining high math scores.

LEAD REVIEWER: Janice D. Jensen DATE: 12-8-89