



# 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

MAY 7, 1990

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

## OPENING

Call to Order

\* Indicates supporting document

Roll Call

\*\* Indicates supporting document  
for Board Members only

## CLOSED SESSION 5:30 P.M.

The Board will meet in Closed Session at 5:30 p.m. in the Superintendent's office to consider qualified matters of litigation, negotiation, student discipline, professional services, and/or personnel qualifications which are timely.

## PUBLIC SESSION 7:00 P.M.

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

Call to Order in Public Session

(President Ruane)

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

Flag Salute

(Ms. Burns)

Invocation

(Ms. Ruane)

## HEARING SESSION

**\*\* Public Hearing Concerning the Formation of a Community Facilities District No. 1 of Jurupa Unified School District**

(Mr. Edmunds)

On April 2, 1990, the Board adopted resolutions declaring its intention to establish Community Facilities District No. 1 of Jurupa Unified School District, and to incur bonded indebtedness in the amount of \$9 million for the purpose of financing public facilities. Since these resolutions were adopted, we have complied with legal advertising requirements and posted notice of a public hearing at the May 7, 1990, Board Meeting on this issue in both the Press Enterprise and Jurupa This Week. The Board President should conduct a public hearing in the manner prescribed by Bond Counsel.

## HEARING SESSION

### **\*\* Public Hearing Concerning the Formation of a Community Facilities District No. 1 of Jurupa Unified School District (Cont'd)**

Following the public hearing, if the Board wishes to proceed, it should adopt Resolutions 90/40 through 90/45. These resolutions are included in the supporting documents for Board members only, along with a copy of the President's Agenda for Conducting the Public Hearings; a memo from Bond Counsel explaining the public hearing and resolutions; a copy of the Joint Powers Agreement with Rubidoux Community Services District, and agreements with the two developers. Administration recommends the Board adopt Resolutions 90/40 through 90/45 at the conclusion of the Public Hearing.

## COMMUNICATIONS SESSION

### **1. Recognize Inland Science and Engineering Fair Winners**

(Ms. Roberts)

Nine Jurupa students won top honors in the Riverside and San Bernardino Counties Inland Science and Engineering Fair held April 30 through May 2, 1990. 680 K-12 entrants were in the competition.

We are proud to recognize **Tamara Halleck**, a third grade student at Mission Bell Elementary School, who won the Sweepstakes award in the K-3 Division for her project titled "Who's Watching the Water?"

Other Jurupa students receiving awards included:

**Penny Goldberg**, 6th grade student at Camino Real Elementary School, 2nd place in Physical Science, "Will My Pin Hole Camera Prints be as Clearly Defined as My 35 mm Prints?"

**Brady Kocher**, 4th grade student at Pedley Elementary School, 2nd place in Earth Science, "Is the Sky Falling?"

**Katie Kacarab**, 3rd grade student at Camino Real Elementary School, 3rd place in Life Science, "Does Music Control Blood Pressure?"

**Jeffries Pace**, 2nd grade student at Sky Country Elementary School, 3rd place in Physical Science, "Which Barge will Support the Most Weight?"

**Jenel Bosze**, 8th grade student at Mission Middle School, 3rd place in Physical Science, "Can a Superconductor Shield Magnetism?"

**Michelle Church**, 10th grade student at Jurupa Valley High School, 3rd place in Energy and Environmental Sciences, "Is There a Difference Between Horse and Cow Manure?"

**Eric Bosze**, 10th grade student at Rubidoux High School, 3rd place in Environmental Science, "How Does the Moon Perturb Earth Synchronous Satellites?"

**Herb Singh**, 11th grade student at Rubidoux High School, 1st place in Biochemistry, "Is There a Unique Relationship Between Alanine and Chlorophyll in an Ammonium-Fertilized Flooded Corn Plant?"

1. Recognize Inland Science and Engineering Fair Winners (Cont'd)

Secondary student winners will have their projects entered in the State Science Fair at the California Museum of Science and Industry, May 23-28, 1990.

Once again, we salute Terry Snell, our District Science Fair Coordinator, and the many dedicated teachers and parents who worked with these students.

2. Administrative Reports and Written Communications

a. Accept Donations for Schools

(Mr. Edmunds)

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

The PTA of Glen Avon Elementary School wishes to donate approximately \$850 to purchase books for classroom use. Teachers will make the selection for their classrooms.

Mrs. Vergie Whisenhunt, a retired district employee, wishes to donate \$125 to be used for scholarship awards at Jurupa Middle School.

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

b. Other Communications/Reports

(Dr. Wilson)

3. 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.

4. 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.

5. 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 the April 23, 1990 Regular Meeting

Recommend approval as printed.

\* **B. Authorize Submittal of District Reapplication for Substance Abuse Grant**

(Ms. Roberts)

Board Policy 6171.4 acknowledges the commitment by the Board to address substance abuse education. This past year the district participated in the second year of a substance abuse grant program J.U.S.T. Draw The Line Program (Jurupans United for Substance Abuse Training) in a cooperative effort with the Riverside County Sheriff's Department sponsored by the Office of Criminal Justice Planning (OCJP).

The district now seeks to resubmit the grant to OCJP for the third year of funding. The reapplication grant for the 1990/91 school year would require an increased fiscal commitment; the district reapplication requests \$40,000 for the third year from OCJP and the Board would need to commit \$26,667 to the cash match. The grant proposal was reviewed by the Riverside County Suppression of Drug Abuse In Schools Local Advisory Committee on April 20, 1990 and was approved by that body for resubmission to the Office of Criminal Justice Planning.

The program serves students in the 4th through 12th grade levels and focuses on prevention and intervention educational efforts. Renewal of this grant would allow the district to continue to train teachers in the "Here's Looking At You, 2000" substance abuse curriculum. It would also fund a total of 520 hours of Sheriff's Officer time; 150 hours dedicated to classroom instruction and 370 hours specifically for dedicated patrol around the secondary school campuses during peak hours and upon special request at selected events to discourage sales/use of controlled substances.

Additionally this program would coordinate with the Office of Criminal Justice Planning grant for gang violence suppression that was recently approved for the Riverside County Probation Department and the Riverside County Office of Education. The J.U.S.T. Draw The Line program and the gang violence suppression program are designed to interface and provide instructional programming for 4th grade students concerning gang violence and substance abuse in the Jurupa School District, as well as four other school districts. The CADPE grant (Comprehensive Alcohol and Drug Prevention Education) is also designed to interface with this program.

After consideration, it is recommended that the Board authorize submittal of the district reapplication of the substance abuse grant to the Office of Criminal Justice Planning by adoption of Resolution #90/39.

**C. 12th Grade California Assessment Program's Survey of Academic Skills Results**

(Ms. Roberts)

Each December, 12th grade students throughout California take the "Survey of Academic Skills", a part of the California Assessment Program (CAP). The Survey is a matrix sampling test which means that each student takes only a portion of items from a large item pool. There are thirty (30) test forms consisting of questions which are based on the state frameworks and the Model Curriculum Standards 9 - 12.

Preliminary CAP test results were issued on April 24th by State Superintendent Bill Honig. Our current report contains comparative data on 12th grade students' performance on the reading and mathematics portions of the test over a three year period. Direct writing assessment scores will be unavailable for several months since this part of the test takes longer to grade.

**C. 12th Grade California Assessment Program's Survey of Academic Skills Results**  
(Cont'd)

Results are reported in scaled scores which, on the Survey, range from 100 to 400. Figure 1 shows a three-year trend for both Rubidoux and Nueva Vista High Schools. Scores rose dramatically between 1987/88 and 1988/89 and declined slightly this school year.

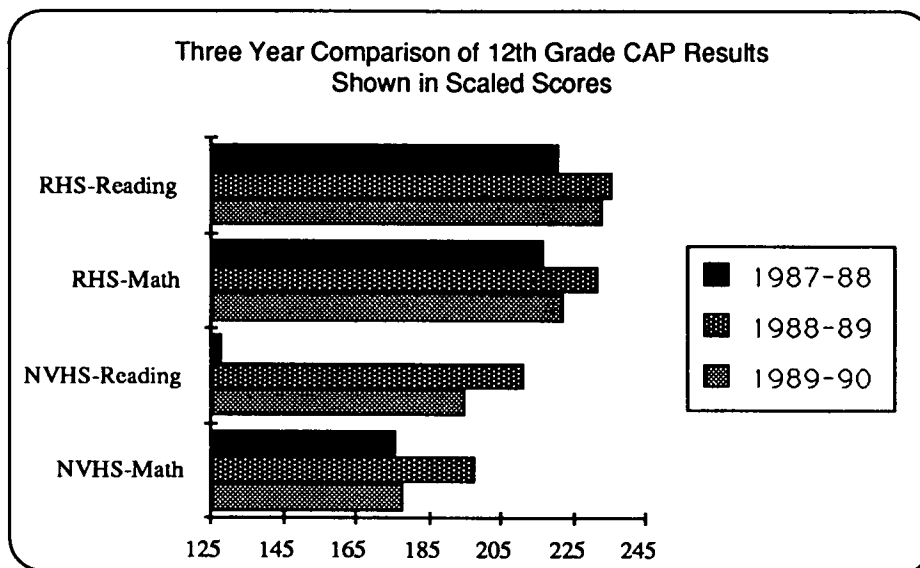


Table 1 shows the relative and statewide ranks of the scores over the three year period. Relative ranks (RR) are included to allow for more equitable comparisons among schools serving students with similar backgrounds. The statewide rank (SR) (on a scale of 1-99) compares a school's scores to scores of every other school in the state.

**TABLE I**  
**Three Year Summary of Results for Rubidoux and Nueva Vista High Schools**

Year	Content	Rubidoux			Nueva Vista		
		SS	RR	SR	SS	RR	SR
1987/88							
N=530	Reading	221	22	27	128	4	1
	Math	217	21	21	176	26	6
1988/89							
N=498	Reading	236	46	41	211	34	24
	Math	232	42	31	198	31	11
1989/90							
N=472	Reading	233	31	38	195	36	14
	Math	222	19	20	178	29	3

SS = Scaled Score

RR = Raw Score

SR = Statewide Rank

Later this spring when final 1989/90 reports are sent to the schools, their staffs will have an opportunity to determine specific areas of requiring attention. Clearly these results demonstrate that we have a continuing challenge at the high school level.  
Information only.

**D. Award Legal Bid #90/09 Construction of Third Middle School**

(Mr. Edmunds)

On Wednesday, April 4, 1990, at 2:00 p.m., the District held the public opening of Legal Bid #90/09L for the Construction of Mira Loma Middle School. The following District employees were present: Bill Anderson, Director of Administrative Services; Phil Wilkeson, Director of Purchasing; Bill Elzig, Acting Director of Maintenance/Operations; and Bob Iverson, Buyer. Kal Porter, the architect for the project, was also present. Eight contractors submitted bids as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Deduct Alternate "A"</u>	<u>Deduct Alternate "B"</u>
K.L. Neff Construction Company	\$7,796,600	\$370,400	\$ 61,800
Berry Construction Company	7,841,591	376,000	44,000
Rosetti Construction Company	7,995,000	443,553	119,995
Shirley Brothers, Inc.	7,995,000	303,000	60,000
R.A. Burch Construction Company	8,230,563	253,667	0
Wadman Corporation	8,247,000	110,000	35,000
Robert McMullan & Son	8,280,000	426,500	85,000
Moran Construction Company	8,310,000	300,000	160,000

All bidders were advised that a contract could be awarded only if the school construction bond initiative passed in the June election.

The state allocation for this project is \$7,875,580 thus enabling us to award the entire project without using either of the deductive alternates.

Administration recommends that Legal Bid #90/09L, Construction of Mira Loma Middle School, be awarded subject to voter approval of Proposition 123 (1990 School Facilities Bond Act) on the June 5 Ballot and approval of the State Allocation Board to K.L. Neff Construction Company, Inc., of Ontario, California; and that Purchase Order #62496, in the amount of \$7,796,600, be issued to cover this project.

**\* E. Certify Second Period Interim Report**

(Ms. Reul)

Since January of 1986, the District has been required to certify its financial stability twice each year. The format required by the State Department of Education is:

- 1) Certification of Financial Position
- 2) J-250 Attendance Detail
- 3) J-251 General Fund Summary
- 4) General Fund Narrative
- 5) Narrative for All Other Funds Operated by the District
- 6) Cash Flow

All of these for the Second Period Interim Report are included in the supporting documents. The analysis of the financial status of the District indicates that our position is sound and the District will be able to meet all of its financial obligations for the 1989-90 fiscal year. Therefore, a positive certification has been prepared for signature.

Administration recommends the Board certify that the District will be able to meet its financial obligations for the 1989-90 fiscal year by signing the certification page of the Second Period Interim Report.

\* **F. Adopt Resolution #90/37, Authorization to Encumber Funds for the Following Fiscal Year** (Mr. Edmunds)

It is sometimes necessary to issue purchase orders for the new fiscal year before that year begins so that necessary materials will be on hand when needed; for example: for summer school, for athletic equipment needed for early practice sessions, or for items which have a lead time of several months.

The County Office of Education requires the adoption of this resolution for districts which use the automatic purchase order program and which wish to commit funds before the approval of the Tentative Budget for 1990-91.

Administration recommends the Adoption of Resolution 90/37, Authorization to Encumber Funds for the Following Fiscal Year.

**G. Review and Act on Sections of Policy Handbooks** (Mr. Huckaby)

\* **1. Adopt at Second Reading Section 4700 of the Personnel Policy Handbook**

Administration recommends the Board approve at second reading Section 4700 of the Personnel Policy Handbook.

\* **2. Approve at Informational First Reading Section 3000 of the Policies and Regulations Handbook**

Administration is periodically presenting sections of the district's policy handbooks to the Board for review and approval. Included in the supporting documents is Section 3000, Business and Non-Instruction Operations, of the Policies and Regulations Handbook. Policy 3116, Inspection of Public Records, has been revised to include a regulation.

Administration recommends the Board approve at informational first reading Section 3000 of the Policies and Regulations Handbook.

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

**1. Receive Report on Conservation Landscaping at New Schools**

Xeriscape is a new word which has been coined dealing with drought tolerant plantings. Xeriscaping is the art of selection, arrangement and installation of certain exotic and native plants with the purpose of water conservation.

Xeriscaping stresses reduction of turf grass, which requires more water than any other planting. This method generally features drip irrigation. The concept of drip irrigation features point application of water with very low application rates. Further, they feature lateral pipe runs with large numbers of "Multiple Outlet Emitters" connected. Each emitter generally accommodates six or more polyethylene "Distribution Feeder Tubes" which travel short distances to the plants. Each overall drip system will have literally hundreds of these emitters.

## **H. Review and Act on Timely School Facility Matters**

### **1. Receive Report on Conservation Landscaping at New Schools** (Cont'd)

Irrigation application rates for standard irrigation systems are rated in "Gallons per minute." Drip systems water application rates are in "Gallons per hour." This method of application virtually eliminates runoff and thus the water savings.

The staff is studying the issue of long term water conservation. The only turf areas at new schools would be the "soccer" fields with the remaining areas done with drought-resistant ground covers, shrubs and trees. The areas surrounding the plants would be covered with mulch which can be walked upon.

In addition, deciduous trees can be planted on the south and west sides of buildings, thus protecting the buildings from heat during the summer and allowing the heat through in the winter. This application obviously saves electricity by reducing the need for summer air conditioning and winter heating.  
Information only.

### **2. Hear and/or Approve Other 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.

### **\* I. Approve Personnel Report #20**

(Mr. Campbell)

Administration recommends approval of Personnel Report #20 as printed subject to corrections and changes resulting from review in Closed Session.

## **J. Act on Student Discipline Matters**

(Mr. Taylor)

- \*\* 1.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/25 for attempting to cause physical injury, defying school personnel, and disrupting school activities.
- \*\* 2.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/33 for unlawfully possessing and furnishing a controlled substance, possessing drug paraphernalia, defying school personnel, and disrupting school activities.
- \*\* 3.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/34 for possessing and selling a controlled substance, defying school personnel, and disrupting school activities.
- \*\* 4.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/35 for possessing, using, and furnishing a controlled substance, defying school officials, and disrupting school activities.
- \*\* 5.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/36 for possessing and using a controlled substance, defying school personnel, and disrupting school activities.



**J. Act on Student Discipline Matters (Cont'd)**

- \*\* 6. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/37 for possessing and furnishing a controlled substance, defying school officials, and disrupting school activities.
- \*\* 7. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/38 for possessing and furnishing a controlled substance, defying school officials, and disrupting school activities.
- \*\* 8. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #90/39 for attempting to cause physical injury, defying school personnel, and disrupting school activities.
- \*\* 9. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #89/13 and placement in the Nueva Vista High School Independent Study Program.
- \*\* 10. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #89/19 and placement in the Independent Study Program.

**K. Approve Routine Action Items by Consent**

Administration recommends the Board approve Routine Action Items K 1-8 as printed.

- \* 1. Purchase Orders (Ms. Reul)
- \* 2. Disbursements (Ms. Reul)
- \* 3. Appropriation Transfers (Ms. Reul)
- \* 4. Agreements (Mr. Edmunds)
- \* 5. Resolution #90/38, Support Name Change of CSBA's Mexican American Director-at-Large to Hispanic Director-at-Large (Mr. Chavez)

At the April 23, 1990 meeting, Board member John Chavez presented a letter and sample resolution from John H. Arvizu, president of the Hispanic Caucus, requesting that school boards consider supporting a name change for CSBA's Mexican American Director-at-Large to Hispanic Director-at-Large. Proposed Resolution #90/38, in support of a name change for the reasons noted, is included in the supporting documents. Recommend adoption of Resolution #90/38.

- \* 6. School Calendar and Employee Work Years for 1990/91 (Mr. Campbell)

The recommended 1990/91 School Calendar and related work year schedules for all employees are included in the supporting documents. It is recommended that the Board adopt the School Calendar and Employee Work Year Schedules for 1990/91 as shown in the supporting documents.

**K. Approve Routine Action Items by Consent (Cont'd)**

**\* 7. Non-Routine Field Trip for Jurupa Middle School**

(Mr. Huckaby)

Three students from Jurupa Middle School have qualified to participate in the History Day state competition to be held May 9-12, 1990, at the Red Lion Inn, Sacramento, California. They will be chaperoned by Roxanne Beckstrom-Sternberg, advisor.

The Riverside County Office of Education is providing funding for all of the county winners to attend the state finals. Expenses for Ms. Beckstrom-Sternberg will be paid through district funds. No student shall be denied the opportunity to participate in this activity due to lack of personal funds.

Administration recommends that the Board approve this non-routine field trip request for three students from Jurupa Middle School to attend the History Day state competition on May 9-12 in Sacramento, California.

**8. Compensation for Excused Absence**

(Dr. Wilson)

At the April 23, 1990 meeting, Board member Jose Medina stated that he would be attending the CSBA Legislative Network in Sacramento May 5-7, 1990. It is recommended the Board authorize compensation for the May 7, 1990 regular meeting as an excused absence pursuant to Board Policy 8901.

**L. Review Routine Information Reports**

**1. Staff Development Days**

(Ms. Roberts)

STAFF DEVELOPMENT DAYS		
<u>SCHOOL</u>	<u>(Students not in attendance)</u>	<u>LOCATION</u>
Sky Country	Friday, May 18 - 8:30 3:15	Sky Country School
West Riverside	Friday, May 18 - 8:00 3:30	West Riverside School

**2. Non-Public School Placements**

(Ms. Roberts)

The District is responsible for serving all handicapped children who are at least three years of age but not over twenty-two years of age under the Education of All Handicapped Children Act of 1975 (PL 94-142). When no appropriate public school placement is available either within the local school district or the County Office of Education, then it is necessary to place these pupils in a non-public school. The law requires that we advise the Board of such placements.

This month, we plan to place one Severely Emotionally Disturbed (SED) pupil at Advocate School. The cost is \$89 per day; 70% of this cost, or approximately \$62.00/day will be refunded by the State. We also plan to place two Severely Handicapped Pre-School pupils at Children's Center. The cost is \$41.80 per day; 70% of this cost, or approximately \$29.26/day will be refunded by the State.

Code Nos.: 90.36, 90.37, 90.38

**L. Review Routine Information Reports (Cont'd)**

\* 3. Cafeteria Fund Financial Report for Period Ending March 31, 1990 (Ms. Reul)

\* 4. 1990 Graduation and Promotion Exercises (Dr. Wilson)

Included in the supporting documents is the 1990 Graduation and Promotion schedule for Board members and administrators.

\*\* 5. Receive Reports Pursuant to Education Code #48915 (Mr. Martinez)

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

ADJOURNMENT

JURUPA UNIFIED SCHOOL DISTRICT  
RIVERSIDE, CALIFORNIA

MINUTES OF THE REGULAR MEETING

APRIL 23, 1990

OPENING

CALL TO  
ORDER

The regular meeting of the Jurupa Unified School District Board of Education was called to order by President Sandra Ruane at 7:15 p.m. on Monday, April 23, 1990, in the Education Center Board Room, 3924 Riverview Drive, Riverside, California.

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. Wilbert Anderson, Director of Administrative Services  
Ms. Barbara Reul, Director of Business Services  
Ms. Jana Twombly, Public Information Officer

FLAG  
SALUTE

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

INSPIRATIONAL  
COMMENTS

Board member Jose Medina made an inspirational comment.

IN MEMORY  
OF TEACHER

Mr. Medina requested a moment of silent prayer in honor of Mrs. Pauline Lopez, first grade teacher at Van Buren Elementary School, who passed away on Wednesday, April 18th.

COMMUNICATIONS SESSION

ACCEPT  
DONATIONS  
-Motion #244

MR. CHAVEZ MOVED THE BOARD ACCEPT DONATIONS WITH LETTERS OF APPRECIATION TO THE FOLLOWING: CAMINO REAL SCHOOL PTA FOR \$918.00: \$275 FOR INSTRUCTIONAL SUPPLIES, \$143 FOR GENERAL FIELD TRIPS, AND \$500 FOR FIELD TRIPS FOR SIXTH GRADERS; RUSTIC LANE SCHOOL PTA FOR \$466.40 TO PURCHASE EMERGENCY PREPAREDNESS WATER PACKS; SKY COUNTRY SCHOOL PTA FOR \$2,400 FOR FIELD TRIPS AT ALL GRADE LEVELS; PARENT BILL ALLEN FOR 34 BOOKS TO SKY COUNTRY SCHOOL; MEIKO AMERICA INC. FOR TWO HONDA 250 TWO-CYCLE ENGINES VALUED AT \$600 EACH TO BE USED IN THE AUTO SHOP AT JURUPA VALLEY HIGH SCHOOL; TABER & SONS, INC. FOR PAINT SUPPLIES VALUED AT \$104 TO BE USED TO PAINT THE CAFETERIA AT PACIFIC AVENUE SCHOOL. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

CAST VOTE FOR  
INCUMBENTS, CSBA  
DELEGATE ASSEMBLY  
-Motion #245

MR. CHAVEZ MOVED THE BOARD CAST A VOTE FOR INCUMBENTS LESLIE DE MERSSEMAN OF PALM SPRINGS UNIFIED SCHOOL DISTRICT AND RENE GARCIA OF DESERT SANDS UNIFIED SCHOOL DISTRICT FOR THE 1990 CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

TRIBUTE TO  
VAN BUREN  
TEACHER

The Director of Elementary Education Operations expressed sympathy on the passing of Mrs. Pauline Lopez, first grade teacher at Van Buren Elementary School. He commented that Mrs. Lopez was very dedicated to her profession and the students. For nine of the ten years with the district she served as a bilingual teacher and was one of its original music teachers responsible for choir concerts at Ina Arbuckle School. Mrs. Lopez was a cheerful person who made others feel welcome in her classroom. She will be greatly missed by those who have known her throughout the district. Parents were notified by letter of Mrs. Lopez' passing during spring recess. Counseling has been available to students and parents at the school.

FORUM AT  
UCR ON  
MEDFLY

The Superintendent announced that Senatory Presley has advised that a Medfly/Malathion Briefing will be held on Tuesday, April 24, 1990, at University of California, Riverside. A representative of the district will attend.

REPORT FROM  
RUBIDOUX STUDENT  
REPRESENTATIVE

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

- . Delta Alliance Corps performed in the Garden Parade in Hawaii during spring break and took first place in the field show and concert. The 1st Rifle and Drum Line took first place, Color Guard took second place, and Field Flags took third place.
- . FFA participated in the Riverside County Fair and took sweepstakes in the Landscaping Division with four of eight entries receiving first place awards.
- . Annual ASB Nominating Convention is April 26 in the gym. The theme is International Countries and many students will be dressed to represent their countries.
- . Steve Yeager Celebrity Golf Tournament is this weekend, April 28-29.
- . Fun Club has dedicated this week's activities during lunch periods to providing information on drug and alcohol abuse.

REPORT FROM  
JURUPA VALLEY  
STUDENT  
REPRESENTATIVE .

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

- . The ASB of both high schools plans to assist at the Steve Yeager Celebrity Golf Tournament this weekend.
- . Plans are underway for ASB's first Nominating Convention for new officers. The theme will be the 50's.

REPORT FROM  
JURUPA VALLEY  
STUDENT  
REPRESENTATIVE  
Cont'd)

Jurupa Valley Swim Team recently held a Swim-A-Thon to raise funds and Board member Mary Burns was present.

- . The Spring Fling was recently held on campus to give various clubs and sports an opportunity to raise funds through the sale of food and other items.
- . Softball team has applied to CIF as a freelance team.
- . Mr. Jansen, English teacher and tennis coach, invited participation in a Walk-A-Thon for Juvenile Diabetes Foundation International. Many students are planning to participate on May 5 at UCR.

PUBLIC VERBAL  
COMMENTS

President Ruane noted that the Public Verbal Comments section was an opportunity for citizens to address the Board.

COMMENTS ON  
ELEMENTARY VOCAL  
MUSIC PROGRAM

Amy Weidman, elementary vocal music teacher, stated that several teachers wish to address the Board regarding a proposal to eliminate the elementary vocal music program from next year's budget. The program serves 8,909 students and involves three teachers who have four to five elementary schools each which they serve on a rotating schedule. Ms. Weidman stated that music has proven to be a powerful interaction tool to teach other subjects, and build self-esteem and social skills. Secondary programs have been successful because children entering the programs have had four to six years of elementary classroom music. She felt music made a difference in the lives of children and asked that the program continue next year.

Cliff Keating, music teacher with the district for the past thirteen years, expressed appreciation to the Board for an opportunity to share some remarks about the value of the elementary music program. He realized the seriousness of the State's financial situation and its implications on next year's budget. However, the elementary program was instituted about seven years ago. Over the years, students' interest and skills have increased as evident by the number of instrumental and vocal ensembles. He felt the program has helped children to move forward academically as well.

Melva Morrison, elementary music teacher for six years and 1988/89 elementary teacher of the year, added that music plays an important role in children's education and is effective in improving reading skills. Classroom music provides an equal means for children of every culture and economic background. Ms. Morrison stated that music should be a part of the basic foundation for all children. The music teachers are hopeful they will have the privilege of continuing such programs in the future.

PARENTS REQUEST  
EXCEPTION FOR  
KINDERGARTEN  
ENROLLMENT

Carmelita Clomera, who resides at 6350 Jade Street, Riverside, requested that her son, who was born December 3, 1985, be allowed to enter kindergarten this year rather than wait until the following year. She explained that he was born a few hours after the December 2 deadline. She asked the Board to reconsider her case so that her son may be accepted in kindergarten when he turns five years old on December 3.

MOTION FAILS FOR  
EXCEPTION TO  
KINDERGARTEN  
ENROLLMENT  
-Motion #246

MR. CHAVEZ MOVED THE BOARD ALLOW MRS. CLOMERA'S SON TO ENTER KINDERGARTEN ON THE FIRST SCHOOL DAY AFTER HE REACHES AGE 5 ON DECEMBER 3, 1990. MR. BARNES SECONDED THE MOTION. The Superintendent expressed concern about the impact on the instruction program if this exception became widespread and children were allowed to enter school after the deadline. Mr. Barnes noted this was a special case and apparently the first of its kind before the Board. He felt the parents would work closely with the child so he is prepared and does well. President Ruane pointed out that the teacher's role is another consideration. Mrs. Clomera's daughter stated that she felt her brother should be allowed to start school in September with the other children. The Superintendent replied that the only option under the Education Code is to admit a child after he turns five years old. THE BOARD VOTED ON THE MOTION WHICH FAILED 3 TO 2: NAYS, MR. MEDINA, MS. BURNS, AND MS. RUANE; AYES, MR. CHAVEZ AND MR. BARNES.

BOARD MEMBER  
REPORTS &  
COMMENTS

- . Board members Jose Medina and John Chavez noted that it was a pleasure to personally recognize **outstanding employees for the third quarter.**
- . Mr. Medina requested that the Board excuse him from the May 7 Board meeting in order that he may attend the **California Legislative Network in Sacramento.**
- . Board members thanked the district's music teachers for an informative presentation regarding their request to continue the **elementary vocal music program** next year.
- . Board member Dave Barnes stated he was a judge at Sunnyslope School's **academic decathlon** during Public Schools Week and asked that it be considered as a districtwide event. The Assistant Superintendent Curriculum, Instruction and Assessment replied that it was held at six schools this year.
- . Mr. Barnes complimented **Pacific Avenue School** for an excellent final report in the Program Quality Review.
- . Board member Mary Burns attendend the **Jurupa Valley High School Swim-A-Thon** and commented on the high respect the students had shown for Coach Will Murray.

#### ACTION SESSION

APPROVE  
MINUTES  
-Motion #247

PRESIDENT RUANE MOVED THE BOARD APPROVE MINUTES OF THE APRIL 2, 1990 REGULAR MEETING AS PRINTED. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

SUBMIT MATH DEMO GRANT APPLICATION -Motion #248	MR. BARNES MOVED THE BOARD APPROVE SUBMITTAL OF THE 1990/91 MATH DEMONSTRATION PROGRAM APPLICATIONS FOR JURUPA AND MISSION MIDDLE SCHOOLS. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
ADOPT ELEMENTARY SPANISH ARTS PROGRAM -Motion #249	PRESIDENT RUANE MOVED THE BOARD APPROVE THE CAMPANITAS DE ORO K-6 SPANISH LANGUAGE ARTS SERIES FOR USE THROUGHOUT THE DISTRICT BEGINNING IN THE 1990/91 SCHOOL YEAR. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
ADOPT 7TH GRADE CORE LITERATURE SELECTIONS -Motion #250	MR. BARNES MOVED THE BOARD ADOPT <u>SECRET OF THE ANDES, THE DOOR IN THE WALL</u> FOR SEVENTH GRADE STUDENTS AT JURUPA MIDDLE SCHOOL, AND <u>OLD YELLER</u> FOR SEVENTH GRADE STUDENTS AT MISSION MIDDLE SCHOOL. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
APPROVE SALE OF SURPLUS TELEPHONE EQUIPMENT -Motion #251	PRESIDENT RUANE MOVED THE BOARD ACCEPT THE BID OF \$1,120 FOR THE SURPLUS SIEMENS SWITCH, AND THAT THE ASSISTANT SUPERINTENDENT BUSINESS SERVICES PROCEED WITH THE SALE. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
ADOPT 4 SECTIONS PERSONNEL HANDBOOK -Motion #252	MR. BARNES MOVED THE BOARD ADOPT SECTIONS 4300, 4400, 4500, AND 4600 OF THE PERSONNEL POLICY HANDBOOK. MS. RUANE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
APPROVE SECT.4700 PERSONNEL HANDBOOK -Motion 253	PRESIDENT RUANE MOVED THE BOARD APPROVE AT INFORMATIONAL FIRST READING SECTION 4700, OTHER EMPLOYEES, OF THE PERSONNEL POLICY HANDBOOK. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
APPLICATION FOR MIRA LOMA MIDDLE SCHOOL ADDITION -Motion #254	The Director of Administrative services reported that the district has gone to bid on the Mira Loma Middle School, pending the results of the June bond election. The application before the Board is for the remaining one-third of the school. PRESIDENT RUANE MOVED THE BOARD APPROVE AN APPLICATION FOR APPORTIONMENT FOR THE MIRA LOMA MIDDLE SCHOOL ADDITION. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
ARCHITECT'S CONTRACT, MIRA LOMA MIDDLE SCHOOL ADDITION -Motion #255	MR. CHAVEZ MOVED THE BOARD APPROVE THE ARCHITECTURAL CONTRACT BETWEEN KAL PORTER AND ASSOCIATES AND THE SCHOOL DISTRICT FOR THE MIRA LOMA MIDDLE SCHOOL ADDITION. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.
INTRODUCE MEMBER OF HISPANIC CHAMBER	Mr. Chavez recognized Mr. Gilbert Calzada, Vice President of the Hispanic Chamber for Greater Riverside and former graduate of Rubidoux High School.
PERSONNEL REPORT WITH INSERT -Motion #256	PRESIDENT RUANE MOVED THE BOARD APPROVE PERSONNEL REPORT #19 AS PRINTED WITH CORRECTION ON PAGE 4 TO READ SHORT-TERM EXTRA WORK NOT TO EXCEED 24 HOURS INSTEAD OF 24 HOURS PER DAY, AND INSERT G PAGE 9. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.



EXPEL PUPIL  
CASE #90/24  
-Motion #257

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/24 FOR ATTEMPTING TO CAUSE PHYSICAL INJURY, POSSESSING A WEAPON ON A SCHOOL CAMPUS, BRANDISHING A WEAPON, DEFYING SCHOOL PERSONNEL, AND DISRUPTING SCHOOL ACTIVITIES. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

EXPEL PUPIL  
CASE #90/27  
-Motion #258

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/27 FOR ATTEMPTING TO CAUSE PHYSICAL INJURY, DEFYING SCHOOL PERSONNEL, AND DISRUPTING SCHOOL ACTIVITIES. MS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

EXPEL PUPIL  
CASE #90/28  
-Motion #259

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/28 FOR STEALING PRIVATE PROPERTY, DAMAGING SCHOOL AND PRIVATE PROPERTY, ATTEMPTING TO CAUSE PHYSICAL INJURY, DEFYING SCHOOL PERSONNEL, AND DISRUPTING SCHOOL ACTIVITIES. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

EXPEL PUPIL  
CASE #90/29  
-Motion #260

PRESIDENT RUANE MOVED THE BOARD EXPEL THE PUPIL IN DISCIPLINE CASE #90/29 FOR POSSESSING A WEAPON, BRANDISHING AND UTILIZING A WEAPON DURING A CONFRONTATION, CAUSING SERIOUS PHYSICAL INJURY, DEFYING SCHOOL OFFICIALS, AND DISRUPTING SCHOOL ACTIVITIES. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

SUSPEND  
EXPULSION  
CASE #90/12  
-Motion #261

PRESIDENT RUANE MOVED THE BOARD DENY READMISSION TO THE PUPIL IN DISCIPLINE CASE #90/12, AND FURTHER RECOMMENDS THAT EXPULSION BE SUSPENDED AND THE PUPIL BE PLACED IN THE INDEPENDENT STUDY PROGRAM. MR. MEDINA SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

READMIT PUPIL  
CASE #86/11  
-Motion #262

PRESIDENT RUANE MOVED THE BOARD READMIT THE PUPIL IN DISCIPLINE CASE #86/11 TO THE JURUPA UNIFIED SCHOOL DISTRICT. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE ROUTINE  
ACTION ITEMS  
H-1 THRU H-8  
-Motion #263

PRESIDENT RUANE MOVED THE BOARD APPROVE ROUTINE ACTION ITEMS H-1 THROUGH H-10 WITHDRAWING ITEMS H-9 AND H-10 TO BE ACTED ON SEPARATELY: PURCHASE ORDERS; DISBURSEMENTS; APPROPRIATION TRANSFERS; MONTHLY PAYROLL; CERTIFICATED EXTRA COMPENSATION; CLASSIFIED EXTRA TIME; CLASSIFIED OVERTIME; AGREEMENTS. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE ROUTINE  
ACTION ITEMS  
H-9 AND H-10  
-Motion #264

Mr. Barnes referred to Non-Routine Field Trip for Two Members of Rubidoux High School Speech Team to Stockton California and asked about the district's practice for use of travel agencies. The Superintendent replied that the practice is to use local agencies, however, in some cases it has been more economical to use other agencies.

MR. CHAVEZ MOVED THE BOARD APPROVE ROUTINE ACTION ITEMS H-9 AND H-10: NON-ROUTINE FIELD TRIP FOR TWO MEMBERS OF RUBIDOUX HIGH SCHOOL SPEECH TEAM; NOTICE OF COMPLETION FOR LEGAL BID #88/05L, JURUPA VALLEY HIGH SCHOOL CONSTRUCTION. MR. BARNES SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

**ROUTINE INFO  
REPORTS**

The Board reviewed the following routine information reports:  
Cafeteria Fund Financial Report for Period Ending February 28, 1990;  
Receive Reports Pursuant to Education Code #48951.

**CLOSED SESSION**

At 6:00 p.m. on Monday, April 23, 1990, President Sandra Ruane called the Board to order in Closed Session in the Superintendent's office at the Education Center. All Board members were present. Also in attendance were the Superintendent and other administrators.

At 7:10 p.m. President Ruane adjourned the meeting from Closed Session.

**ADJOURNMENT**

There being no further business, President Ruane adjourned the meeting from public session at 8:28 p.m.

**MINUTES OF THE REGULAR MEETING OF APRIL 23, 1990 ARE APPROVED AS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Date**

# JURUPA UNIFIED SCHOOL DISTRICT

EDUCATION CENTER 3924 Riverview Drive Riverside, CA 92509 (714) 360-2771 Fax # 275-0328

BOARD OF EDUCATION Sandra Ruane, President  
SUPERINTENDENT John P. Wilson, Ed. D.

Mary Burns, Clerk

David Barnes

John Chavez

Jose Medina

## OFFICE OF CRIMINAL JUSTICE PLANNING SUPPRESSION OF DRUG ABUSE IN SCHOOLS PROGRAM

### BOARD OF EDUCATION

### THE JURUPA UNIFIED SCHOOL DISTRICT

### RESOLUTION NO. 90/39

WHEREAS the Jurupa Unified School District desires to undertake a certain project designated J.U.S.T. Draw The Line in cooperation with the Riverside County Sheriff's Department to be funded from funds made available through Chapter 952, Statutes of 1983 for the Suppression of Drug Abuse in Schools Program (DSP), administered by the Office of Criminal Justice Planning (hereafter referred to as OCJP).

NOW, THEREFORE, BE IT RESOLVED that the Superintendent of Schools is authorized, on its behalf to submit the application for funds for suppression of drug abuse purposes to OCJP and is authorized to execute on behalf of the District the Grant Award for suppression of drug abuse purposes including any extensions or amendments thereof.

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for the project (including any amendments) under the Suppression of Drug Abuse in Schools Program and the rules and regulations of OCJP and that funds will be appropriated as required thereby.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS AGREED that any liability arising out of performance of this grant or agreement, including civil court action for damages, shall be the responsibility of the grant recipient and authorizing agency. State of California and Office of Criminal Justice Planning disclaim responsibility for any such liability.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Education of the Jurupa Unified School District in a meeting thereof held on May 7, 1990 by the following:

Vote:

Ayes:

Noes:

Absent:

Date

Sandra Ruane, President  
Board of Education

B

☐ First Period Interim

(as of 10/31, 11/30, or 12/31)

☒ Second Period Interim (as of 3/31)

DISTRICT CERTIFICATION OF INTERIM REPORT  
(For the fiscal year 1989-90)

CALIFORNIA STATE  
DEPARTMENT OF EDUCATION  
Form J-250 Certification

JURUPA UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY, CALIFORNIA

1) NOTICE OF REVIEW

All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

a) INTERIM REPORT. This report is hereby filed by the governing board of the school district.

Date of meeting: May 7, 1990 Signed: \_\_\_\_\_ President

2) NOTICE OF STANDARDS AND CRITERIA REVIEW

This interim report was reviewed in accordance with the state-adopted Standards and Criteria.

Signed: \_\_\_\_\_ District Superintendent or Designee

3) CERTIFICATION OF FINANCIAL POSITION

☒ POSITIVE CERTIFICATION

'As President of the Governing Board of this school district, I certify that this district will be able to meet its financial obligations for the remainder of this fiscal year.'

☐ QUALIFIED CERTIFICATION

'As President of the Governing Board of this school district, I certify that this district will not be able to meet its financial obligations for the remainder of this fiscal year if the following events occur:'

☐ NEGATIVE CERTIFICATION

'As President of the Governing Board of this school district, I certify that this district will not be able to meet its financial obligations for the remainder of this fiscal year.'

3.1

1989-90 INTERIM REPORT

☐ First Period Interim  
(as of 10/31, 11/30, or 12/31)

ATTENDANCE DETAIL

☒ Second Period Interim (as of 3/31)

JURUPA UNIFIED SCHOOL DISTRICT RIVERSIDE COUNTY, CALIFORNIA

GRADE SPAN	1989-90 ESTIMATED		1989-90 ESTIMATED		1989-90 ESTIMATED		DIFFERENCE (Columns B & C)	DIFFERENCE (Columns B & C)	% DIFFERENCE (Columns B & C) (E)
	REVENUE LIMIT ADA		REVENUE LIMIT ADA		REVENUE LIMIT ADA				
	Original Budget (A)	Board Approved Operating Budget (B)	Original Budget (A)	Board Approved Operating Budget (B)	Original Budget (A)	Board Approved Operating Budget (B)			
ELEMENTARY									
1) General Education	10,256	10,462	10,462	10,462	10,462	10,462	0	0	0%
2) Special Education	314	314	314	314	314	314	0	0	0%
3) TOTAL, ELEMENTARY	10,570	10,776	10,776	10,776	10,776	10,776	0	0	0%
SECONDARY									
4) General Education	3,397	3,353	3,353	3,353	3,353	3,353	0	0	0%
5) Special Education	123	123	123	123	123	123	0	0	0%
6) Concurrently Enrolled Regional Occupational Centers & Programs	0	0	0	0	0	0	0	0	0%
7) Concurrently Enrolled Adults	0	0	0	0	0	0	0	0	0%
8) TOTAL, SECONDARY	3,520	3,476	3,476	3,476	3,476	3,476	0	0	0%
NOT CONCURRENTLY ENROLLED									
9) Regional Occupational Centers & Programs	0	0	0	0	0	0	0	0	0%
10) Classes for Adults	80	80	80	80	80	80	0	0	0%
11) TOTAL, NOT CONCURRENTLY ENROLLED	80	80	80	80	80	80	0	0	0%
12) TOTAL, ADA (Sum Lines 3, 8, 11)	14,170	14,332	14,332	14,332	14,332	14,332	0	0	0%
SUMMER SCHOOL - HOURS OF ATTENDANCE									
13) Elementary	12,877	39,688	39,688	39,688	39,688	39,688	0	0	0%
14) Secondary	38,631	73,174	73,174	73,174	73,174	73,174	0	0	0%
15) TOTAL, SUMMER SCHOOL	51,508	112,862	112,862	112,862	112,862	112,862	0	0	0%

23.2

1989-90 INTERIM REPORT

GENERAL FUND

SUMMARY

REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE

First Period Interim  
(as of 10/31, 11/30, or 12/31)

Second Period Interim (as of 3/31)

CALIFORNIA STATE  
DEPARTMENT OF EDUCATION  
Form J-251 (Rev 07/89)

JURUPA UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY, CALIFORNIA

		Summary - Unrestricted/Restricted					
Description	Source/ Object Codes	Original	Board Approved	Actuals	Projected	Difference	% Diff
		Budget (A)	Operating Bdgt (B)	To Date (C)	Year Totals (D)	(Col. B & D) (E)	(B & D) (F)
A) REVENUES							
1) Revenue Limit Sources	8010-8099	40,964,445	41,467,191	31,209,596	41,467,191	0	0% 200
2) Federal Revenues	8100-8299	1,796,427	1,868,040	912,172	1,868,040	0	0% 280
3) Other State Revenues	8300-8599	8,994,147	8,788,777	6,506,847	8,812,154	23,377	1% 450
4) Other Local Revenues	8600-8799	600,579	609,925	870,365	650,380	40,455	7% 597
5) Prior Year Revenue Adjustments (A/R, A/P)	8800-8899	0	0	0	0	0	0% 001
6) TOTAL, REVENUES		52,355,598	52,733,933	39,498,980	52,797,765	xxxxxxxxx	xxxxxxx 599
B) EXPENDITURES							
1) Certificated Salaries	1000-1999	27,798,502	29,943,200	20,866,132	29,819,697	123,503	1% 627
2) Classified Salaries	2000-2999	7,630,663	8,357,746	5,978,931	8,257,746	100,000	2% 651
3) Employee Benefits	3000-3999	8,184,356	8,825,773	5,345,167	8,975,773	-150,000	2% 702
4) Books and Supplies	4000-4999	2,451,201	2,455,727	1,608,596	2,237,727	218,000	9% 729
5) Services, Other Operating Expenses	5000-5999	4,226,994	4,330,130	2,797,036	4,245,130	85,000	2% 762
6) Capital Outlay	6000-6599	977,195	1,189,072	812,450	1,010,712	178,360	15% 780
7) Other Outgo	7100-7299	315,257	291,639	504,225	504,225	-212,586	73% 846
8) Direct Support/Indirect Costs	7300-7399	-151,385	-147,051	0	-147,051	0	0% 855
9) Prior Year Expenditure & Other Adjustments (A/P, A/R)	7400-7599	0	0	0	0	0	0% 002
10) TOTAL, EXPENDITURES		51,432,783	55,246,236	37,912,537	54,903,959	xxxxxxxxx	xxxxxxx 857

C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES  
BEFORE OTHER FINANCING SOURCES AND USES

(A6 - B10) 922,815 -2,512,303 1,586,443 -2,106,194 xxxxxxxx xxxxxx 859

D) OTHER FINANCING SOURCES/USES

1) Interfund Transfers

a) Transfers In

b) Transfers Out

2) Other Sources/Uses

a) Sources

b) Uses

8910-8929 240,000 731,606 741,936 741,936 10,330 2% 880  
7610-7629 1,227,311 641,108 528,430 641,108 0 0% 903  
8930-8979 0 0 12,487 0 0 0% 934  
7630-7699 24,325 24,325 0 24,325 0 0% 967

317  
w

REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE

JURUPA UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY, CALIFORNIA

Description	Source/ Object Codes	Summary - Unrestricted/Restricted					EDP
		Original Budget (A)	Board Approved Operating Bdgt (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col. B & D) (E)	
							(F)
							(No.)
3) Contributions to Restricted Programs							
a) Statutory	8980-8989	0	0	0	0	0	0% 970
b) Other	8990-8999	0	0	0	0	0	0% 972
4) TOTAL, OTHER FINANCING SOURCES/USES		-1,011,636	66,173	225,993	76,503	xxxxxxx	xxxxxxx 977
E) NET INCREASE (DECREASE) IN FUND BALANCE	(C + D4)	-88,821	-2,446,130	1,812,436	-2,029,691	xxxxxxx	xxxxxxx 979
F) FUND BALANCE, RESERVES							
1) Beginning Balance							
a) As of July 1st - Unaudited		4,816,109	4,816,109	xxxxxxx	4,816,109		980
b) Audit Adjustments		0	0	xxxxxxx	0	0	0% 981
c) As of July 1st - Audited	(F1a + F1b)	4,816,109	4,816,109	xxxxxxx	4,816,109		
d) Adjustment for Restatements		0	0	xxxxxxx	0	0	0% 982
e) Net Beginning Balance	(F1c + F1d)	4,816,109	4,816,109	xxxxxxx	4,816,109		
2) Ending Balance, June 30th	(E + F1e)	4,727,288	2,369,979	xxxxxxx	2,786,418	xxxxxxx	xxxxxxx 984
(Beginning Balance in Budget Year)							
Components of Ending Fund Balance							
a) Reserved Amounts							
Revolving Cash	9610	2,500	2,500	xxxxxxx	2,500	0	0% 986
Stores	9610	247,965	347,965	xxxxxxx	347,965	0	0% 988
Prepaid Expenditures	9610	0	0	xxxxxxx	0	0	0% 990
General Reserve (EC 42124)	9630	0	0	xxxxxxx	0	0	0% 992
Restricted Program Balances		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx 994
b) Designated Amounts							
Designated for Economic Uncertainties	9710	4,376,823	2,041,536	xxxxxxx	2,435,953	394,417	20% 996
Designated for:	9720-9789	0	0	xxxxxxx	0	0	0% 998
				xxxxxxx			998
				xxxxxxx			998
				xxxxxxx			998
c) Undesignated Amounts	9790	xxxxxxx	xxxxxxx	xxxxxxx	0	xxxxxxx	xxxxxxx 999
d) Unappropriated Amounts		0	0	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx 999

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Jurupa Unified School District  
SECOND PERIOD INTERIM REPORT  
As of March 31, 1990

**GENERAL FUND NARRATIVE**

This Interim Report must be prepared using the financial records of March 31, 1990. Since the Business Office revises the budget for revenue and expenditures on a regular basis and reports to the Board monthly, all of the changes to the Adopted Budget have already been approved by the Board. The state requires a statement only for those areas in which the percentage difference between the operating budget approved by the Board as of March 31, 1990, and the projected amounts for the entire year varies from the standard.

**Attendance**

All categories are within the standards.

**Revenue**

All categories of revenue are projected to be within the standards except Local Revenues. This is projected at 7% higher than the operating budget because prior year penalties and interest have not been included in the budget.

**Expenditures**

All expenditure categories are projected to be within the standards except: the decrease for Books and Supplies because of anticipated carryover of school allocations; the Capital Outlay decrease because of revisions to the District's Capital Outlay Plan; and an increase in Other Outgo because of a revised estimate for the PERS reduction.

**Fund Balance**

The projected Reserve for Economic Uncertainties for June 30, 1990, is more than the recommended 3% for a district this size. Management, classified, and certificated contracts have been settled and necessary funds are included in the expenditure budgets.

The projected ending balance shows a decline from prior years because salary increases were significantly higher than the revenue cost of living increase, and new construction continues to require that District funds supplement state allocations.

**Multi-Year Commitments**

Negotiated salary increases will continue to reduce the reserve if all other levels of District activity remain at 1989-90 levels and projections of reduced state support are correct. Management is currently analyzing various means of insuring fiscal stability for succeeding years.

E  
pg. 5



Jurupa Unified School District  
SECOND PERIOD INTERIM REPORT  
As of March 31, 1990

**OTHER FUNDS NARRATIVE**

Adult Education Fund

The 80 ADA used for the Adopted Budget remains a reasonable projection; the expenditure budget is consistent with this figure; and there is no reason to revise the ending balance at this time.

Bond Interest and Redemption Fund

There has been no change in the status of this fund.

Cafeteria Fund

Because of increased costs for food and labor, the ending balance projection is reduced from the original \$551,800 to \$520,000.

Capital Facilities Fund

Developer fee collection and interest has been somewhat higher than estimates used for the Adopted Budget; expenditures have increased accordingly; and there is no change projected for the ending balance at this time.

Child Development Fund

The State Preschool program is operating in a manner consistent with the Adopted Budget, and there is no reason to revise any projections at this time.

Deferred Maintenance Fund

Additional and necessary expenditures to be made from this fund have been tentatively identified. Assuming these plans are carried out, the projected ending balance is revised to \$380,000.

Routine Maintenance Fund

Following the enactment of legislation which permits routine maintenance to be budgeted in a separate account rather than a separate fund, all 1989-90 appropriations and expenditures were transferred to the General Fund.

Special Reserve Fund

The Adopted Budget consolidated three small reserve funds. Since then, one fund has been dissolved, and three more established. This will increase the projected ending balance to approximately \$80,000.

SECOND PERIOD INTERIM REPORT

As of March 31, 1990

OTHER FUNDS NARRATIVE

Page 2

State School Building Lease-Purchase Fund

The Adopted Budget was a consolidation of 29 projects for new construction and modernization. Activity on these projects has taken place as planned, and there is no reason to change the projected ending balance at this time.

Tax Override Fund

There has been no change in the status of this fund.

Ε  
8-2

Actual and Projected Monthly Cash Flows  
General Fund

First Period Interim  
(as of 10/31, 11/30, or 12/31)

Second Period Interim (as of 3/31)

JURUPA UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY, CALIFORNIA

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
A) BEGINNING CASH	1,638,207	2,642,981	7,324,227	6,249,943	4,629,883	3,494,710	6,893,391	4,157,069	5,556,575	4,466,526	3,515,673	2,371,771	1,638,207
B) RECEIPTS:													
Revenue Limit:													
Property Tax	0	562,937	0	0	404,229	2,316,944	1,368,785	181,343	-37,001	503,520	1,023,282	97,455	6,421,494
State Aid	1,980,368	3,960,736	2,640,490	2,640,490	2,640,490	2,640,490	2,640,490	4,755,770	2,507,379	2,784,118	2,784,118	2,784,119	34,759,058
Other	1,661	0	0	3,850	-1,947	1,924	-1,924	0	2,092	0	0	280,983	286,639
Federal Revenues	0	65,143	37,177	65,509	175,654	347,411	37,285	181,221	2,772	237,831	378,776	12,856	1,541,635
Other State Revenues	191,898	472,960	762,297	443,511	493,238	495,417	878,195	1,350,159	1,377,315	868,296	410,030	1,128,000	8,671,316
Other Local Revenues	1	75	40	110,645	194	9,511	114,428	6,309	517	91,206	5,822	0	338,748
Other Income	10,144	10,629	5,112	12,214	11,736	7,796	6,578	9,373	55,064	4,821	4,821	4,821	143,109
Interfund Transfers In	0	0	0	0	240,000	501,936	0	541,857	0	-500,000	0	0	783,793
Accounts Receivable	386,777	1,644,034	614,631	131,186	334,739	133,239	-12,111	13,590	77,854	169,424	169,424	169,423	3,832,210
TOTAL RECEIPTS	2,570,849	6,716,514	4,059,747	3,407,405	4,298,333	6,454,668	5,031,726	7,039,622	3,985,992	4,159,216	4,776,273	4,477,657	56,978,002
C) DISBURSEMENTS													
Salaries and Benefits	918,462	912,664	3,539,852	3,878,566	4,454,456	2,267,316	7,418,320	4,408,187	4,480,420	4,779,273	4,779,273	5,079,273	46,916,062
Supplies and Services	209,733	258,500	476,711	718,636	702,694	669,280	426,338	456,975	352,258	714,902	714,902	1,014,904	6,715,833
Capital Outlay*	153,011	582,938	541,216	400,953	266,459	96,328	-79,093	133,401	232,764	25,000	25,000	-800,000	1,577,977
Other Outgo	0	0	0	0	0	0	0	500,000	4,225	-500,000	0	159,647	163,872
Interfund Transfers Out	100,000	100,000	300,000	0	0	0	0	34,674	6,243	0	0	0	540,917
Accounts Payable	184,869	181,166	276,252	29,310	9,897	23,063	2,483	106,879	131	90,894	401,000	0	1,305,944
TOTAL DISBURSEMENTS	1,566,075	2,035,268	5,134,031	5,027,465	5,433,506	3,055,987	7,768,048	5,640,116	5,076,041	5,110,069	5,920,175	5,453,824	57,220,605
D) NET INCOME (B - C)	1,004,774	4,681,246	-1,074,284	-1,620,060	-1,135,173	3,398,681	-2,736,322	1,399,506	-1,090,049	-950,853	-1,143,902	-976,167	-242,603

\*Includes \$1,634,970 paid in General Fund for Leroy Greene funds. (Projected \$800,000 will be received by 6/30/90; remaining \$834,970 in Accounts Receivable.)

23.8

RESOLUTION NO. 90/37

**Authorization to Encumber Funds for the Following Fiscal Year**

The Jurupa Unified School District is a user of the Riverside County Regional Data Processing Center's automatic purchase order program; and

The automatic purchase order program requires that purchase orders be encumbered at the time they are printed; and

The Jurupa Unified School District has determined that maintaining the numbering sequence on the automatic purchase order program is important for internal control purposes; and

WHEREAS, the Jurupa Unified School District has determined that it has a need to issue purchase orders for the following fiscal year prior to July 1 in certain unique circumstances where there are requirements for items or services immediately after the beginning of the fiscal year;

NOW THEREFORE BE IT RESOLVED that the Governing Board of the Jurupa Unified School District authorizes the following positions to sign and approve requests for purchase orders:

- 1) Assistant Superintendent Business Services
- 2) Director of Business Services

BE IT FURTHER RESOLVED that the positions listed above will be responsible to ensure that funds will be budgeted in the following fiscal year for the items or services ordered in advance of the beginning of the following fiscal year.

PASSED AND ADOPTED this May 7th day in 1990.

\_\_\_\_\_  
Secretary of the Governing Board

F

(4700) OTHER EMPLOYEES

Other Employees.....	4700
Selection.....	4702
Appointment.....	4703
Individual Employee Complaint Procedure.....	4711
Accountability for Property and Reports.....	4730
Soliciting and Selling.....	4731
Salary Schedules.....	4740 R
Substitute and Short-Term Employees.....	4761
Benefits Extended to Long-Term Substitutes.....	4762
Evaluation of Long-Term Substitute Teachers.....	4763
Communicable and Nuisance Diseases.....	4764

Revised 9/7/82  
Readopted



OTHER EMPLOYEES

Provisions of policies in the 4700-4799 series apply to employees not included in groups previously defined in sections 4100-4699, including, but not limited to, substitute, temporary, student and summer swimming pool employees and activity supervisors.

Periodically, the Board of Education adopts or revises the school calendar work year schedule, salary and other compensation schedules and other documents which define or regulate working conditions. Administration shall assign appropriate regulation numbers and identifying titles to such documents and insert them in the handbook of Policies and Regulations of the Board of Education.

Adopted 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.

Adopted 7/1/68  
Revised 9/15/75, 11/3/75, 9/19/77  
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 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 7/1/70  
Revised 7/6/71, 6/17/75, 9/15/75, 12/2/75, 9/19/77, 4/19/82  
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

Level I (continued)

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 II 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

Guidelines Applicable to All Complaints (continued)

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

6-1  
ps.7

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  
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

SALARY SCHEDULES FOR NON-MANAGEMENT EMPLOYEES  
NOT REPRESENTED IN BARGAINING UNITS

Salary schedules for non-management employees not represented in bargaining units shall be shown in hourly or daily rates and periodically brought to the Board of Education for review and revision.

Adopted 9/17/79  
Readopted

Jurupa Unified School District

SALARY SCHEDULES FOR NON-MANAGEMENT  
EMPLOYEES NOT REPRESENTED IN BARGAINING UNITS

SWIMMING POOL EMPLOYEES

SUMMER, TEMPORARY AND SUBSTITUTE  
Effective June 13, 1981

Classification	Hourly Rate
Assistant Pool Manager	\$4.45
Lifeguard	4.05
Recreation Assistant	3.35

Adopted 2/21/78  
Revised 9/17/79, 4/7/80, 5/11/81



Jurupa Unified School District

SALARY SCHEDULES FOR NON-MANAGEMENT  
EMPLOYEES NOT REPRESENTED IN BARGAINING UNITS

STUDENT EMPLOYEES  
Effective June 20, 1988

CATEGORY	COMPENSATION	WORK SERVICE
Youth Work Experience (J.T.P.A.)	Prevailing Federal Minimum Wage (\$4.25/hour)	Not to exceed twenty hours per week during the school year.
Summer Program for Economically Disadvantaged Youth (J.T.P.A.)	Prevailing Federal Minimum Wage (\$4.25/hour)	Not to exceed forty hours per week during the summer recess.
RHS Peer Counselor (J.T.P.A.)	\$4.25/hour to \$6.75/hour Depending on experience	Not to exceed forty hours per week.
Work Experience Student Special Education Students	\$1/hour to \$4.25/hour (Exact amount set by the Instructor as the compensation is part of the incentive training program)	Not to exceed ten hours per week.
Work Experience Student High School	Prevailing Federal Minimum Wage (\$4.25/hour)	Not to exceed twenty hours per week. Advancement based on satisfactory pro- gress on same objective.
Volunteer Student Cafeteria Worker	Free meal for period worked	One period daily on the days school is in session as per adopted school calendar.
Student Worker	\$4.25/hour	As authorized and assigned in advance during inter- session and vacation out- side of individual's regular school days.
Work Experience Student Work Study Student-College	\$4.25/hour to \$6.75/hour Depending on experience	Not to exceed twenty hours per week. Student must be in Work Study or Work Experience Program during year of employment.

STUDENTS WORKING IN THESE CATEGORIES ARE NOT ELIGIBLE FOR FRINGE BENEFITS

Adopted 7/18/88  
Readopted

6-1  
ps.12



Jurupa Unified School District  
SALARY SCHEDULES FOR NON-MANAGEMENT  
EMPLOYEES NOT REPRESENTED IN BARGAINING UNIT

ACTIVITY SUPERVISOR  
Effective October 18, 1988

A Hrly.	B Hrly.	C Hrly.	D Hrly.	E Hrly.
\$6.658	\$6.992	\$7.344	\$7.719	\$8.094
Substitute Activity Supervisor - Assigned As Needed				\$6.508

SUBSTITUTE OR TEMPORARY CLASSIFIED EMPLOYEES  
Effective October 18, 1988

Title	Hrly.	Title	Hrly.
Bus Driver.....	\$8.96	Fiscal Clerk.....	\$7.74
Cafeteria Assistant..	\$6.21	Grounds Worker.....	\$8.54
Campus Supervisor....	\$8.34	Instructional Aide....	\$7.37
Clerk-Typist.....	\$7.74	Maintenance Worker....	\$9.88
Custodian.....	\$8.34		
Other needs may be met by written authorization from the Superintendent with compensation at Step A one range below the regular position. Assigned as needed.			

SUBSTITUTE CERTIFICATED EMPLOYEES  
Effective February 6, 1989

Title	Daily Rate
Non-ratio (Certificated Salary Schedule Positions (i.e. Teacher, Nurse, Librarian)	\$70.00 short term \$80.00 long term
Ratio Certificated Salary Positions (i.e. Teaching Project Director, Counselor, Career Guidance Specialist)	\$70.00 short term \$80.00 long term
Management Certificated & Administrative Positions (i.e. Staff Development Coordinator, Instructional Coordinator, Principal)	\$75.00 short term \$85.00 long term
Assigned as needed. Long term designated by Assistant Superintendent-Personnel Services but automatic on 16th day of single substitute assignment.	

Jurupa Unified School District

SALARY SCHEDULES FOR NON-MANAGEMENT  
EMPLOYEES NOT REPRESENTED IN BARGAINING UNITS

ASSISTANT TO THE PRINCIPAL - ADULT EDUCATION  
(Part-Time)

Hourly	Work Week/Year
\$21.68 (1989-90) \$23.30 (1990-91) \$24.70 (1991-92)	A maximum of fourteen (20) hours per week that Adult Education Classes are in session as scheduled by the Adult Education Principal
Any other benefits will be allocated to this position in the same manner as if it were an Adult Education teaching position	

Effective July 1, 1989

Revised 5/11/81, 1/3/83, 11/7/83  
Revised/Readopted



**SUBSTITUTE AND SHORT-TERM EMPLOYEES**

Substitute and short-term employees, employed and paid for less than 75 percent of a school year, shall not be a part of the classified service. Part-time playground positions, full-time day students employed part time, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified services.

The term "short-term employee" as used in this section shall be construed to mean any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. "Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day.

Education Code 13581

Adopted 9/19/77  
Readopted

BENEFITS EXTENDED TO LONG-TERM SUBSTITUTES

A person serving daily as a classified substitute in one specific assignment for a continuous period of ninety (90) working days will, beginning on the 91st day, accrue all the benefits available to a regular employee under Board Policy and state law, proportionate to the amount of time worked in relation to an eight (8) hour day. The accrual of such benefits will conclude upon the completion of the specific assignment, unless the substitute becomes a regular employee in which case these benefits continue.

If it is necessary for the convenience of the operation of the District to move this substitute to another assignment for a period not to exceed five (5) working days, this move will not cause a break in the ninety (90) day period.

Adopted 10/20/69  
Revised 9/19/77  
Readopted

**EVALUATION OF LONG-TERM SUBSTITUTE TEACHERS**

In order to assure that the most qualified substitute teacher available is used for any long-term assignment, site administrators will be responsible for closely observing, assisting and evaluating the performance of any substitute teacher at their school who has completed two (2) consecutive weeks as a substitute in the same assignment. A written performance evaluation shall be forwarded to the Personnel Office before the end of the third consecutive week of the assignment. The site administrator will continue to monitor performance throughout the duration of the assignment. If the site administrator at any time feels that a long-term substitute teacher should be replaced, a written recommendation shall be forwarded as soon as reasonably possible to the District's Personnel Officer. Attempts will then be made to locate and assign a more appropriate substitute.

Adopted 9/7/82  
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" (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

6-1  
B.18

**Series 3000**  
**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

(3000) BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

(3100) Accounting

Obligation of District Funds.....	3110	
Payment of Authorized Purchases.....	3112	
Repair and Replacement of Lost, Stolen.....	3113	
and Damaged Equipment		
Reimbursement for Personal Vehicle Mileage.....	3114	R
on Authorized School Business		
Storage of District Vehicles.....	3114.1	R
Inspection of Public Records.....	3116	R
Handling Funds at the Schools.....	3120	
Claim Presentations for Money or Damages.....	3121	

(3200) Purchasing

Purchasing.....	3200	
Purchasing Professional Services.....	3210	
Architectural Services.....	3211	
Auditing Services.....	3212	
Insurance Service.....	3213	
Consultants.....	3215	
Purchase of Supplies and Materials.....	3220	
Purchase of Standard Supplies.....	3221	
Purchase of Maintenance Materials.....	3222	
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(3400) Operations

Employee Smoking Areas.....	3406	
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(3500) Transportation

Home-School Bus Riding Eligibility.....	3510	
Home-School Bus Riding Eligibility.....	3510	R
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Transportation of Adult Basic Education Students.....	3511	
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Bus Stop Locations Approved Location Exceptions.....	3520	R
Fog Conditions.....	3550	

(3600) Food Services

Food Services.....	3600	
Purchasing.....	3610	

Revised 4/16/79

Revised 4/10/84, 12/18/84

Revised/Readopted



**OBLIGATION OF DISTRICT FUNDS**

Any employee who makes a purchase or other obligation of funds on behalf of the District must have prior authorization from the District. If s/he proceeds without prior authorization, s/he is personally liable for any obligation incurred.

Any one of the following is proper prior authorization to obligate District funds:

1. A written purchase order signed by an authorized person.
2. A letter authorizing a person to receive and sign for materials from State Educational Surplus.
3. Principal's authorization of purchases of less than \$25 worth of instructional materials.

No exception can be made without specific authorization of the Assistant Superintendent Business Services or the Superintendent.

Adopted 7/19/71  
Revised 4/17/78  
Readopted

PAYMENT OF AUTHORIZED PURCHASES

The Business Office is authorized to pay bills which come in at no more than \$50 or 10 percent, whichever is less, exclusive of freight and tax, in excess of the originally authorized Board purchase order.

Any invoice which exceeds these limits shall be referred to the Director of Purchasing for appropriate action with the vendor and originator of the requisition.

Adopted 5/17/71  
Revised 5/21/73, 4/17/78  
Revised/Readopted

**REPAIR AND REPLACEMENT OF LOST, STOLEN, AND DAMAGED EQUIPMENT**

As soon as practical after an instance of burglary, theft, or vandalism occurs, the principal or his representative shall submit a full report on the appropriate District form. This report shall be accompanied by a requisition or requisitions requesting needed repairs or replacement.

The Business Office staff shall take necessary action to initiate repairs. In any instance where the loss includes equipment or furniture listed on the standards book, classroom furniture and equipment list, replacement or repair shall be ordered immediately. When it is not listed, its replacement shall be delayed pending a decision by the Assistant Superintendent Business Services as to repair or replacement.

Upon any recovery from the insurance company or collection of a damage claim such reimbursement shall be abated to the General Fund. Any recovered lost or stolen equipment which has been replaced shall be placed in District stock for future assignment to schools. Non-replaced equipment will be returned to the school.

Adopted 5/17/71  
Policy number changed 5/21/73 (old No.3230.4)  
Revised 4/17/78  
Revised/Readopted

**REIMBURSEMENT OF NONBARGAINING UNIT REGULAR EMPLOYEES FOR  
PERSONAL VEHICLE MILEAGE ON AUTHORIZED SCHOOL BUSINESS**

Personnel required to use personal vehicles on authorized school district business shall be reimbursed for actual miles driven at the highest rate paid on a mileage basis pursuant to any bargaining unit contract, or the rate allowed by the Internal Revenue Service, as the employee chooses.

When such mileage in the Riverside area for any position is predictable, a regular monthly allowance during periods of duty may be paid in lieu of recording and claiming mileage reimbursement. For this purpose, the Riverside area is defined as the area included in this district as well as the general area of the following districts: Alvord, Chino, Colton, Corona-Norco, Fontana, Moreno Valley, and Riverside.

Such monthly allowances, if any, must be approved by the Board.

Adopted 11/19/73  
Revised 6/2/75, 11/1/76, 4/17/78, 9/17/79, 10/4/82  
Revised/Readopted

REIMBURSEMENT OF NONBARGAINING UNIT REGULAR EMPLOYEES FOR  
PERSONAL VEHICLE MILEAGE ON AUTHORIZED SCHOOL BUSINESS

Personnel in the following positions may elect the regular monthly allowances listed below in lieu of recording and claiming mileage reimbursement provided this choice is made at the beginning of the assigned work year. Such decision shall be irrevocable during that work year.

Assistant Superintendents	\$125.00
Director of Food Services	125.00
Supervisor of Child Welfare and Attendance	100.00
Director of Education Operations (2)	62.50
Director of Administrative Services	55.00
Administrator of Student Support Services	55.00

Adopted 7/5/78  
Revised 6/29/81, 10/4/82, 6/18/84, 9/17/84, 8/5/85  
Revised/Readopted

## STORAGE OF DISTRICT VEHICLES

### POLICY

Most District owned automobiles, trucks, buses, and other vehicles are stored at the MOT facility. Each is assigned to either the Warehouse, Food Services, Maintenance/Operations, or Transportation Department with the appropriate Director primarily responsible for its care and use.

Exceptions may be authorized by the Superintendent in the interest of the District for one or a combination of reasons.

- The employee assigned the vehicle is subject to emergency call-out.
- The employee starts the day at various locations.
- Frequent use before MOT is open or after it is closed and alarmed (secured).
- Cost/inconvenience/time to secure vehicles such as driver training cars.
- Vehicle safety.

### REGULATION

The following trucks and automobiles are exceptions to the MOT storage policy:

Nissan Truck 84-1: Assigned to weekend security personnel and stored at home because of emergency call-out. This vehicle is utilized during the week by Grounds personnel and stored at the MOT.

Plymouth Truck 82-3: Assigned to Warehouse Manager and stored at home because of variable work location.

Ford Station Wagon 82-5: Assigned to Director of Transportation and stored at home because of variable work location.

Dodge Truck 82-8: Assigned to Supervisor of Maintenance and Operations and stored at home because of variable work location.

Chevrolet Truck 86-2: Assigned to Rubidoux High School Agriculture Department and stored at Rubidoux High School.

Dodge Van 82-1: Assigned to Rubidoux High School for school business and stored at Rubidoux High School.

Ford Truck 89-2: Assigned to Jurupa Valley High School Agriculture Department and stored at Jurupa Valley High School.

Five Driver Training Cars 84-4, 84-5, 86-3, 88-1, 88-2: Assigned to and scheduled by the Coordinator of Driver Training. Stored at Driver Training teachers' homes for safe storage and convenience.

Adopted 7/17/78  
Readopted

INSPECTION OF PUBLIC RECORDS

Public Records of the Jurupa Unified School District shall be open for public inspection, with the exceptions defined in Sections 6254, 6254.25, 6254.5, 6255, 6256, and 6256.1 of the Government Code of the State of California and subject to the rules and regulations hereinafter established.

Adopted 5/15/78  
Revised/Readopted

INSPECTION OF PUBLIC RECORDS

A. Identifiable Public Records

Public records shall be available for public inspection during the regular office hours, upon request.

1. In unusual circumstances hereinafter defined in section (c) the custodian of the record or district employee having custody of the records may notify the person requesting the records that due to the unusual circumstances, the time required to provide the requested information. If the person requesting the information objects to the time stated for the production of the records, the person should be referred to the Superintendent or his designee for resolution of the matter.

B. Request for Copy of Public Records

Persons requesting copies of identifiable public records or copies shall clearly identify the public record for which they request a copy.

1. The following charges shall be made for copies of public records:
  - (a) a charge of 25 cents per copy;
  - (b) when numerous copies are requested, applicable hourly rate may be charged for staff time to produce such copies;
  - (c) all fees must be paid in advance before the copy of the records will be produced.

C. Determination of Compliance with the Request for Copies of Public Records

Upon receipt of a request for a copy of an identifiable public record, the custodian of the record shall within ten days after receipt of such request determine whether they will comply with the request and shall immediately notify the person making the request of such a determination and the reason therefore. If the custodian of the record believes that the record is not a public record or subject to a privilege provided by law such records need not be reproduced and shall immediately refer the matter to the Superintendent or his designee. The Superintendent or his designee shall notify in writing any person requesting access for the purpose of inspecting public records and the reasons for denial of the request and shall set forth the names and titles for positions of each person responsible for the denial. In unusual circumstances as specified in this section, the 10-day time limit provided in section (c) may be extended not more than 10 working days. The extension of time shall be by the Superintendent who shall give written notice to the person making the request setting forth the reason for the extension and the date on which determination is expected to be dispatched.

Adopted



HANDLING FUNDS AT THE SCHOOLS

A significant amount of funds in the form of cash and checks are handled directly at the schools. At the secondary level the Associated Student Body and its subdivisions collect and spend thousands of dollars per year. At all schools small amounts of general district funds are collected for sale of materials to pupils, vandalism, lost books, etc. Food Services collects many thousands of dollars at cafeterias and snack bars.

Proper procedures for the handling of, and accounting for, money at the schools serve two important purposes. First, loss of money is minimized and if loss occurs, responsibility can be pinpointed. Second, a good accounting system will provide information helpful to clubs, student bodies, and others in planning and carrying out their business.

Recordkeeping systems will vary within and among schools because of different organizations and purposes. However, so that any system will be meaningful and can be audited, any bookkeeping system to be used must have prior written approval by the Assistant Superintendent Business Services. Upon request, s/he will assist in setting up an acceptable system.

Funds not under the control of the Board of Education or its agents shall not be a part of any school fund handling system. Examples of such excluded funds are those of parent organizations and faculty associations. When an excluded organization makes a donation to the Associated Student Body the bookkeeper issues a receipt for the money to the donor.

Although payment by check and purchasing on credit have become customary practices in conducting business today, both practices may also represent costs and inconveniences to organizations which provide such services. In order to strive for greater efficiency and cost-effectiveness, and to protect the public interest, school accounting systems shall encourage cash transactions with proper receipts and deposits. Check cashing and purchasing on credit for personal convenience are specifically prohibited when school funds are involved.

Adopted 12/19/77  
Readopted 4/17/78, with 3000 series  
policies and regulations - no revision  
Revised 9/4/79  
Revised/Readopted

**CLAIM PRESENTATIONS FOR MONEY OR DAMAGES**

The governing board recognizes the need for the expeditious presentation and resolution of claims for money or damages against the school district including those which are exempted under California Government Code Section 905.

Claims for money or damages against the school district as provided for in Government Code Section 800, et. seq., which are exempted under Government Code Section 905, and which are not governed by any other statutes or regulations expressly relating thereto, shall be presented to, and acted upon by, the school district as a prerequisite to suit thereon. The statute of limitations period for the presentation of said claims shall be as follows:

1. Claims for money or damages relating to a cause of action for death or for injury to persons or to personal property or growing crops shall be presented to the governing board not later than the 100th day after the accrual of the cause of action.
2. Claims for money or damages relating to any other cause of action shall be presented to the governing board not later than one year after the accrual of the cause of action.

Adopted 12/17/84  
Readopted/Technical Change

PURCHASING

It is the policy of the Board of Education to maintain procedures and practices that promote the following goals for purchasing supplies, materials, equipment and services:

1. To meet all legal requirements as set forth in appropriate laws, codes, and regulations.
2. To establish specifications and standards for service so that each item purchased will properly perform the functions for which it is intended.
3. To encourage competition among vendors so as to obtain the best price and service for the District.
4. To purchase from vendors within the District whenever the price, quality and service are equal.
5. To establish and maintain efficient purchasing procedures that will promote the accomplishment of the educational objectives of the District.
6. To investigate and evaluate new products and to inform the Board and educational personnel as to their possible value to the District.

It is also the policy of the Jurupa Unified School District to purchase goods, materials, equipment or services only from persons, firms or corporations that are affirmative action, equal opportunity employers.

Adopted 5/21/73  
Revised 10/26/75, 12/15/75, 4/17/78, 5/7/84  
Revised/Readopted

PURCHASING PROFESSIONAL SERVICES

The District requires both regular ongoing professional services and specific ad hoc services for limited purposes. Such services may include, but are not limited to, auditors, architects, physicians, attorneys, insurance brokers, educational consultants and management experts.

Because quality of such services is of paramount consideration, selection of appropriate professional services shall be based upon a review of experience and reputation of qualified professionals. Such review shall be considered in relation to the particular service required.

Compensation and services to be performed must be documented in written contract form prior to substantial work performance.

Adopted 5/21/73  
Readopted 4/17/78 with 3000 series  
policies and regulations - no revision  
Revised/Readopted

ARCHITECTURAL SERVICES

When architectural services are required, one or more architectural firms shall be selected based upon an assessment of qualifications of available architects with criteria established in advance of each architectural assignment.

The architect deemed to be the most competent shall be selected to perform the particular service required. Contractual terms will be negotiated at the time of selection.

Adopted 5/21/73  
Readopted 4/17/78, with 3000 series  
policies and regulations - no revisions  
Readopted

AUDITING SERVICES

The selection of an auditing firm shall be based on recognized service performed in school district auditing. Prior experience with positive recommendation shall be required.

Auditing services may be required on a continuing basis throughout the school year in addition to the annual audit and familiarity with the District procedures and systems enhances services rendered.

The firm shall be readily available for consultation.

Selection shall be made annually each spring based upon considerations of proposed cost and evaluation of service required, unless the Board elects a multi-year contract.

Adopted 5/21/73  
Revised 4/17/78, 4/16/84  
Revised/Readopted

INSURANCE SERVICE

The District shall select one agent or broker to perform all required professional service in the evaluation, selection and placement of required or desired insurance coverages. Knowledge of possible insurable risks, hazardous conditions, operating procedures and practices are all necessary in properly advising the District on insurance.

Therefore, the agent or broker selected shall be one who has maintained his principal office within the boundaries of the District or Greater Riverside Area for five (5) or more years and the selling and servicing of insurance be his sole business.

The agent or broker shall be selected for the term of the liability insurance policy subject to annual review. Compensation shall be normal policy commissions in conformance with law.

Adopted 5/21/73  
Readopted 4/17/78, with 3000 series  
policies and regulations - no revisions  
Readopted

CONSULTANTS

Consultant services may be required for a variety of purposes. When services are required and funds are designated in the approved budget, an appropriate contract will be recommended to the Board for approval.

Adopted 5/21/73  
Readopted 4/17/78, with 3000 series  
policies and regulations - no revision  
Readopted



**PURCHASE OF SUPPLIES AND MATERIALS**

For the purchase of all labor and materials regularly advertised legal bids shall be solicited for any purchase exceeding \$21,000 for materials and supplies, \$15,000 for labor only, or for a combination of labor and materials. These legal bids shall be sealed and opened at a specified time and place.

A minimum of three (3) written quotations shall be solicited on any purchase ranging from \$12,000 to the bidding minimums; and three (3) or more verbal quotations shall be solicited for purchases ranging from \$5,000 to \$12,000. In addition, written quotations from \$12,000 to the bidding limits shall be presented to the Board prior to award.

Legally advertised bids, written sealed quotations, or recorded verbal quotations need not be solicited when purchases are made from or through bids awarded by other governmental agencies or when formal bids or quotations are not required by law.

Regardless of amount of purchase, legally advertised bids, written sealed quotations, or recorded verbal quotations may be solicited whenever the Assistant Superintendent Business Services or his staff concludes it will serve the interests of the District.

All legally advertised bids shall be numbered consecutively by year. All records of legally advertised bids shall be maintained in the Business Office for a period of no less than four (4) years. Complete records of written quotations and recorded verbal quotations shall be maintained in the Business Office for a period of no less than one (1) year.

Adopted 5/21/73  
Revised 10/21/74, 1/3/77  
Readopted 4/17/78, with 3000 series - no revision  
Revised 2/4/80, 1/18/82, 9/3/85  
Revised/Readopted

PURCHASE OF STANDARD SUPPLIES

The District shall maintain a warehouse for standard school supplies and materials. A District catalog shall be maintained to facilitate ordering of these supplies and materials by schools and departments.

Warehouse items generally will be purchased on an annual bid basis. Legal advertised bids shall be solicited and a contract issued to the lowest responsible bidder meeting specifications for the furnishing of the estimated annual quantity of supplies required.

Adopted 5/21/73  
Readopted 4/17/78, with 3000 series  
policies and regulations - no revision  
Revised/Readopted

PURCHASE OF MAINTENANCE MATERIALS

All regularly used maintenance materials where annual quotations can be reasonably estimated such as glass, paint, lumber, etc. shall be purchased on an annual bid basis with legally advertised bids.

Maintenance agreement contracts for equipment, when available only from one source regardless of amount, may be purchased without regard to bidding or quotation limitations.

Replacement or repair parts for equipment that are available only from a single source may be purchased for an amount up to \$5,000 with authorization from the Superintendent or Assistant Superintendent Business Services. When such purchases exceed \$5,000, procurement shall be made pursuant to Policy 3220, Purchase of Supplies and Materials.

Adopted 5/21/73  
Readopted with 3000 series policies and regulations  
4/17/78 - no revision  
Revised/Readopted

PURCHASE OF EQUIPMENT

It is the intent of the Board that whenever large quantities of the same or similar items of equipment (projectors, typewriters, desks, etc.) are to be acquired in one fiscal year, the purchase be consolidated into one transaction and bidding requirements observed.

Additional purchases may be made by extending the contractual provisions of a previously awarded bid.

Adopted 5/21/73  
Revised 4/17/78  
Revised/Readopted

EMPLOYEE SMOKING AREAS

The designation of smoking area(s) or lounges at each site shall be the responsibility of the site administrator. The administrator may use a majority vote of employees when determining such smoking area(s).

Employees shall smoke only in an area designated for employee smoking.

Adopted 3/19/84  
Revised/Readopted

## HOME-SCHOOL BUS RIDING ELIGIBILITY

### Eligibility

Students attending grades K through 8 may qualify for transportation when they live at distances greater than one mile from their assigned school.

Students attending grades 9 through 12 may qualify for transportation when they live at distances greater than two miles from their assigned school.

Bus riding privileges generally shall be extended equally to all students of the same grade level throughout the District. All walking distances shall be measured as the shortest safe walking route to an entrance to the school grounds. The specific walking distances as set forth above may be increased slightly when the provision of bus service creates a problem for the District.

When it is financially feasible, the District will provide noon and after school busing for all Kindergarten students (and preschool if space is available). Kindergarten students in morning classes will be bused as space and time schedules permit.

### Temporary Exception Waivers

Specified walking distances may be waived and bus service provided if hazardous community conditions exist. Hazardous conditions are crossing railroad tracks or major highways or freeways, or walking along major roads with inadequate pedestrian right-of-way. The Board recognizes both the authority and responsibility of Riverside County for the design, installation and maintenance of roads, curbs and sidewalks, the off-road right-of-way, traffic control devices, crosswalks and pedestrian bridges which determine the level of community safety. The County also has authority and responsibility to provide general law enforcement services, animal control and school crossing guards which also affect levels of safety for school children.

Hazardous community conditions which come to the attention of the Board will be referred to the appropriate County officials.

When hazardous conditions exist, and the County requests temporary assistance of the school district by noting both the problem and their plan for remediation, the Board may waive specified walking distances and provide temporary bus service.

Safety exceptions must be approved by the Board of Education as Regulation 3510. Any safety exception of record or henceforth approved by the Board shall automatically be dropped at the end of the regular school year if not extended by specific Board action.

Adopted 4/19/71

Revised 4/17/78, 7/6/81, 8/10/87, 5/2/88, 9/6/88, 1/9/89

Revised/Readopted

TRANSPORTATION OF ADULT BASIC EDUCATION STUDENTS

Adults who have minimum communication skills in English often lack the ability to transport themselves to school classes in which they are enrolled. Some of these students have young children who require care. The Adult Basic Education Program includes provisions for child care. Therefore, the Board authorizes transportation for these adult students and their children based on the following criteria:

- (1) If, in the judgment of the Adult Education Principal, an Adult Basic Education student has no method of transporting himself/herself and lives in excess of one mile from the class, or
- (2) If the student is required to bring a child for child care services and lives in excess of one-quarter of a mile from the school.

Bus services shall be arranged so as to serve these qualified adults and their children.

Adopted 4/16/79  
Readopted

CRITERIA FOR LOCATING BUS STOPS

Locations for bus stops shall be continually reviewed by responsible administrative personnel. Stops shall be located in accordance with the following criteria:

1. Conditions are safe at the designated stop for pupils awaiting the bus.
2. A minimum number of stops is established for each route.
3. Bus stops serving grades 9-12 shall not be located closer than 3 miles to the school.
4. Bus stops serving grades 7-8 (middle school) shall not be located closer than 2 miles to the school.
5. Bus stops serving grades K-6 (elementary school) shall not be located closer than 1 mile to the school.

Exceptions to these distance requirements must be approved by the Board of Education.

Adopted 4/19/71  
Revised 4/17/78, 9/18/78, 7/6/81, 7/20/87  
Revised/Readopted



FOG CONDITIONS

When foggy weather prevents buses from operating safely all regular bus routes shall be delayed until safe conditions exist. The Director of Transportation shall be responsible for determining when buses may operate. Parents of bus riders shall be notified by means of local radio stations when buses are delayed.

The Director of Transportation shall use the following procedure and criteria for determining if buses can operate safely in foggy conditions.

Procedure

1. Each elementary school principal shall maintain for the Director of Transportation an updated list of three volunteers who reside within the school attendance area and who are willing to report on foggy conditions by telephone.
2. When it appears that fog conditions might be unsafe, the Director of Transportation shall contact at least one volunteer from each school to determine conditions in that area unless drivers who have reported can advise.
3. Conditions shall be considered unsafe if a fixed landmark such as a fence, telephone pole, or building is not visible from a predetermined observation point 300 feet distant. Volunteer observers should have one or more fixed objects premeasured for quick observation.
4. When more than three elementary school attendance areas do not meet minimum safe conditions, all buses shall be delayed one-half hour.
5. Radio stations shall be notified immediately:
  - a. KPRO 688-1570
  - b. KDUO 825-5555
  - c. KCKC 877-2575
  - d. KCAL 825-5020
6. When a delay is announced all pickup schedules are postponed.

When general conditions are determined to be safe, fog patches may make some particular routes unsafe. Drivers have the responsibility to operate their buses in a safe manner at all times. Individual judgments must be made. If a driver determines further driving is unsafe, the bus must be parked clear of the roadway and the Transportation Office notified by radio.

Adopted 4/5/71

Revised 4/17/78, 3/2/81

Revised/Readopted

**FOOD SERVICES**

It is the policy of the Board to provide low cost, nutritional meals for students and to promote nutritional education. The Food Service Department is charged with the responsibility of meeting these goals.

The Jurupa Unified School District shall participate with Federal and State Agencies for the purpose of receiving all available funds and subsidies aiding in the provision of low cost nutritional meals for the students of the District.

Prices for student lunches and a la carte items shall be set each year prior to the opening of school by the Board of Education. Whenever possible, prices shall remain in effect for a full school year. However, prices may be reviewed and changed when it is determined that losses on the sale of food jeopardize the financial security of the Cafeteria Fund.

Adopted 9/17/73  
Revised 4/17/78 (combined with Policies 3610, 3620)  
Readopted/Technical Change

## PURCHASING

Although the purchase of perishable foods is, by law, exempt from bidding requirements, the purchase of all food items shall be made in a manner to promote the purchasing goals as set forth in Policy 3200.

### Purchase of Milk and Milk By-Products

The purchase of milk shall be made from a single vendor annually. The selection of a vendor shall be based on the following criteria listed in relative order of importance:

1. Availability of required quantities of milk and milk by-products
2. Quality of product
3. Demonstrated ability to provide service to the District
4. Price quotations

### Purchase of Meat

The purchase of meat may be made from several vendors. Selection of vendors shall be based on the following criteria:

1. Price quotations solicited for purchase
2. Delivery service
3. Availability of selected menu items
4. Taste preference expressed by students

### Purchase of Bread

The purchase of bread products shall be made from a single vendor annually. Quotations shall be solicited for the school year. Selection of a vendor shall be based on the following criteria:

1. Availability of enriched bread products meeting Type A requirements
2. Price quotations
3. Demonstrated ability to provide service to the district
4. Availability of all bread products utilized in the Food Service Program

PURCHASING

Purchase of Produce

The purchase of produce is based on quality of product. Price quotations shall be requested in reference to Los Angeles Market Price. Produce prices shall be solicited on a monthly basis. The selection of a vendor shall be based on the following criteria:

1. Quality
2. Availability of products required
3. Demonstrated ability to provide service to the District
4. Price quotations

Purchase of Staple Goods and Paper Products

The purchase of staple goods shall be made periodically as needed on the basis of quotations solicited from vendors dealing in a required product. Specifications setting forth quantities, delivery requirements, package sizes, and quality standards shall be furnished each vendor from whom bids are solicited. Purchase shall be made from the vendor meeting all specifications at the lowest price.

Adopted 9/17/73  
Revised 4/17/78 (combined with Policies 3630, 3631,  
3632, 3633, 3634, 3635)  
Readopted

Jurupa Unified School District

Personnel Report #20

May 7, 1990

CERTIFICATED PERSONNEL

Regular Assignment

Teacher	Ms. Kathy Golden 3733 Monroe #3 Riverside, CA 92504	Effective September 5, 1990 Single Subject-Life Science Credential
Teacher (LH/SDC)	Ms. Germaine Kinsey 768 N. 8th Avenue Upland, CA 91786	Effective September 5, 1990 Multiple Subject Credential Spec. Learn. Handi. Credential
Teacher	Ms. Gayle Moffitt 2618 Carlton Place Riverside, CA 92507	Effective April 24, 1990 Multiple Subject Credential
Teacher	Ms. Kathlene Moser 1303 Massachusetts #203 Riverside, CA 92507	Effective September 5, 1990 Multiple Subject Credential

From Temporary to Regular Assignment

Teacher	Mr. Armando Muniz 6657 45th Street Riverside, CA 92509	Effective September 5, 1990 Single Subject-Spanish Credential
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Voluntary Reassignment

From Resource Teacher to Classroom Teacher	Ms. Harriet Huling 2174 N. Mills Street Claremont, CA 91711	Effective September 5, 1990
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Reduced Workload Program

Nurse	Ms. Alice Huffman 1878 Champlain Drive Corona, CA 91720	As per attached Agreement
Nurse	Ms. Joene Handen 1368 Prospect Drive Redlands, CA 92373	As per attached Agreement

Extra Compensation Assignment

Indian Hills Elementary; 1989-90; after school sports and recreation program.

Paul Johnson	\$200
Neva Bernhardt	\$200
Bernardine Brown	\$200

CERTIFICATED PERSONNEL (Continued)

Extra Compensation Assignment (Continued)

Instructional Services; to attend math inservice; March 22, 1990; appropriate hourly rate of pay.

Debbie Prutsman  
JoAnn Greeley  
Bonnie Smith  
Barbara Simmons  
Carol Starks  
Karen Laskey  
Kathleen Sakaki

Nancy Woodhead  
Becky Murray  
Sylvia Bottom  
Karen Krumheuer  
Christa Biddle  
Danice Hord

Janet Garcia-Hudson  
Elizabeth Hall  
Jolene Hammack  
Elizabeth Morrow  
Michelle Farnsworth  
Paula Goldberg

Instructional Services; to attend math inservice; April 26, 1990; appropriate hourly rate of pay.

Jolene Hammack  
Michele Crockett  
Barbara Martin  
Karen Laskey

Christa Biddle  
Neva Bernhardt  
Joanne Greeley  
Deanna Long

Bernice Miller  
Elizabeth Hall  
Carolyn Sherman  
Pat Bastiaans

Pacific Avenue Elementary; 1989-90; after school sports and recreation program.

Louie Garcia                      \$471.50

Pacific Avenue Elementary; 1989-90; elementary group leaders; appropriate annual rate of pay.

Shirley Minnick  
Denise Turner

Troth Street Elementary; 1989-90; after school sports and recreation program.

Jay Hammer                      \$100  
Becki Brawner                    \$100

Jurupa Middle School; 1989-90; after school sports and recreation program.

Gary Peterson                    \$610  
Mike Goltry                      \$610  
Cindee Secrist                    \$535  
Phil Stokoe                      \$610  
Beth Richardson                  \$460  
Doug Alberga                    \$ 75  
Chris Lorenz                      \$100

Jurupa Middle School; 1989-90 school year; Community Intervention Program; not to exceed 25 hours each; appropriate annual rate of pay.

Teri Moran  
Beth Richardson  
Cindee Secrist

CERTIFICATED PERSONNEL (Continued)

Extra Compensation Assignment (Continued)

Rubidoux High School; 1989-90 school year; appropriate annual rate of pay.

Viola DePass	Academic Decathlon Coach
Tim Jones	Mock Trial Coach
Larry Sturm	College Bowl Coach

Secondary Education Operations; 1989-90 school year; elementary fine arts teachers; appropriate annual rate of pay.

Cliff Keating	Doris Music	Kathleen Scott
Bill Snyder	Mike Wasinger	Amy Weidman

Leave of Absence

Teacher	Ms. Sherri Arsenault 8609 E.Cliffside #125 Anaheim Hills, CA 92808	Unpaid Special Leave September 5, 1990 through June 21, 1991 without compensation, health and welfare benefits, increment advancement or the accrual of seniority for layoff or reduction in force purposes.
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Teacher	Ms. Sherri Behunin 7500 Orchard Street #10 Riverside, CA 92504	Maternity Leave effective June 3, 1990 through June 22, 1990 with use of sick leave and Unpaid Special Leave effective September 1, 1990 through June 30, 1991 without compensation, health and welfare benefits, increment advancement or the accrual of seniority for layoff or reduction in force purposes.
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Substitute Assignment

Teacher	Mr. Jeffery Ball P.O. Box 51696 Riverside, CA 92517	As needed Emergency P-12 Credential
Teacher	Ms. Ellyn Belinski 5290 Overpass Road Santa Barbara, CA	As needed Single Subject-Art Credential
Teacher	Ms. Christine Havlena 1248 Blaine #4 Riverside, CA 92507	As needed Emergency P-12 Credential

Personnel Report #20

CERTIFICATED PERSONNEL (Continued)

Resignation

Teacher	Ms. Frances Alexander 4131 Golden West Riverside, CA 92509	Effective June 30, 1990
Teacher	Ms. Debra Barnes 4180 Estrada Drive Riverside, CA 92509	Effective June 30, 1990
Teacher	Mr. Ron Barnes 4180 Estrada Drive Riverside, CA 92509	Effective June 30, 1990
Teacher	Mr. Robert Bell 7278 Orchard Riverside, CA 92504	Effective June 30, 1990



CLASSIFIED PERSONNEL

Short-Term Extra Work

Jurupa Middle School; 1989-90 school year; Community Intervention Program; not to exceed 25 hours total; appropriate hourly rate of pay.

Bilingual Language Tutor      Mary Orduno

Jurupa Valley High School; to prepare for 1990-91 Master Schedule; April 16-17, 1990; not to exceed 16 hours total; appropriate hourly rate of pay.

Secretary-High School      Ms. Marie Johnson  
Assistant Principal

Rubidoux High School; pool maintenance; April 16-20, 1990; not to exceed eight hours each day; appropriate hourly rate of pay.

Tony Allega

Substitute Assignment

Instructional Aide	Ms. Lisa Altmire 7503 Whitney Drive Riverside, CA 92509	As needed
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Instructional Aide	Ms. Angela Newton 1055 Blaine #119 Riverside, CA 92507	As needed
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Cafeteria Assistant I	Ms. Guadalupe Solorzano 10023 54th Street Riverside, CA 92509	As needed
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Placement on 39-Month Reemployment List

Instructional Aide	Ms. Ada Ruth Hutch 5945 Paramount Riverside, CA 92509	Effective May 3, 1990
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Expiration of 39-Month Reemployment List

Bus Driver	Ms. Nancy Archuleta 6114 De La Vista Riverside, CA 92509	Effective March 1, 1990
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Termination

Cafeteria Assistant I (Probationary)	Ms. Joyce Reynolds 4552 Tyrolite Riverside, CA 92509	Effective April 24, 1990
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Personnel Report #20

CLASSIFIED PERSONNEL (Continued)

Termination (Continued)

Campus Supervisor  
(Probationary)

Mr. Dwayne Ricks  
5657 Newton Street  
Riverside, CA 92509

Effective April 30, 1990

Resignation

Cafeteria Assistant I

Ms. Velma Jean Zacharko  
11241 66th Street  
Mira Loma, CA 91752

Effective April 30, 1990



Personnel Report #20

MANAGEMENT PERSONNEL

Voluntary Reassignment

From Elementary Assistant  
Principal to Coordinator of  
Bilingual Education

Ms. Dorothy Baca  
16247 Sunset Trail  
Riverside, CA 92506

Effective July 1, 1990

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

Short-Term Assignment

Sunnyslope Elementary; to provide babysitting for parent meeting; March 30, 1990; not to exceed 1½ hours; appropriate hourly rate of pay.

Rose De Los Reyes

Substitute Assignment

Activity Supervisor

Ms. Alberta Castro  
4761 Millbrook  
Riverside, CA 92509

As needed

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services

PRE-RETIREMENT EMPLOYMENT AGREEMENT FOR REDUCTION TO PART-TIME STATUS  
(REDUCED WORKLOAD PROGRAM)

This agreement is made this 7th day of May, 1990, by and between the JURUPA UNIFIED SCHOOL DISTRICT, herein referred to as the "district" and Alice Huffman, herein referred to as the "employee."

This agreement is made with reference to the following:

The employee has elected to enter the pre-retirement employment program offered by the district, and has qualified for such program under the requirements established by the district.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements contained herein, it is agreed by the parties as follows:

1. The employee requests continuation of her Reduced Workload Program assignment as a half-time nurse paid at half the annual salary she would have received if she had continued full-time employment. This agreement is for one (1) year beginning on July 1, 1990 and ending on June 30, 1991. Renewal of the agreement for a subsequent year(s) is not automatic, but is contingent on mutual agreement of the parties.
2. During this period the employee will work full-time from the first day of the second semester of the 1990/91 school year to the last day of that semester or one-half of the number of days, plus 1 day, in the work year of a full time teacher/nurse (including all the second semester), whichever is longer.
3. This agreement will expire on June 30, 1991 if a renewal agreement for the following year cannot be mutually agreed to. When the agreement expires the employee will retire.
4. For the duration of this agreement the employee and the district will continue to make retirement contributions as if the employee were earning a full salary.
5. For the duration of this agreement the district will provide health and welfare benefits on the same basis as if the employee were a full-time employee.
6. This agreement is subject to the applicable laws and regulations of the State of California, the lawful rules and regulations of the California State Board of Education, and the rules and regulations of the Jurupa Unified School District. Such statutes, rules and regulations are hereby made a part of the terms and conditions of this agreement as though expressly set forth herein.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

EMPLOYEE

Alice Huffman

Nurse

Position

Date

4/25/90

JURUPA UNIFIED SCHOOL DISTRICT

BY Hunt Legler

ACCEPTED BY THE GOVERNING BOARD

BY \_\_\_\_\_  
President of the Board of Education

(I  
PS.7)

PRE-RETIREMENT EMPLOYMENT AGREEMENT FOR REDUCTION TO PART-TIME STATUS  
(REDUCED WORKLOAD PROGRAM)

This agreement is made this 7th day of May, 1990, by and between the JURUPA UNIFIED SCHOOL DISTRICT, herein referred to as the "district" and Joene Handen, herein referred to as the "employee."

This agreement is made with reference to the following:

The employee has elected to enter the pre-retirement employment program offered by the district, and has qualified for such program under the requirements established by the district.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements contained herein, it is agreed by the parties as follows:

1. The employee requests reduction of her assignment from full-time to half-time at half the annual salary she would receive if she were to continue full-time employment. This agreement is for one (1) year beginning on July 1, 1990 and ending on June 30, 1991. Renewal of the agreement for subsequent year(s) is not automatic, but is contingent on mutual agreement of the parties.
2. During this period the employee will work full-time from the first work day for a teacher/nurse in the 1990/91 school year to the last day of the first semester or until she works one-half of the number of days, plus 1 day, in the work year of a full time teacher/nurse (including all the first semester), whichever is longer.
3. This agreement will expire on June 30, 1991 if a renewal agreement for the following year cannot be mutually agreed to. When the agreement expires the employee will retire.
4. For the duration of this agreement the employee and the district will continue to make retirement contributions as if the employee were earning a full salary.
5. For the duration of this agreement the district will provide health and welfare benefits on the same basis as if the employee were a full-time employee.
6. This agreement is subject to the applicable laws and regulations of the State of California, the lawful rules and regulations of the California State Board of Education, and the rules and regulations of the Jurupa Unified School District. Such statutes, rules and regulations are hereby made a part of the terms and conditions of this agreement as though expressly set forth herein.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

EMPLOYEE

Joene A. Handen

Nurse

Position

Date April 25, 1990

JURUPA UNIFIED SCHOOL DISTRICT

BY Mark Cygan

ACCEPTED BY THE GOVERNING BOARD

BY President of the Board of Education

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

04/09/90 - 04/22/90  
 PURCHASES OVER \$200

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P62080	100	000	00	KLURE AND HARRIS	MAINT-MB-PLAYGROUND		399.36
P62214	100	196	00	FREESTYLE SALES CO INC	RHS-INSTRUCTIONAL MATERIALS		446.68
P62310	100	000	00	GANAHL LUMBER	MB-MATERIALS FOR BALL WALL		425.90
P62328	100	190	00	CHAMPIONS ON FILM	JMS-INSTRUCTIONAL MATERIALS		234.28
P62329	100	190	00	WOLVERINE SPORTS	JMS-INSTRUCTIONAL MATERIALS		230.96
P62348	100	197	00	ZENGER VIDEO	JVH-INSTRUCTIONAL MATERIALS		205.23
P62357	100	191	00	PNEUMA PRESS	HMS-INSTRUCTIONAL MATERIALS		523.08
P62371	100	176	22	M. ANDELKOVIC	CR-TURF AND SPRINKLER SYSTEM		2,138.02
P62388	100	178	00	SPECTRUM LABELS	IMC-LOST AND FOUND LABELS		266.88
P62390	100	178	00	EASTMAN, INC.	WHSE-STOCK		1,288.39
P62391	100	178	00	PIONEER STATIONERS INC	WHSE-STOCK		570.94
P62392	100	178	00	SOUTHWEST SCHOOL SUPPLY	WHSE-STOCK		1,037.27
P62393	100	178	00	STOCKWELL & BINNEY	WHSE-STOCK		1,877.69
P62396	100	178	00	DIAL A TECH COMPUTER FIELD	MAINT-HMS-TS-COMPUTER REPAIR		469.70
P62397	100	178	00	LITTLE RED SCHOOL HOUSE	IH-INSTRUCTIONAL MATERIALS		259.79
P62399	100	178	00	OASIS IRRIGATION & LANDSCAP	MAINT-OPEN PO-LANDSCAPE SUPPLIES		2,000.00
P62400	100	178	00	MULTIGRAPHICS	PRINT SHOP-COPIER MAINTENANCE AGREEM		6,565.00
P62401	100	178	00	C.R. JAESCHKE, INC.	MAINT-SUPPLIES		378.73
P62411	100	190	00	TROXELL COMMUNICATIONS INC.	JMS-AUDIOVISUAL EQUIP		813.44
P62418	100	195	00	CALIF. STATE DEPT OF EDUCAT	NV-HMS-INSTRUCTIONAL MATERIALS		271.15
P62422	100	178	00	HOUSE OF TV & APPLIANCES	MB-VCR		285.02
P62430	100	197	00	FEDCO, INC.	JVH-OPEN PO-INSTRUCTIONAL MATERIALS		400.00
P62432	100	196	00	GENERAL EDUCATION - SECONDARY	RHS-COMMENCEMENT MATERIALS		389.10
P62436	100	196	00	COMPUTER EQUIPMENT ENTERPRI	RHS-INSTRUCTIONAL MATERIALS		243.39

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES  
 04/09/90 - 04/22/90  
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P62447	100	178 00	DISTRICT ADMINISTRATION	LAB SAFETY SUPPLY	EC-FLAMMABLE MATERIALS CABINET	403.52	
P62455	100	178 00	PLANT OPERATIONS	COAST FILTRATION INC	MAINT-GA-SUPPLIES	642.74	
P62456	100	178 00	PLANT OPERATIONS	GREENWOOD UNIFORMS	MAINT-UNIFORM PATCHES	240.19	
P62459	100	178 00	SCHOOL ADMINISTRATION	UNIVERSITY COPY SYSTEMS, IN	FELSPAR-REPAIR COPIER	211.73	
							-----
						FUND TOTAL	29,219.18
						TOTAL NUMBER OF PURCHASE ORDERS	28
P62335	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	COMPUTERLAND OF UPLAND	WR-COMP EQUIP	2,049.60	
P62338	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR	LEARNING LAB SOFTWARE	RL-INSTRUCTIONAL MATERIALS	530.40	
P62339	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR	CHILDREN'S BOOK CART	CR-OPEN PO-OTHER BOOKS	675.00	
P62360	101	178 00	ECONOMIC IMPACT AID - L E P	LECTORUM PUBLICATIONS, INC.	WR-INSTRUCTIONAL MATERIALS	450.75	
P62366	101	197 00	VOCATIONAL AGRICULTURE INCENT	MIDWAY FEEDS & SUPPLIES	JVH-INSTRUCTIONAL MATERIALS	600.00	
P62402	101	190 00	DEMONSTRATION PROGRAMS IN REA	PERMA-BOUND	JMS-INSTRUCTIONAL MATERIALS	637.03	
P62403	101	190 00	DEMONSTRATION PROGRAMS IN REA	PERMA-BOUND	JMA-INSTRUCTIONAL MATERIALS	780.90	
P62412	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	SUNBURST COMMUNICATIONS	WR-COMPUTER EQUIP	555.10	
P62416	101	191 00	DEMONSTRATION PROGRAMS IN REA	DALE SEYMOUR PUBLICATIONS	MMS-INSTRUCTIONAL MATERIALS	1,981.28	
P62426	101	178 00	PL94-142 EDUC-ALL HNDICAP ACT	RIVERSIDE COUNTY SELPA	ED CNTR - CONF 5/10-11/90 3 EMP	310.87	
P62429	101	178 00	E.C.I.A. CHAPTER 1	CTB/MCGRAW HILL	ED-OTHER SERVICES	962.29	
P62443	101	178 00	MENTOR TEACHER PROGRAM	WESTERN TROPHY MFG	EC-INSTRUCTIONAL MATERIALS	400.31	
							-----
						FUND TOTAL	9,933.53
						TOTAL NUMBER OF PURCHASE ORDERS	12
P62341	102	187 00	RESOURCE SPECIALIST PROGRAM	SCHOLASTIC BOOK CLUBS, INC.	WR-INSTRUCTIONAL MATERIALS	256.20	
							-----
						FUND TOTAL	256.20

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES  
 04/09/90 - 04/22/90  
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	TOTAL NUMBER OF PURCHASE ORDERS
P62312	103	178 00	PUPIL TRANSPORTATION	EVANS TIRE COMPANY	TRANS-TIRES		248.73
P62314	103	178 00	PUPIL TRANSPORTATION	GOLDEN BELL PRODUCTS	TRANS-SUPPLIES		308.24
P62353	103	178 00	GIFTED AND TALENTED EDUCATION	SOCIAL STUDIES SCHOOL SERVI	JMS-INSTRUCTIONAL MATERIALS		699.48
P62420	103	178 00	GIFTED AND TALENTED EDUCATION	INTERACT	HMS-INSTRUCTIONAL MATERIALS		593.00
P62421	103	178 00	GIFTED AND TALENTED EDUCATION	SOCIAL STUDIES SCHOOL SERVI	HMS-INSTRUCTIONAL MATERIALS		2,143.79
FUND TOTAL							3,993.24
TOTAL NUMBER OF PURCHASE ORDERS							5
P62332	106	178 00	FINE ARTS-MUSIC	PEPPER OF LA	EC-OPEN PO-INSTRUCTIONAL MATERIALS		2,000.00
P62372	106	191 00	FINE ARTS - MUSIC	JIM'S MUSIC CENTER	MMS-SOUND SYSTEM EQUIPMENT		5,211.76
P62406	106	197 00	PHYSICAL EDUCATION	ELROD FENCING CO.	JVH-GATE FOR BASEBALL FIELD		220.00
FUND TOTAL							7,431.76
TOTAL NUMBER OF PURCHASE ORDERS							3
P62081	119	178 00	PLANT MAINTENANCE	EMPIRE GLASS & MIRRORS	MAINT-PROTECTIVE WEAR		320.93
P62083	119	178 00	PLANT MAINTENANCE	ARROW MANUFACTURING	MMS-COMPRESSOR		200.69
P62318	119	178 00	PLANT MAINTENANCE	MITCHELL GLASS CO	MAINT-1A-REPLACE DOOR AND HARDWARE		1,600.00
P62457	119	178 00	PLANT MAINTENANCE	RIVERSIDE PIPE AND SUPPLY	MAINT-OPEN PO FOR SUPPLIES		1,500.00
FUND TOTAL							3,621.62
TOTAL NUMBER OF PURCHASE ORDERS							4
P62454	930	178 00	PLANT MAINTENANCE	BRICKLEY CONSTRUCTION	MAINT-RL-ABESTOS REMOVAL		2,500.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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REPORT OF PURCHASES  
 04/09/90 - 04/22/90  
 PURCHASES OVER \$200

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF PURCHASE ORDERS
				PURCHASE ORDERS TO BE RATIFIED		
P62370	991 178 00	FACILITIES	AZTEC TECHNOLOGY	JVH-AUTO SHOP STORAGE CONTAINER	2,876.91	1
P62425	991 178 00	FACILITIES	GIL GARCIA	JVH-MATERIALS FOR DUGOUTS	2,250.00	
				FUND TOTAL	5,126.91	2
				TOTAL NUMBER OF PURCHASE ORDERS		
				56 PURCHASE ORDERS OVER	\$200.00 FOR A TOTAL AMOUNT OF	56,081.44
				90 PURCHASE ORDERS UNDER	\$200.00 FOR A TOTAL AMOUNT OF	7,094.52
				146 PURCHASE ORDERS	FOR A GRAND TOTAL OF	63,175.96

Recommend Approval: Phil Wilson  
 Director of Purchasing

Jurupa Unified School District

**CAFETERIA FUND**

Purchase Orders Less Than \$200:

15578, 15582, 15583, 15585, 15587, 15594, 15599, 15608,  
15614, 15615, 15621, 15623, 15624, 15625, 15627, 15629

Total Orders Less Than \$200.00: \$955.93

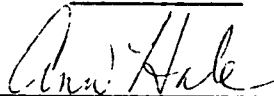
Purchase Orders More Than \$200:

P.O.#	Vendor	Amount	Location/Description
15577	Ronnie Packaging	\$466.00	Whse-Supplies
15591	C & S Produce	4,761.05	All Schls-Produce
15597	Mama Sarduccis'	747.80	Whse-Food
15592	Leabo Foods	1,554.35	Whse-Food
15593	Form Plastics Company	272.10	Whse-Supplies
15596	Proficient Paper Company	1,376.00	Whse-Supplies
15600	Leabo Foods	1,030.00	Whse-Food
15601	Davies and Company	3,301.26	Whse-Food
15602	Proficient Paper Company	442.50	Whse-Supplies
15603	Fore Quarter Meat & Provision	2,525.32	Whse-Food
15604	Gold Star Foods	17,118.21	Whse-Food
15605	National Food Systems, Inc.	2,086.90	JMS/MMS/RHS/JVHS-Chips
15606	Olsen Meat Co.	4,809.69	Whse-Food
15607	P & R Paper Supply Co.	1,607.75	Whse-Supplies
15609	P & R Paper Supply Co.	1,044.72	Whse-Supplies
15610	Moreno Bros. Distributors	713.40	All Schls-Tortillas
15611	Driftwood Dairy	24,673.37	All Schls-Milk & By-products
15612	Interstate Brands Corp.	3,099.98	All Schls-Bread & Rolls
15613	Hostess Cake Kitchens	4,435.20	JMS/MMS/RHS/JVHS-Cakes & Pies
15616	S.E. Rykoff	2,880.24	Whse-Food/Supplies
15617	C & S Produce	5,104.96	All Schls-Produce
15618	Leabo Foods	3,747.15	Whse-Food
15619	Davis-LeGrand Co.	2,589.95	Whse-Food
15620	State of Ca.	2,912.00	Whse-Food
15622	Ferrellgas	214.03	Propane tanks & regulators for BBQ's
15626	Keeler Foods	6,192.48	Whse-Food/Supplies
15630	Foothill Properties	931.00	All Schls-Oranges
15632	Leabo Foods	271.00	Whse-Food
15633	P & R Paper Supply co.	2,340.20	Whse-Supplies

Total Orders More Than \$200.00: \$103,248.61

Grand Total Cafeteria Fund 600: \$104,204.54

Recommend Approval

  
Ann Hale, Director Food Services

AH:cc  
4/24/90

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

## REPORT OF PURCHASES

04/09/90 - 04/22/90  
 PURCHASES OVER \$1

## DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D81438	100	190	00	MIDDLE GRADES SYMPOSIUM	D5664 INSERVICE REGISTRATION, 3 EMPL	705.00
D81559	100	001	00	STATE BOARD OF EQUALIZATION	D5666 STATE SALES TAX JAN-MAR90	2,544.55
D81560	100	190	00	SPORTS WORLD MINISTRIES	D5672 ASSEMBLY 4/2/90	400.00
D81561	100	178	00	RUBIDOUX COMMUNITY SERVICES	D5676 WATER & TRASH MAR 90	9,707.64
D81564	100	196	00	CHEVRON, U S A	D81564 GASOLINE FEB 90	36.50
D81573	100	178	00	CAROL SCHIEFER	D5668 REIMB PERSONAL DAMAGES	68.12
D81574	100	178	00	ELIZABETH DAVIDSON	D5669 REIMB PERSONAL DAMAGES	184.00
D81593	100	178	00	RIVERSIDE CO OFFICE OF EDUC	D5665 INSERVICE, 1 EMPLOYEE	45.00
D81599	100	178	00	DAVID HAYDEN	D5683 UNIFORM ALLOWANCE	57.00
D81601	100	178	00	JURUPA COMMUNITY SERVICES	D5680 MARCH 1990 PAYMENT	8,379.63
D81656	100	178	00	COUNTY RIVERSIDE DEPT HEALT	D6035 CONF 6/15/90 1 EMP	10.00
D81667	100	178	00	RIVERSIDE CO. HEALTH DEPT.	D6037 TB AND CHEST X-RAY MARCH 90	1,459.00
D81668	100	178	00	ATKINSON,ANDELSON,LOYA,RUUD	D6033 SERVICES FOR MARCH 90	1,193.50
D81670	100	197	00	FRESH PRODUCE COUNCIL	D6036 CONF 5/22/90 1 EMP	25.00
D81691	100	178	00	BANK OF AMERICA NT&SA	D566C CONF 3/15/90 1 EMP	23.30
D81715	100	000	00	MOBIL OIL CORPORATION	D6038 GASOLINE FEB 90	14,539.53
D81717	100	178	00	SAN BERNARDINO COUNTY SCHOO	D6042 CONF 5/25/90 1 EMP	15.00
D81718	100	178	00	RED LION HOTEL	D6039 CONF LODGING 5/9-12/90 1 EMP	231.00
D81719	100	178	00	CRF - HD	D6041 CONF 5/11/90 1 EMP	17.00
D81720	100	178	00	CRF - HD	D6040 CONF 5/9-12/90 1 EMP	25.00
D81722	100	178	00	HENDRICK, BILL	D6043 REIMB CONF 3/20/90 1 EMP	12.04
D81724	100	178	00	VIRGINIA SCHANZ	D5684 MILEAGE	52.62
D81725	100	178	00	STEVE DICKINSON	D5685 MILEAGE	80.91
D81727	100	178	00	ANGLE' WOLLAM	D5688 MILEAGE	117.32

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

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## REPORT OF PURCHASES

04/09/90 - 04/22/90  
 PURCHASES OVER \$1

## DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D81728	100	178 00	HOME AND HOSPITAL INSTRUCTION	GARY GOLDEN	D5689 MILEAGE	48.33
D81729	100	178 00	GUIDANCE & COUNSELING	IRWIN CONDIT	D5690 MILEAGE	24.07
D81732	100	184 00	SCHOOL ADMINISTRATION	RETTA WILLIAMS	D6000 MILEAGE	19.06
D81733	100	178 00	DISTRICT ADMINISTRATION	KATHLEEN JOHNSON	D6002 REIMB SUPPLIES	64.00
D81734	100	197 00	VOC ED-GAINFUL HOMEMAKING	SHIRLEY GONZALEZ	D6003 REIMB INSTRUCTIONAL MATERIALS	156.03
D81735	100	178 00	DISTRICT ADMINISTRATION	JANA TWOMBLEY	D6004 REIMB OFFICE SUPPLIES	11.51
D81736	100	178 00	DISTRICT ADMINISTRATION	TIM TANNER	D6007 REIMB BTTP METHODOLOGY CLASS	25.00
D81737	100	178 00	DISTRICT ADMINISTRATION	DEBRA DEPEW	D6006 REIMB BILINGUAL CERTIFICATE	76.00
D81742	100	178 00	SELF-CONTAINED CLASSROOM	TINA BRENNAN	D6012 REIMB INSTRUCTIONAL MATERIALS	11.56
D81749	100	178 00	HEALTH	HUFFMAN, ALICE (BENDER)	D6001 MILEAGE	43.40
D81750	100	178 00	GUIDANCE & COUNSELING	ESTRADA, MARY	D5999 MILEAGE	118.39
D81751	100	178 00	GUIDANCE & COUNSELING	BOBBIE TERRELL	D6046 REIMB CONF 3/31, 4/1/90 1 EMP	100.00
D81753	100	178 00	DISTRICT ADMINISTRATION	ROXANNE BECKSTROM-STERBERG	D6048 CONF ADVANCE 5/9-12/90 1 EMP	95.00
D81755	100	178 00	DISTRICT ADMINISTRATION	RIVERSIDE CO OFFICE OF EDUC	D6019 CONF AIRFARE 5/9-12/90 1 EMP	98.00
D81804	100	178 00	RETIREE BENEFITS	KAISER FOUNDATION HEALTH PL	D6025 APRIL PREMIUM - COBRA	972.12
D81805	100	178 00	RETIREE BENEFITS	KAISER FOUNDATION HEALTH PL	D6024 APRIL PREMIUM - ABS28	136.85
D81817	100	178 00	COMMUNITY SERVICES	RIVERSIDE CO. SHERIFF'S DEP	D6022 SECURITY JMS	430.36
D81874	100	178 00	DISTRICT ADMINISTRATION	KEENAN AND ASSOCIATES	D6028 HEALTH & SAFETY PRO. MARCH 90	1,600.00
FUND TOTAL						43,958.34
TOTAL NUMBER OF DISBURSEMENTS						42
D81558	101	178 00	PL94-142 EDUC FOR ALL HANDICA CAPS		D5667 INSERVICE, 2 EMPLOYEES	230.00
D81567	101	178 00	E.I.A. (ECONOMIC IMPACT AID)	MALONY, PATSY	D5670 CHILD CARE 4-4-90	15.10
D81572	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR MARK REARDON		D33650 Inservice 4-6-90	575.00

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE  
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## REPORT OF PURCHASES

04/09/90 - 04/22/90  
PURCHASES OVER \$1

## DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D81658	101	178 00	DRUG SUPPRESSION ST. CRIMINAL J	ANAHEIM HILTON & TOWERS	D5662 CONF LODGING 5/29-31/90 1 EMP	165.00
D81714	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR MYRTHA ALFARO		D5674 Dresses (Cinco-de-Mayo)	450.00
D81738	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR LINDA SHANK		D6008 REIMB INSTRUCTIONAL MATERIALS	46.41
D81739	101	178 00	MENTOR TEACHER PROGRAM	TERRY GOTREAU	D6009 REIMB INSTRUCTIONAL MATERIALS	69.42
D81740	101	190 00	DEMONSTRATION PROGRAMS IN REA JOHN WHEELER		D6010 REIMB CONSULTANT FEES	53.42
D81744	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR CHRIS LORENZ		D6014 REIMB INSTRUCTIONAL MATERIALS	7.90
D81745	101	178 00	MENTOR TEACHER PROGRAM	SHEILA MEDINA	D6015 REIMB SUPPLIES	27.94
D81816	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR CHLEA SOUTHERN STATES		D6026 CONF 4/28/90 1 EMP	35.00
FUND TOTAL						1,675.19
TOTAL NUMBER OF DISBURSEMENTS						11
D81592	102	179 00	SDC LEARNING HANDICAPPED (LH)	CHLEA SOUTHERN SECTION	D5677 INSERVICE, 1 EMPLOYEE	35.00
FUND TOTAL						35.00
TOTAL NUMBER OF DISBURSEMENTS						1
D81603	103	178 00	PUPIL TRANSPORTATION	STATE BOARD OF EQUALIZATION	D5682 USE FUEL TAX FOR MARCH 1990	117.28
D81741	103	178 00	GIFTED AND TALENTED EDUCATION PAM CURTIS		D5652 REIMB INSTRUCTIONAL MATERIALS	122.32
D81752	103	196 00	DRIVER TRAINING (BEHIND THE W CHARLES RIGGS		D6047 REIMB CONF AIR 4/26-29/90 2 EM	352.00
FUND TOTAL						591.60
TOTAL NUMBER OF DISBURSEMENTS						3
D81575	106	178 00	FINE ARTS-MUSIC	CALHOUN, KAREN	D5676 Cassettes (Vocal Music Concert)	100.00
D81726	106	178 00	FINE ARTS-MUSIC	KATHLEEN SCOTT	D5687 MILEAGE	37.95
D81730	106	176 00	SELF-CONTAINED CLASSROOM	LINDA C. YANNACONE	D5691 MILEAGE	46.31

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REPORT OF PURCHASES

04/09/90 - 04/22/90  
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D81731	106	176 00	SELF-CONTAINED CLASSROOM	KWANG S. DUFFY	D5692 MILEAGE	19.89
D81746	106	176 00	SELF-CONTAINED CLASSROOM	MARTIN TERESIN	D6017 REIMB INSTRUCTIONAL MATERIALS	66.93
D81747	106	176 00	SELF-CONTAINED CLASSROOM	JEANINE FALSETTO	D6018 REIMB INSTRUCTIONAL MATERIALS	66.93
					FUND TOTAL	338.01
					TOTAL NUMBER OF DISBURSEMENTS	6
D81723	119	178 00	PLANT MAINTENANCE	FOSTER, JOEL	D6044 REIMB CONF 3/26-30/90 1 EMP	152.52
D81743	119	178 00	PLANT MAINTENANCE	HUMBERTO CASTILLO	D6013 REIMB SAFETY SUPPLIES	13.34
D81754	119	178 00	PLANT MAINTENANCE	BALDWIN, DAN	D6045 REIMB CONF 3/29/90 1 EMP	141.23
					FUND TOTAL	307.09
					TOTAL NUMBER OF DISBURSEMENTS	3
D81562	340	001 00	District Administration		STATE BOARD OF EQUALIZATION D5666 STATE SALES TAX JAN-MAR 90	86.29
					FUND TOTAL	86.29
					TOTAL NUMBER OF DISBURSEMENTS	1
D81563	360	001 00	District Administration		STATE BOARD OF EQUALIZATION D5666 STATE SALES TAX JAN-MAR 90	15.52
					FUND TOTAL	15.52
					TOTAL NUMBER OF DISBURSEMENTS	1
D81873	370	192 11	FACILITIES		OFFICE OF STATE ARCHITECT D6027 PLAN APPROVAL & FILING FEE	10,000.00
					FUND TOTAL	10,000.00
					TOTAL NUMBER OF DISBURSEMENTS	1
D81565	520	001 00	District Administration		STATE BOARD OF EQUALIZATION D5666 STATE SALES TAX JAN-MAR 90	1.70

375.2

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01  
 RUN DATE: 04/28/90  
 PAGE: 5

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

04/09/90 - 04/22/90  
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF DISBURSEMENTS
D81570	700 001 00	District Administration	STATE BOARD OF EQUALIZATION	D5666 STATE SALES TAX JAN-MAR 90	1.28	1
				FUND TOTAL	1.28	
				TOTAL NUMBER OF DISBURSEMENTS		1
D81571	800 001 00	District Administration	STATE BOARD OF EQUALIZATION	D5666 STATE SALES TAX JAN-MAR 90	46.24	
				FUND TOTAL	46.24	
				TOTAL NUMBER OF DISBURSEMENTS		1
D81594	930 001 00	District Administration	STATE BOARD OF EQUALIZATION	D5666 STATE SALES TAX JAN-MAR 90	4.04	
				FUND TOTAL	4.04	
				TOTAL NUMBER OF DISBURSEMENTS		1
D81595	990 001 00	District Administration	STATE BOARD OF EQUALIZATION	D5666 STATE SALES TAX JAN-MAR 90	91.51	
				FUND TOTAL	91.51	
				TOTAL NUMBER OF DISBURSEMENTS		1

75 DISBURSEMENT ORDERS FOR A GRAND TOTAL OF

57,152.24

Recommend Approval:

*Barbara Lee*  
 Director of Business Services





APPROPRIATION TRANSFERS**GENERAL FUND**

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971	Appropriation for Contingencies	\$ 2,036,955	\$	\$ 49,417	\$ 1,987,538	(1)
2000	Classified Salaries	5,717,369	37,118		5,754,487	(1)(2)
3000	Employee Benefits	6,627,379	9,099		6,636,478	(1)
4300	Instructional Supplies	439,951	2,700		442,651	(2)
4500	Other Supplies	505,996		1,879	504,117	(3)
5200	Travel & Conference Expenses	126,508		331	126,177	
5600	Rents, Leases & Repairs	153,787	3,000		156,787	(3)
5500	Utilities	801,774		290	801,484	
	<b>Total Fund 100</b>	<b>\$ 16,409,719</b>			<b>\$ 16,409,719</b>	

**LOTTERY - FUND 106**

1100	Teachers Salaries	\$ 1,942,041	\$ 300		\$ 1,942,341	
4300	Instructional Supplies	102,591		1,289	101,302	(5)
6400	Equipment	121,058	989		122,047	
	<b>Total Fund 106</b>	<b>\$ 2,165,690</b>			<b>\$ 2,165,690</b>	

**ADULT EDUCATION - FUND 800**

2000	Classified Salaries	\$ 13,661	\$ 2,500		\$ 16,161	(4)
4200	Other Books	4,000		2,500	1,500	
	<b>Total Fund 800</b>	<b>\$ 17,661</b>			<b>\$ 17,661</b>	

Comments: (1) Campus Supervisors  
(2) Computer software  
(3) Equipment repairs  
(4) Instructional aide  
(5) Includes small dollar amounts to match appropriation with program needs

Recommend Approval:   
Director of Business Services

BR:sf

K-3

**Jurupa Unified School District**  
**1989/90 AGREEMENTS**

Agreement Number	Contractor	Amount	Fund/Program to be Charged	Purpose
<b>90-1</b>	<b>Consultant or Personal Service Agreements</b>			
90-1-AAAAA	Music Center of L.A. County	\$ 475.00	PTA	Presentation to students of "Iris Music Ensemble"
	Travel NTE	\$ 13.00		
90-1-BBBBB	Regents U.C.	\$1,250.00	SIP	Teacher inservice on "Using Multiple Intelligencies in the classroom"
90-1-CCCCC	Kevin Clark	\$ 550.00	SIP	Teacher inservice on "Whole Language Philosophy"
	Travel NTE	\$ 20.00		
90-1-DDDDD	Bonnie Rose11	\$ 500.00	SIP	Teacher inservice on identifying effective teaching techniques, opportunities for shared instructional strategies, and cooperative learning strategies
	Travel NTE	\$ 25.00		
90-1-HHHHM1	Rob Abernathy	\$ 556.95	SIP	Revised to include fee of \$56.95 for printing
	Travel NTE	\$ 75.00		

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

Rollin Edmunds  
Assistant Superintendent  
Business Services

RE/dc  
5-7-90

K-4

# JURUPA UNIFIED SCHOOL DISTRICT

EDUCATION CENTER 3924 Riverview Drive Riverside, CA 92509 (714) 360-2771 Fax # 275-0328

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

## RESOLUTION #90/38

### SUPPORTING NAME CHANGE OF CSBA DIRECTOR-AT-LARGE

FROM: MEXICAN AMERICAN DIRECTOR-AT-LARGE

TO: HISPANIC DIRECTOR-AT-LARGE

**WHEREAS**, the California School Boards Association (CSBA) as an advocate for public education, and is governed by a Board of Directors, and

**WHEREAS**, CSBA has recognized the importance of a Director-at-Large position which could focus on the perspectives and needs of Mexican American school children, and

**WHEREAS**, CSBA has created and currently has as a full-fledged member of the Board of Directors a "Director-at-Large, Mexican-American," and

**WHEREAS**, Mexican-Americans represent approximately 63% of California's Hispanic school children, while approximately 37% are from other Latin American countries, and

**WHEREAS**, Mexican-Americans, Central Americans, South Americans, Cubans, Puerto Ricans, and other Hispanics share a similar language and similar culture, and

**WHEREAS**, The position of CSBA Director-at-Large, Mexican American should be more inclusive of other Hispanic perspectives and interests.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Jurupa Unified School District does support changing the name of CSBA "Director-at-Large, Mexican-American" to "Director-at-Large, Hispanic," and

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be transmitted to Maureen DeMarco, President, CSBA; to Davis Campbell, Executive Director, CSBA; and to Joe Duardo, CSBA Director-at-Large, Mexican-American.

Unanimously adopted by the Jurupa Unified School District Governing Board at a regular meeting held on May 7, 1990.

BOARD OF EDUCATION

\_\_\_\_\_  
Sandra Ruane, President

\_\_\_\_\_  
Mary L. Burns, Clerk

\_\_\_\_\_  
David H. Barnes, Member

\_\_\_\_\_  
John J. Chavez, Member

\_\_\_\_\_  
Jose J. Medina, Member

K-5

# JULIA UNIFIED DISTRICT SCHOOL CALENDAR 1990-91

REVISED

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7				1	2	3	4						1								
8	9	10	11	12	13	14				5	6	7	8	9	10	11			2	3	4	5	6	7	8		
15	16	17	18	19	20	21				12	13	14	15	16	17	18			9	10	11	12	13	14	15		
22	23	24	25	26	27	28				19	20	21	22	23	24	25			16	17	18	19	20	21	22		
29	30	31								26	27	28	29	30	31				23	24	25	26	27	28	29		
																			30								
NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2							1						1	2	3	4	5				
4	5	6	7	8	9	10													6	7	8	9	10	11	12		
11	12	13	14	15	16	17													13	14	15	16	17	18	19		
18	19	20	21	22	23	24													20	21	22	23	24	25	26		
25	26	27	28	29	30														27	28	29	30	31				
MARCH							APRIL							MAY							JUNE						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1							1														
3	4	5	6	7	8	9													5	6	7	8	9	10	11		
10	11	12	13	14	15	16													12	13	14	15	16	17	18		
17	18	19	20	21	22	23													19	20	21	22	23	24	25		
24	25	26	27	28	29	30													26	27	28	29	30	31			

## HOLIDAYS

July	4	Independence Day
Sept	3	Labor Day
Nov	12	Veterans Day
Nov	22	Thanksgiving Day
Nov	23	Local Holiday
Dec	24	Local Holiday
Dec	25	Christmas Day
Dec	31	Local Holiday
Jan	1	New Year's Day
Jan	21	Dr. Martin Luther King, Jr. Day
Feb	11	Lincoln Day
Feb	18	Washington Day
Apr	12	Admission Day
May	27	Memorial Day

## END OF SCHOOL MONTHS AND DAYS TAUGHT

SCHOOL MONTH	DATE	DAYS TAUGHT
1	Oct 5	20
2	Nov 2	20
3	Nov 30	15/17
4	Dec 21	15
5	Feb 1	19/18
6	Mar 1	18
7	Mar 29	20
8	Apr 26	15
9	May 24	20
10	June 20	18
TOTAL		180/181

## IMPORTANT DATES

Sept 5, 6, 7	Teacher Orientation
Nov 8, 9	ELEMENTARY Conference (No Pupils)
Nov 9	End of 1st Quarter
Dec 24-Jan 4	Winter Recess
Feb 1	MIDDLE & SR. HIGH Conference (No Pupils)
Feb 1	End of 1st Semester
Apr 5	End of 3rd Quarter
Apr 8 - 12	Spring Recess
June 20	End of 2nd Semester
June 21	Teacher Check-Out

Attendance at the work location is required on September 7 for certificated personnel new to the district. Returning non-ratio employees shall be excused by their supervisor from attendance on September 7 if preparation for school is complete. Activities for excused unit members shall not be scheduled.

## LEGEND

- ☐ LEGAL HOLIDAY
- ☐ LOCAL HOLIDAY
- ☐ SPRING/WINTER RECESS

- ☒ ELEMENTARY SCHOOLS NOT IN SESSION
- ☒ MIDDLE & HIGH SCHOOLS NOT IN SESSION
- ☐ BEGINNING AND ENDING OF SCHOOL

K-6  
Pg. 1

Position	Base Work Year	Vacation and Recess	Net Work Days
<u>Administration</u>			
Assistant Superintendent Director Principal - High School Assistant Principal - High School Administrator of Student Support Services	July 1 - June 30	A	224
Principal - Middle School Asst. Prin. - High School Athletics/Activities Supervisor of Child Welfare & Attendance	August 1 - June 28	B	215
Principal - Continuation High School Principal - Elementary School Assistant Principal - Middle School	August 13 - June 27	B	206
Assistant Principal-Elementary School	August 16 - June 25	B	201
<u>Certificated</u>			
Instructional Media Coordinator Curriculum Coordinator	August 1 - June 28	B	215
Dean - Continuation High School	August 13 - June 27	B	206
Coordinator of Bilingual Education	August 21 - June 28	B	201

Adopted 5/7/90

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#92

Jurupa Unified School District  
MANAGEMENT/LEADERSHIP TEAM  
1990-1991 WORK YEARS

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WORK DATES

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Assigned work periods exclude weekends and holidays.

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SCHOOL RECESSES

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Assigned work periods for positions coded B exclude the Christmas and Spring school recesses except as noted otherwise.

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HOLIDAYS

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July 4; September 3; November 12, 22, 23; December 24, 25, 31; January 1, 21;  
February 11, 18; April 12; May 27.

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ANNUAL COMPENSATION

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Total annual compensation is determined by multiplying days of work required under the net work days column by the daily rate from appropriate salary schedule placement. Vacation days are excluded in determining annual compensation.

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VACATIONS

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Positions coded A are 12 month work year positions entitled to annual vacation as provided by Board Policy. Net work days are listed for computation of annual rates for positions compensated by the daily rate schedule. Net work days would be actual non-vacation days worked if earned vacation was fully used during the year earned.

Positions coded B do not earn vacation.

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SALARY SCHEDULE, WORK YEAR, VACATION AND HOLIDAYSManagement Leadership Team  
Classified Employees1990-1991 WORK YEAR AND VACATION

Position	Work Year	Vacation Days Per Year
Program Assistant	C	18
Middle School Head Custodian	A	22
High School Head Custodian	A	22
Warehouse Manager	A	22
Supervisor of Food Services	D	18
Supervisor of Grounds	A	22
Supervisor of Transportation	A	22
Supervisor of Purchasing	A	22
Supervisor of Accounting	A	22
Supervisor of Maintenance and Operations	A	22
Assistant Director of Maintenance and Operations	A	22
Director of Transportation	A	22
Senior Building Inspector	A	22
Director of Food Services	B	20
Director of Maintenance and Operations	A	22
Director of Business Services	A	22
Director of Classified Personnel	A	22

Work Year A: July 1, 1990 through June 30, 1991 (246 days).  
Excludes Saturdays, Sundays, legal and local  
holidays.

Work Year B: August 1, 1990 through June 28, 1991 (225 days).  
Excludes Saturdays, Sundays, legal and local  
holidays.

Work Year C: August 27, 1990 through June 27, 1991 (196 days).  
Excludes Saturdays, Sundays, legal and local  
holidays, Christmas recess and Spring recess.

Work Year D: August 22, 1990 through June 24, 1991 (206 days).  
Excludes Saturdays, Sundays, legal and local  
holidays.

HOLIDAYS 1990-1991

July 4; September 3; November 12, 22, 23; December 24, 25, 31; January 1, 21;  
February 11, 18; April 12; May 27.

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PS-4

SALARY SCHEDULE, WORK YEAR, VACATION AND HOLIDAYS

WORK YEAR 1990-1991

July 1, 1990 through June 30, 1991 (246 days)

HOLIDAYS 1990-1991

July 4; September 3; November 12, 22, 23; December 24, 25, 31; January 1, 21;  
February 11, 18; April 12; May 27.

VACATION

Vacation days will be granted in accordance with Policy 4395.



Jurupa Unified School District

CERTIFICATED WORK YEARS

1990-1991

Job Title	Dates	Work Days
Teacher, Nurse, Resource Specialist Language, Speech & Hearing Specialist	September 5, 1990 through June 21, 1991	186 days
Nurse (Coordinator)	August 28, 1990 through June 21, 1991	191 days
Librarian, Psychologist	September 5, 1990 through June 28, 1991	191 days
Counselor, Teaching Project Director	August 27, 1990 through June 27, 1991	196 days
Program Specialist	August 27, 1990 through June 27, 1991	196 days
Guidance Coordinator	August 7, 1990 through June 21, 1991	206 days

Days and dates shown above exclude Saturdays, Sundays, legal and local holidays, Christmas recess and Spring recess.

Teacher (Lead Work Experience)	July 1, 1990 through June 30, 1991	227 days
Teacher (Five Period Agriculture)	July 1, 1990 through June 30, 1991	227 days

Days and dates shown above may include Saturdays, Sundays, legal and local holidays, Christmas recess and Spring recess by mutual agreement.

Jurupa Unified School District

CLASSIFIED WORK YEARS

1990-1991

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All classified personnel are assigned to one of the following work year schedules:

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Work Year A - 246 days	July 1, 1990 through June 30, 1991.	
Work Year B - 215 days	August 1, 1990 through June 28, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year C - 206 days	August 13, 1990 through June 27, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year D - 196 days	August 27, 1990 through June 27, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year E1 - 185 days	September 6, 1990 through June 21, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year E2 - 180 days	September 12, 1990 through June 20, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year F - 182 days	September 10, 1990 through June 20, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).
Work Year G - 170 days	September 19, 1990 through June 13, 1991.	(Exclude December 24 through January 4 and April 8 through April 12).

Days and dates shown above exclude Saturdays, Sundays, legal and local holidays.

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Employees are paid for legal and local holidays which fall within their assigned work year.

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Holidays: July 4; September 3; November 12, 22, 23; December 24, December 25, 31; January 1, 21; February 11, 18; April 12; May 27.

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Although Activity Supervisors are not part of the Classified Service, they are assigned to work year F on the classified work year schedule.

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

DATE(S): May 9-12, 1990

LOCATION: Red Lion Inn, Sacramento

TYPE OF ACTIVITY: History Day State Competition

PURPOSE/OBJECTIVE: Chaperone the three county History Day winners to the state competition.

NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.) Roxanne Beckstrom-Sternberg, Teacher

EXPENSES:	Transportation	\$ 98.00	Number of Students <u>3</u>
	Lodging	\$ 210.00	
	Meals	\$ 105.00	
	All Other	\$ 42.00	
	Substitute	210.00	
	TOTAL EXPENSE	\$ 665.00	Cost Per Student (Total Cost ÷ # of Students)

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

Source	Expected Income	Income Now On Hand
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:	\$ _____	_____

Arrangements for Transportation: \_\_\_\_\_

Arrangements for Accommodations and Meals: \_\_\_\_\_

Planned Disposition of Unexpended Funds: \_\_\_\_\_

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: R. Beckstrom-Sternberg Date: 4/10/90 School: Jurupa Middle School  
(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: 4/10/90  
Date approved by the Board of Education Date: ~~4/10/90~~

Distribution: White copy to Assistant Superintendent Education Services  
Yellow copy to Originator  
Pink copy to Principal

K-7

Jurupa Unified School District

CAFETERIA FUND

Revenue and Expense Report  
Month Ending and Year to Date  
March 31, 1990

<u>Revenue:</u>	<u>1989</u>	<u>1990</u>	<u>Year to Date</u> <u>1988-89</u>	<u>Year to Date</u> <u>1989-90</u>
Daily Sales	\$137,000	\$147,867	\$803,698	\$892,690
Federal Reimbursement	89,173	94,803	463,226	535,769
State Reimbursement	7,274	7,716	37,441	43,167
Other Income	<u>808</u>	<u>607</u>	<u>30,540</u>	<u>32,740</u>
Total Sales	\$234,255	\$250,993	\$1,334,905	\$1,504,366
 <u>Cost of Food Sales</u>				
Food Available for Sale	\$117,488	\$128,550	\$453,437	\$545,311
Less Ending Inventory	<u>46,139</u>	<u>53,911</u>	<u>46,139</u>	<u>53,911</u>
Cost of Sales	<u>71,349</u>	<u>74,639</u>	<u>407,298</u>	<u>491,400</u>
Gross Profit on Sales	\$162,906	\$176,354	\$927,607	\$1,012,966
 <u>Expenses</u>				
Labor	\$113,191	\$130,158	\$710,641	\$820,726
Supplies	8,147	11,795	62,436	84,422
Purchased Services	-0-	2,123	-0-	8,311
Vehicle Repairs & Fuel	1,150	510	1,612	4,158
Maintenance Repairs	-0-	-0-	544	-0-
New Equipment	-0-	-0-	1,456	150
New Equipment - (New Construction)	-0-	181	-0-	4,445
Replacement Equipment	-0-	87	1,959	2,471*
General Fund Expense	<u>17,889</u>	<u>16,244</u>	<u>101,110</u>	<u>99,783</u>
Total Expenses	\$140,377	\$161,098	\$879,758	\$1,024,466
 <b>Net Profit or (Loss)</b>	\$22,529	\$15,256	\$47,849	(11,500)
 Number of Serving Days	23	21	130	127
Number of Meals Served	111,357	108,891	601,249	642,813
Average Meals/Day	4,842	5,185	4,625	5,062
Average Cost/Meal	\$1.16	\$1.28	\$1.32	\$1.47

\* In addition to routine purchase of new and replacement equipment the cafeteria fund has also expended:

\$28,916 Food Service Warehouse Truck

AH:cc

Jurupa Unified School District  
1990 GRADUATION AND PROMOTION EXERCISES

<u>SCHOOL</u>	<u>TIME AND PLACE</u>	<u>BOARD OF EDUCATION *</u>	<u>ADMINISTRATORS</u>
Nueva Vista High Graduation	Monday, June 18, 1990, 6:30 p.m. UCR Theater	● Mrs. Ruane receives the class ● Mrs. Burns on stage	● Dr. Wilson ● Mrs. Roberts
Mission Middle School Promotion	Wednesday, June 20, 1990, 4:00 - 5:30 p.m. Edward E. Hawkins Stadium (RHS)	Mr. Medina receives the class Mr. Chavez on stage	Dr. Wilson Mrs. Roberts Mr. Huckaby Mr. Campbell
Jurupa Middle School Promotion	Wednesday, June 20, 1990, 6:30 - 8:00 p.m. Edward E. Hawkins Stadium (RHS)	Mr. Barnes receives the class Mr. Medina on stage	Dr. Wilson Mrs. Roberts Mr. Huckaby Mr. Edmunds
Rubidoux High Graduation	Thursday, June 21, 1990, 6:30 p.m. Edward E. Hawkins Stadium (RHS)	● Mr. Chavez receives the class ● Mrs. Burns on stage ● Mr. Medina on stage Former and Present-Special Seating	● Dr. Wilson ● Mrs. Roberts
Rubidoux High Awards Night	Monday, June 18, 1990, 7:30 p.m. Rubidoux High Gym		● Dr. Wilson ● Mrs. Roberts

● Caps and Gowns: Dr. Wilson, Mrs. Roberts, Mrs. Ruane, Mrs. Burns, Mr. Chavez, Mr. Medina

\* Board members not in the ceremony but in attendance at any exercise will be introduced.  
Please let the principal know you are present when you arrive.

1-4