



JURUPA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING AGENDA

MISSION STATEMENT

The mission of the Jurupa Unified School District is to create for our students a dynamic learning environment that is safe, healthy, and based on mutual respect, cooperation, and support among students, staff, parents, and the broader community. Staff and parents serve as educators and positive role models for all students by helping them develop a sense of responsibility, character, creativity and the skills to become successful, productive citizens of our democracy.

BOARD OF EDUCATION John Chavez, President Mary Burns, Clerk Carolyn Adams Holly Hanke Sam Knight
SUPERINTENDENT Benita B. Roberts

TUESDAY, JANUARY 21, 1997

Note: Because of the Monday Holiday, the regular meeting is changed to Tuesday.

WEST RIVERSIDE ELEMENTARY SCHOOL MULTI-PURPOSE ROOM
3972 Riverview Drive, Riverside, CA 6:00 p.m.

OPEN PUBLIC SESSION 6:00 P.M.

Call to Order in Public Session

(President Chavez)

Roll Call: President Chavez, Mrs. Burns, Mrs. Adams, Ms. Hanke, Mr. Knight

CLOSED SESSION - 6:00 P.M.

The Board will adjourn to Closed Session in the Library pursuant to Government/Education Codes listed below.

LABOR NEGOTIATIONS: Pursuant to Government Code Section 54957.6, the Board will be discussing its positions regarding any matter within the scope of representation and instructing its designated representatives for negotiations with employee groups.

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957, the Board will be discussing personnel matters to include Personnel Report #12.

STUDENT DISCIPLINE: Pursuant to Education Code Sections 48900 and 48915, the Board will be discussing Expulsion Cases #97-030, #96-004, #96-077, #96-102, #97-013, #97-014, #97-019, #96-046, and #96-054.

PUBLIC SESSION - 7:00 P.M.

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

Roll Call: President Chavez, Mrs. Burns, Mrs. Adams, Ms. Hanke, Mr. Knight

Flag Salute

(President Chavez)

Invocation

(President Chavez)

COMMUNICATIONS SESSION

1. Report of Student Representatives

a. High School Reports

The Board welcomes Judy Chang, Jurupa Valley High School Student Representative, and Paul Alberga, Rubidoux High School Student Representative. They may wish to address the Board regarding student achievements, interests, or other matters.

b. Welcome to West Riverside Elementary School and Elementary Student Report

West Riverside Elementary School Principal, Dr. Ellen Kinnear, will welcome the Board to West Riverside Elementary. A student representative from the school will briefly share concerning events/programs.

2. Recognition

a. Recognize Golden State Examination Scholars

(Mr. Méndez)

One hundred Jurupa Unified Students received high honors or honors recognition in the 1995-96 California incentive program, the Golden State Examination (GSE), administered last May. In 1996, more than 477,000 students statewide took part in the first-year algebra, geometry, U.S. history, economics, biology, chemistry and second-year coordinated science exams. Thirty-six of these students attend Jurupa Valley High School, forty attend Rubidoux High School, two attend Jurupa Middle School, thirteen attend Mira Loma Middle and nine attend Mission Middle School.

The purpose of this examination, established by the California Education Reform Act of 1983 (SB813) is to identify and recognize students with outstanding achievement in first-year algebra, geometry, United States history, economics, biology, chemistry and second-year coordinated science. Students aim for one of three levels of award--high honors, honors, honors or school recognition. Students who achieve high honors or honors on the GSE receive a certificate of achievement from the State and an insignia on their diplomas. Notice of GSE achievement also will become part of each student's permanent transcript.

The following students achieved high honors or honors on the exams:

First-Year Algebra

<u>Student Name</u>	<u>Award</u>	<u>School</u>
William C. Dahlquist	High Honors	Mira Loma Middle
Juan M. Diaz	High Honors	Jurupa Valley High
Gretchen D. Genato	High Honors	Mira Loma Middle
Noah M. Holzknecht	High Honors	Mission Middle
Daniel E. Kelley	High Honors	Mira Loma Middle
Frank L. Lopez	High Honors	Jurupa Valley High
Long H. Nguyen	High Honors	Mission Middle
Garrett J. Pickus	High Honors	Mission Middle
Amber M. Anderson	Honors	Mission Middle
Christine L. Barfknecht	Honors	Rubidoux High
Matthew B. Borders	Honors	Mira Loma Middle
Jacquelyn A. Cole	Honors	Jurupa Middle
Nicholas M. Garces	Honors	Mira Loma Middle

2. Recognition

a. Recognize Golden State Examination Scholars (Cont'd)

(Mr. Méndez)

First-Year Algebra (Cont'd)

<u>Student Name</u>	<u>Award</u>	<u>School</u>
Frank Garcia	Honors	Mira Loma Middle
Joleen M. Hoffman	Honors	Mission Middle
Kathryn L. Jones	Honors	Mira Loma Middle
Jennifer L. Keeler	Honors	Mira Loma Middle
Randy S. Kodis	Honors	Mira Loma Middle
Cindy Luong	Honors	Rubidoux High
Alysa Majer	Honors	Jurupa Valley High
Lys Mendez	Honors	Mission Middle
Jessica Munoz	Honors	Mission Middle
David P. O'afferty	Honors	Jurupa Middle
Abdon Padilla	Honors	Mission Middle
Ryan E. Roland	Honors	Rubidoux High
Kevin P. Simmons	Honors	Mira Loma Middle
Cheryl L. Stephens	Honors	Mira Loma Middle
Jennifer A. Teagarden	Honors	Mira Loma Middle
Daniel A. Watson	Honors	Mira Loma Middle
Kathyrine C. Zainos	Honors	Mission Middle

Geometry

<u>Student Name</u>	<u>Award</u>	<u>School</u>
Sara M. Caballero	High Honors	Rubidoux High
Derek L. Castleman	High Honors	Jurupa Valley High
Joseph C. Davies	High Honors	Jurupa Valley High
Ernesto A. Gaeta	High Honors	Rubidoux High
Steve Gomez	High Honors	Rubidoux High
Christopher Haro	High Honors	Jurupa Valley High
Holland R. Heese	High Honors	Jurupa Valley High
Spencer A. Jones	High Honors	Jurupa Valley High
Angelo T. Ledesma	High Honors	Rubidoux High
Megan J. Long	High Honors	Jurupa Valley High
Michele L. Luckinbill	High Honors	Rubidoux High
Ian A. Morris	High Honors	Rubidoux High
Wang C. Ng	High Honors	Rubidoux High
Zachary J. Raher	High Honors	Rubidoux High
Micah N. Ranney	High Honors	Jurupa Valley High
Maria G. Ruvalcaba	High Honors	Jurupa Valley High
James A. Umstot	High Honors	Jurupa Valley High
Ramon Cornejo	Honors	Jurupa Valley High
Lynn Grace B. Corpus	Honors	Rubidoux High
Shawn M. Eakle	Honors	Jurupa Valley High
Caroline E. Jensen	Honors	Rubidoux High
Todd, C. Johnsen	Honors	Rubidoux High
Samuele J. Jones	Honors	Jurupa Valley High
Evan M. McIntosh	Honors	Jurupa Valley High
Kevin B. Roughton	Honors	Rubidoux High
Dennis C. Schupp	Honors	Rubidoux High
Diana E. Stoecklin	Honors	Rubidoux High
Robert L. Stover	Honors	Rubidoux High
Connie I. Swim	Honors	Rubidoux High
Robyn T. Watson	Honors	Rubidoux High

2. Recognition

a. Recognize Golden State Examination Scholars (Cont'd)

(Mr. Méndez)

Economics

<u>Student Name</u>	<u>Award</u>	<u>School</u>
Johan H. Dahlen	High Honors	Rubidoux High
Satsuki Ikemiyagi	High Honors	Rubidoux High
Les R. Reed	High Honors	Rubidoux High
Tomy Rosario	High Honors	Rubidoux High
Rebekah C. Barela	Honors	Rubidoux High
Eric A Hodgerson	Honors	Rubidoux High
Jennifer S. Iyer	Honors	Jurupa Valley High
Samuele J. Jones	Honors	Jurupa Valley High
Christopher M. Lapaz	Honors	Rubidoux High
Shannon K. Lehman	Honors	Rubidoux High
Janiene D. Luke	Honors	Rubidoux High
Araceli Reza	Honors	Rubidoux High
Brannon J. Riley	Honors	Rubidoux High

U.S.History

<u>Student Name</u>	<u>Award</u>	<u>School</u>
Johan H. Dahlen	High Honors	Rubidoux High
Satsuki Ikemiyagi	High Honors	Rubidoux High
Paul E. Alberga	Honors	Rubidoux High
Heather A. Cansdale	Honors	Jurupa Valley High
Danielle R. Farabollini	Honors	Jurupa Valley High
Daniel Herandez	Honors	Jurupa Valley High
Allison B. Hoggard	Honors	Rubidoux High
April M. Maxwell	Honors	Jurupa Valley High
John R. Moreland	Honors	Rubidoux High
Jami L. Short	Honors	Jurupa Valley High
Wendy S. Stephens	Honors	Jurupa Valley High
Ulises Valderrama	Honors	Jurupa Valley High

Biology

<u>Student Name</u>	<u>Award</u>	<u>School</u>
James A. Umstot	High Honors	Jurupa Valley High
Megan J. Long	Honors	Jurupa Valley High
Jami L. Short	Honors	Jurupa Valley High

Chemistry

<u>Student Name</u>	<u>Award</u>	<u>School</u>
Shawn M. Eakle	High Honors	Jurupa Valley High
John R. Moreland	High Honors	Rubidoux High
Micah N. Ranney	High Honors	Jurupa Valley High
James A. Umstot	High Honors	Jurupa Valley High
Derek L. Castleman	Honors	Jurupa Valley High
Christopher P. Haro	Honors	Jurupa Valley High
Holland R. Heese	Honors	Jurupa Valley High
Belinda G. Hevener	Honors	Rubidoux High
Andrea K. Keener	Honors	Jurupa Valley High
Zachary J. Raher	Honors	Rubidoux High
Jarod L. Rutherford	Honors	Jurupa Valley High
Angela M. Westmoreland	Honors	Jurupa Valley High

2. Recognition

a. Recognize Golden State Examination Scholars (Cont'd)

(Mr. Méndez)

The State Department of Education has sent certificates and these have been forwarded to the schools for presentation to the students. In addition, 225 other students from Jurupa Middle, Mira Loma Middle, Mission Middle, Jurupa Valley High and Rubidoux High School will receive "school recognition" certificates for their achievement in first-year algebra, geometry, United States history, economics, chemistry and biology. Examinations were given to 2,420 students in the Jurupa District compared to 2,322 the previous year, 1,921 in 1993/94 and 1,644 in 1992/93. Information only.

b. Recognize School Health Week

(Dr. Hendrick)

In order to recognize School Health Week, January 20-24, 1997, and School Nurse Day, January 22, 1997, School Nurse Coordinator, Ms. Kathleen Carter, will provide a brief description of the services provided by district nurses at each site and recognize local organizations who are especially helpful in supporting and promoting the health of students in the Jurupa Unified School District. Information only.

3. Administrative Reports and Written Communications

a. Accept Donations

(Mr. Edmunds)

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

The Glen Avon Elementary School PTA wishes to donate \$950.00, with the request it be used for the school's field trips.

The Indian Hills Elementary School PTA wishes to donate \$5,757.02, with the request it be used for the school's Reading Is Fundamental (RIF) Project (\$1,000.00), supplies for the Risograph, laminating film and instructional supplies, technology and field trips (\$4,520.02), and to purchase a security ball locker (\$237.00). The majority of the donation was raised by students in their annual Math-a-Thon.

The Indian Hills Elementary School PTA wishes to donate \$2,325.00, with the request each class at the school receive \$75.00 for field trips and instructional supplies.

The Mission Bell Elementary School PTA wishes to donate \$1,000.00, with the request it be used for class field trips.

Mr. Donald Oaks, on behalf of Bi-Rite Redi Mix, wishes to donate \$175.00, with the request it be used to purchase sound equipment for Stone Avenue Elementary School.

Ms. Marjory Carson, on behalf of Philadelphia Recycling Mine, wishes to donate \$175.00, with the request it be used to purchase sound equipment for Stone Avenue Elementary School.

The Jurupa Middle School PTA wishes to donate \$690.36, with the request it be used to purchase books for the Reading Is Fundamental program at the school.

3. Administrative Reports and Written Communications

a. Accept Donations (Cont'd)

(Mr. Edmunds)

Mr. and Mrs. Duncan Gill, of Redlands, wish to donate \$50.00, with the request it be used in the Science is Fun class at Jurupa Middle School.

Ms. Nancy Lott, of Riverside, wishes to donate an Admiral VCR, with the request it be used at Mira Loma Middle School. The approximate value is \$150.00.

Mr. Rodolfo Rosas, of Temecula, wishes to donate two sycamore trees and stationery, with the request all be used at Mira Loma Middle School. Approximate values are \$200.00 for the trees and \$2,000.00 for the stationery.

Ken Morse, of Riverside, wishes to donate a Rexo Print Dryer and an Apache 100 High Speed Dryer, with the request they be used in the Photography Department at Rubidoux High School. The total approximate value is \$750.00.

Mr. and Mrs. Stockberger, on behalf of Stewart Handling Systems, wish to donate two new upright piano dollies, with the request they be used exclusively by the Choir, Band, and Colour Guard of Rubidoux High School. The total approximate value is \$717.78.

The companies listed below wish to make donations to be used in the Help One Student To Succeed (HOSTS) Reading Program, coordinated by Mrs. Linda Dalton, at Rustic Lane Elementary School.

Mr. Grover Moss, Taco Bell
1420 University
Riverside, CA 92507
One Hundred Food Certificates, \$60.00

Manager, Baskin Robbins, Store #6114
1240 Jefferson, Suite C
Anaheim, CA 92807
Six Ice Cream Certificates, \$10.00

Manager, Mission Car Wash
5310 Mission Blvd.
Riverside, CA 92509
Three Car Wash Certificates, \$18.00

Mr. Tom Penn, General Manager
Golden Steak Inc.
4015 Vine
Riverside, CA 92507
Two Free Dinner Certificates, \$15.00

S. Moore, Grape Leaves
4085 Vine Street
Riverside, CA 92507
Two Dinner Certificates, \$20.00

Ms. Jan Wohlwend, General Manager
Galleria at Tyler, 91 Freeway
Riverside, CA 92503
One Galleria Gift Certificate, \$20.00

Ms. Lorrie Joseph, Owner
8505 San Vicente Avenue
Riverside, CA 92504
One Free Photo Session, \$50.00

Ms. Ann Adelhelm, Manager
Fantastic Sam's
3267 Arlington
Riverside, CA 92506
Three Gift Certificates-Hair Cuts, \$15.00

Ms. Wendy Hill, Contributions Coordinator
IN-N-OUT Burger
4199 Campus Drive, 9th Floor
Irvine, CA 92715
Twenty-four Food Certificates, \$25.00

Ms. Dianna Harris, Desmond's Restaurant
7700 Limonite
Riverside, CA 92509
One Lunch Certificate, \$5.00

3. Administrative Reports and Written Communications

a. Accept Donations (Cont'd)

(Mr. Edmunds)

Mr. & Mrs. Arthur Ruiz, Owners
Donahoo's Chicken
5749 Mission
Riverside, CA 92509
Three Dinner Certificates, \$20.00

Mr. Jim Douglas, Owner
Douglas Burgers, #22
6400 Clay Street
Riverside, CA 92509
Three Lunch Certificates, \$15.00

Mr. Tovla Dasakis, Burger Spot
6320 Mission Blvd.
Riverside, CA 92509
Three Lunch Certificates, \$15.00

Manager, Mr. Taco
5702 Mission Blvd.
Riverside, CA 92509
Three Dinner Certificates, \$15.00

Mr. A. C. Byers
2847 S. Willow
Bloomington, CA 92316
\$100.00

Mr. Joe Byers, Byers Trucking
767 Congress
San Bernardino, CA 92410
\$100.00

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

b. Other Communications and Administrative Reports

(Mrs. Roberts)

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 January 6, 1997 Regular Meeting**

Recommend approval as printed.

**** B. Approve AB 3488, One-Time Site Grant Expenditure Proposals** (Mrs. Roberts)

The 1996-97 Budget Act approved by the Governor and adopted by the Legislature included appropriations for additional "One-Time District Block" grant funding as well as "Site-Level" grants. AB 3488 requires that the school site councils recommend the expenditure of these one-time funds and that the Board of Education ultimately approve such expenditures. During a Board Study Session held on November 12, 1996, the Board reviewed information regarding Site-Level and One-Time Block allocations, and at a subsequent meeting, the Board delayed a decision on the latter grant in order to determine the priorities that would come from the site-level process.

Each school has submitted an expenditure plan with school site council assurances of participation and these are included in the supporting documents for Board members. Based on 1995/96 P-2 ADA, each site will receive a minimum of \$60.00 per ADA for Site-Level grants and up to a maximum of \$66.00. The Board should note that Peralta Elementary School is not eligible for a site grant, because the school was not organized at P-2 in 1996; however, the Board may wish to consider allocating funds from other sources to bring them at least to parity with other sites. Estimated funding for 1996-97 One-Time Site grants at the \$60.00 per ADA level, were allocated in the following amounts:

<u>School</u>	<u>Site Grant Funded at \$60/ADA</u>
Camino Real	\$36,918
Glen Avon	\$35,201
Granite Hill	\$38,224
Ina Arbuckle	\$45,588
Indian Hills	\$47,090
Mission Bell	\$32,755
Pacific Avenue	\$38,557
Pedley	\$39,136
Rustic Lane	\$37,822
Sky Country	\$44,314
Stone Avenue	\$33,773
Sunnyslope	\$41,642
Troth Street	\$42,716
Van Buren	\$32,845
West Riverside	\$47,593
Jurupa Middle	\$49,903
Mira Loma Middle	\$52,843
Mission Middle	\$52,088
Jurupa Valley High	\$125,137
Rubidoux High	\$115,584
Nueva Vista	\$25,000

Final figures on the amount per site will not be available from the California Department of Finance until late February; however, as previously noted, at the request of the Board, school proposals were prepared and approved by school site councils so that these could be considered as the Board made its decision regarding the award of the One-Time Block grant. When final figures are known, sites can adjust their proposals to include any additional revenue. In addition, preparing proposals at this time will allow sufficient lead time for the purchasing department to analyze bidding requirements and prepare appropriate bid documents and purchase orders.

Administration recommends approval of AB 3488 One-Time Site grant expenditure proposals, as outlined in the supporting documents.

**** C. Determine Timeline for the Allocation of One-Time Block Grant Funding (Mrs. Roberts)**

The supporting documents for Board members also contain site level and districtwide priorities for One-Time Block grant consideration. These proposals have been included on this Agenda so that the Board will have sufficient lead time to study the documents and make a decision regarding an expenditure plan at a future Board meeting.

Combining the 1995-96 and 1996-97 allocation provides an additional \$1,498,000 for one-time expenditures. At the November 18, 1996 meeting, the decision was made not to allocate funds by site, but to review overall needs. Therefore, parameters for allocations were not a part of this process. Principals were asked to generate a list of priorities with supporting rationale so that the Board could determine where needs were unmet by the site grants. At the time of the Board discussion, several districtwide needs also emerged. These have been included as well. The combined total of all requests is \$3,058,144. This is 1,560,144 more than can be funded.

As we have reported in previous agendas, the State Budget Act initially outlined four categories of expenditure for the One-Time Block grant and added a fifth this year. These categories encompass: textbooks and instructional materials, libraries, technology; deferred maintenance and other non-recurring costs including one-time salary bonuses. Representatives of the certificated bargaining unit have not made such a request; nonetheless, they have requested that as part of the expenditure plan, the Board give consideration to grade level or department level grants so that individual teacher's needs can be accommodated.

A public hearing is required prior to approval of an expenditure plan. Therefore, the Board should provide direction to administration for a workable timeline to allow appropriate discussion/decision and the public hearing.

Administration recommends that the Board set a timeline for allocation of the district One-Time Block grant funding.

*** D. Affirm Submittal of Application for Donation of Reading Books and Instructional Materials from the California School Boards Association Foundation (Mr. Taylor)**

Scholastic Inc. is planning to donate one million books and other reading materials to public schools in the State of California during 1997 through the California School Board Association Foundation (CSBA). In order for Jurupa to receive the appropriate number of books, an application was submitted to meet the January 15, 1997 deadline.

A letter from CSBA and Scholastic Inc. explaining the donation and a copy of the submitted application is included in the supporting documents.

Administration recommends the Board affirm submittal of the application to participate in the CSBA Scholastic Inc. reading materials distribution program.

*** E. Adopt at Second Reading Revised Board Policy 1317, Visitors on Campus (Mr. Taylor)**

At the January 6, 1997 meeting, the Board approved at first reading revised Board Policy 1317, Visitors on Campus. A copy of revised Policy 1317 is included in the supporting documents.

Administration recommends the Board adopt at second reading revised Board Policy 1317, Visitors on Campus.

* **F. Adopt at Second Reading New Board Policy 1317.1, Media Access to School Campuses**

(Mr. Taylor)

At the January 6, 1997 meeting, the Board approved at first reading new Board Policy 1317.1, Media Access to School Campuses. A copy of proposed Policy 1317.1 is included in the supporting documents.

Administration recommends the Board adopt at second reading new Board Policy 1317.1, Media Access to School Campuses.

* **G. Adopt at Second Reading Revised Board Policy 1318, Prohibited Activities on School Grounds**

(Mr. Taylor)

At the January 6, 1997 meeting, the Board approved at first reading revised Board Policy 1318, Prohibited Activities on School Grounds. A copy of revised Policy 1318 is included in the supporting documents.

Administration recommends the Board adopt at second reading revised Board Policy 1318, Prohibited Activities on School Grounds.

* **H. Approve At First Informational Reading New Board Policy and Regulation 3115, District Records**

(Mr. Taylor)

A new Policy and Regulation 3115, District Records has been written which provides for the maintenance of district records in accordance with law and California Department of Education regulations. It also provides for classification of district records as permanent, optional or disposable. A copy of proposed Policy and Regulation 3115 is included in the supporting documents.

Administration recommends that the Board approve at first informational reading new Board Policy and Regulation 3115, District Records.

* **I. Approve at First Informational Reading Revised Board Policy 3116, Access To District Records**

(Mr. Taylor)

The District's present Policy 3116, Access to District Records, was adopted May, 1990. The policy has been revised and is now being presented for review by the Board. A copy of revised Policy 3116 is included in the supporting documents.

Administration recommends that the Board approve at first informational reading revised Board Policy 3116, Access To District Records.

* **J. Approve at First Informational Reading Revised Board Policy 6204, Disposal of Obsolete Instructional Materials**

(Mr. Taylor)

The District's present Policy 6204, Disposal of Obsolete Instructional Materials, was adopted June, 1979. The policy has been revised and is now being presented for review by the Board. A copy of revised Policy 6204 is included in the supporting documents.

Administration recommends that the Board approve at first informational reading revised Board Policy 6204, Disposal of Obsolete Instructional Materials.

* **K. Adopt High School Textbook**

(Mr. Méndez)

At the January 6, 1997 Board meeting, the Board approved for review the following textbook:

Communication Technology Today and Tomorrow - The book has been on display at the Instructional Media Center, Rubidoux and Glen Avon libraries for the period required by Board policy. A description of the textbook and core literature is included in the supporting documents.

It is recommended that the Board adopt "Communication Technology Today and Tomorrow" for use at the high school level.

L. Review and Act on Timely School Facility Matters

(Mrs. Roberts)

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.

M. Act on Student Discipline Cases

(Dr. Hendrick)

The Board of Education hereby accepts and adopts as its own the Findings of Fact and the Conclusions of Law submitted by the Administrative Hearing Panel in each of the following discipline cases:

EXPULSIONS:

- ** 1. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-030 for violation of Education Code 48900 (a & k) for the remainder of the current semester and the semester following. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before June 2, 1997.

READMISSIONS:

- ** 1. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #96-004 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #96-077 to the schools of the Jurupa Unified School District.
- ** 3. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #96-102 to the schools of the Jurupa Unified School District.
- ** 4. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #97-013 to the schools of the Jurupa Unified School District.
- ** 5. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #97-014 to the schools of the Jurupa Unified School District.
- ** 6. The Administrative Hearing Panel recommends the readmission of the pupil in discipline Case #97-019 to the schools of the Jurupa Unified School District.

M. Act on Student Discipline Cases (Cont'd)

(Dr. Hendrick)

READMISSIONS DENIED

- ** 1. The Administrative Hearing Panel denies the readmission of the pupil in discipline Case #96-046 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel denies the readmission of the pupil in discipline Case #96-054 to the schools of the Jurupa Unified School District.

Administration recommends the discipline actions as described and listed above.

*** N. Approve Personnel Matters**

- 1. Approve Personnel Report #12

(Mr. Campbell)

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

- 2. Approve at First Informational Reading Revised Board Policies 4111, 4211, 4311, and 4711, Individual Employee Complaint Procedure(s)

(Mr. Campbell)

Among items currently under discussion with NEA-J is an employee's ability to lodge complaints regarding concerns not covered by the collective bargaining agreement. Board Policy 4111 specifies the process to be followed for such complaints. This policy and identical policies 4211, 4311, and 4711 for other employee groups were adopted in 1976. There have been few changes since that time. The proposed revisions to these policies have been developed jointly during discussions between representatives of management and NEA-J and are included in the supporting documents. The only substantive changes being proposed are to extend the timelines for making an appeal and to permit the complainant to address the Board in closed session regarding his/her complaint. Administration feels that the recommended revisions are fair and workable.

Administration recommends that the Board approve at first informational reading, revised Board Policies 4111, 4211, 4311 and 4711.

O. Approve Routine Action Items by Consent

Administration recommends the Board approve Routine Action Items O 1-7 as printed.

- * 1. Purchase Orders (Mrs. Lauzon)
- * 2. Disbursements (Mrs. Lauzon)
- * 3. Agreements (Mr. Edmunds)
- * 4. Payroll Report (Mrs. Lauzon)
- * 5. Appropriation Transfers (Mrs. Lauzon)
- * 6. Approve Authorized Agents for Business Functions (Mr. Edmunds)
The County requires a list of Board members and school district employees authorized to transact various business functions for the school district. The newly assigned Supervisor of Accounting has been added to the list of Authorized Agents.

It is recommended the list of Authorized Agents in the supporting documents be approved.

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

*** 7. Approve Non-Routine Field Trip Request from Jurupa Valley High School** (Mr. Taylor)

Ms. Patricia Prosser, Teacher at Jurupa Valley High School, is requesting permission to travel to Palm Springs with approximately twenty (20) students on Thursday, January 30 through Friday, January 31, 1997. The purpose of the trip is for a retreat for practice in participation in an upcoming Mock Trial competition. Travel will be by district vehicle and supervision will be provided by staff. Administration has indicated that no student will be denied the opportunity to participate in this activity due to the lack of funds. A copy of the Non-Routine Travel Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request from Ms. Patricia Prosser to travel to Palm Springs on Thursday, January 30 through Friday, January 31, 1997 with approximately twenty (20) students.

P. Review Routine Information Reports

1. Review Proposal for Youth Accountability Program (Mrs. Roberts)

The Riverside County Sheriff's Department has received a two-year grant designed to assist communities and schools in working with at-risk youth. Our district has been selected to participate and the County Office of Education has requested that the district provide office space, equipment and clerical support for one full-time deputy and one probation officer. This staff can be housed at the Learning Center and would allow the district staff to expand the community-based services offered to students attending the planned community day school and will allow the team to focus on intervention and prevention programs for at-risk middle school students.

The Youth Accountability Team will take referrals from school sites, the courts and other community organizations and will work with district staff on the School Attendance Review Board as well. The District Attorney's office has also committed support for this project. A formal presentation regarding the program will be made at a subsequent Board meeting.
Information only.

2. Review 1996-97 Board Meeting Locations (Mrs. Roberts)

February 3, 1997	Jurupa Middle School
February 18, 1997	Rubidoux High School
March 3, 1997	Pacific Avenue Elementary School
March 17, 1997	Jurupa Valley High School
April 7, 1997	Board Room
April 21, 1997	Stone Avenue Elementary School
May 5, 1997	Rustic Lane Elementary School
May 19, 1997	Pedley Elementary School
June 2, 1997	Mira Loma Middle School
June 16, 1997	Board Room

P. Review Routine Information Reports (Cont'd)

3. Review Staff Development Days (SIP)

(Mr. Taylor)

Rubidoux High School	January 24, 1997
Rustic Lane Elementary School	January 27, 1997
Nueva Vista/Rio Vista High Schools	January 29, 1997
Jurupa Middle School	February 3, 1997
Granite Hill Elementary School	February 7, 1997
Pedley Elementary School	February 14, 1997

ADJOURNMENT

**JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA
MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 6, 1997**

OPEN PUBLIC SESSION

CALL TO ORDER

The Regular Meeting of the Jurupa Unified School District Board of Education was called to order by President Chavez, at 6:06 p.m. on Monday, January 6, 1997, in the Multi-Purpose Room at Mission Middle School, 5961 Mustang Lane, Riverside, California.

ROLL CALL

Members of the Board present were:

**Mr. John Chavez, President
Mrs. Mary Burns, Clerk
Mrs. Carolyn Adams, Member
Ms. Holly Hanke, Member**

Members of the Board absent were:

Mr. Sam Knight, Member (arrived at 6:30 p.m.)

STAFF PRESENT

Staff Advisers present were:

**Mrs. Benita Roberts, Superintendent
Mr. Jim Taylor, Assistant Superintendent Education Services
Mr. Kent Campbell, Assistant Superintendent Personnel Services
Mr. Rollin Edmunds, Assistant Superintendent Business Services
Mr. Memo Mendez, Director Curriculum & Categorical Projects
Dr. Bill Hendrick, Administrator Education Support Services**

CLOSED SESSION

**RECESS TO CLOSED
SESSION**

-Motion #177

MS. HANKE MOVED THE BOARD RECESS TO CLOSED SESSION IN THE TEACHERS' LOUNGE FOR THE FOLLOWING PURPOSES: TO DISCUSS ITS POSITIONS REGARDING ANY MATTER WITHIN THE SCOPE OF REPRESENTATION AND INSTRUCTING ITS DESIGNATED REPRESENTATIVES FOR NEGOTIATIONS WITH EMPLOYEE GROUPS; PERSONNEL REPORT #11; EXPULSION CASES #97-016, #97-025, #97-027, #97-029, #97-031, #97-032, #97-033, AND #97-028, AND ANTICIPATED LITIGATION AGAINST THE DISTRICT. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY, 4-0.

At 6:07 p.m., the Board recessed to Closed Session in the Teachers' Lounge.

At 6:40 p.m., the Board adjourned from Closed Session.

OPENING OF REGULAR BOARD MEETING

CALL TO ORDER

At 7:01 p.m., President Chavez called the meeting to order in Public Session.

ROLL CALL

President Chavez, Mrs. Burns, Mrs. Adams, Ms. Hanke and Mr. Knight.

FLAG SALUTE

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

**INSPIRATIONAL
COMMENT**

Mr. Knight made an inspirational comment.

COMMUNICATIONS SESSION

JVHS STUDENT REPRESENTATIVE REPORT

Judy Chang, Jurupa Valley High student representative, reported the following:

JVHS Football Coach for seven years, Mr. Tim Titus, was selected a Riverside County's coach of the Year. First Team Honors were received by players, Brian Sanders and Josh Steward.

Mr. Donald Wade is the new band director at JVHS.

January 10 - Boys Basketball Games vs Rubidoux High
January 10 - Second Principal's Advisory Council Meeting
January 11 - PTSA Fundraiser - Carl's Jr. on Limonite - 9:00 - 11:30 a.m.

League play begins next week for winter sports teams.

January 25 - ASB sponsored Winter Formal Dance, Pharaoh's Lost Kingdom

RHS STUDENT REPRESENTATIVE REPORT

Paul Alberga, Rubidoux High student representative, reported the following:

The Delta Alliance Corps appeared on national television for the Annual Fiesta Bowl in Arizona during winter break. They placed first in all marching bands, and fourth in all performing bands in the United States.

Winter sports have been training during winter break and will begin Ivy League games this week and next week.

January 17 - Mid-Winter Ball - Smith Mansion in Fullerton

Congratulations to Rubidoux High School secretary, Ms. Elaine Semones for being selected Support Person of the Year for Rubidoux High School.

RECOGNIZE PAST PRESIDENT OF THE BOARD

The Superintendent cited Board Policy #9210, which outlines the duties of the President of the Board, and President Chavez presented Mrs. Mary Burns with a plaque of recognition for her service as President of the Board of Education for the past year.

RECOGNIZE JVHS WATER POLO CIF CHAMPIONSHIP

The Superintendent recognized the Jurupa Valley High Water Polo Team and asked Coach Nate Hass and team members to come forward for a presentation of certificates and a plaque honoring them for their second straight CIF-SS Division V Championship. She offered a brief historic account of water polo as a sport. Certificates were presented by the Board of Education for the following individuals: Joey Balough, Jeremiah Carney, Abraham Chavez, Abel Gomez, Brady Kocher, Greg Lonzo, Brian McIntosh, Evan McIntosh, Brian Nickles, Jason Northcott, Brandon Pegg, Micah Ranney, Zac Riedell, Johnny Rodriguez, Steve Sanders, Mathias Wakefield and Sean Wilmott. President Chavez presented the plaque, dated January 6, 1997, from the Board of Education to Coach Nate Hass for the Jaguar Water Polo Team's 1996-97 CIF-SS Division V Championship. The Superintendent congratulated team member families for their support as well.

RECOGNIZE 1997
SUPPORT PERSON
SELECTED FROM EACH
SITE

The Assistant Superintendent introduced principals from each school site to briefly recognize their "Support Person of the Year" selected for recognition. He noted that the Nueva Vista Principal, Mr. Dave Hutchins, and Support Person, Ms. Thelma Umscheid, were absent due to illness.

The following classified employees were commended by principals for their accomplishments and were presented with plaques by Board of Education members honoring them as "Support Person of the Year" for their site:

Ms. Veronica Robinson, Camino Real Elementary
Ms. Theresa Gibson, Glen Avon Elementary
Ms. Jenah Kuderman, Granite Hill
Mr. Ron Pierce, Ina Arbuckle Elementary
Mr. Richard Walker, Indian Hills Elementary
Ms. Andie Babbe, Mission Bell Elementary
Ms. Melodee Bell, Pacific Avenue Elementary
Ms. Yolanda Muniz, Pedley Elementary (absent)
Ms. Anita Terrell, Peralta Elementary
Ms. Vickie Freitag, Rustic Lane Elementary
Ms. Lisa McDowell, Sky Country Elementary
Ms. Kathy Grogan, Stone Avenue Elementary
Ms. Elizabeth Franks, Sunnyslope Elementary
Ms. Chris Palafox, Troth Street Elementary
Ms. Marie Reinalda, Van Buren Elementary
Ms. Sue Reister, West Riverside Elementary
Ms. Marylu Barela, Jurupa Middle
Mr. Gary Shine, Mira Loma Middle
Ms. Peggy Johnson, Mission Middle
Ms. Jeanette Bernd, Jurupa Valley High
Ms. Elaine Semones, Rubidoux High
Ms. Thelma Umscheid, Nueva Vista High, (absent)

ANNOUNCE SELECTION
OF DISTRICT "SUPPORT
PERSON OF THE YEAR"

The Assistant Superintendent Education Services announced that from this list of top employees mentioned previously, one employee, Ms. Marylu Barela, has been selected to represent the district in the spring at the Riverside County Office of Education's competition for countywide "Support Person of the Year."

RECESS

A recess was called at 8:06 p.m. to congratulate those selected as "Support Person of the Year" at each site.

The meeting reconvened at 8:26 p.m.

RECOGNIZE MLMS
LAW ENFORCEMENT
PARTNERSHIP GRANT

The Assistant Superintendent Education Services congratulated Mira Loma Middle School for their recent grant award of \$5,000.00 in funding to reduce school crime and vandalism sponsored by the California School/Law Enforcement Partnership.

RECOGNIZE MMS
MATH GRANT AWARD

The Director of Curriculum and Categorical Projects recognized Mission Middle School for their recent notification that they will receive a \$30,000.00 math grant award for the 1996-97 school year for their Middle School Demonstration program and activities.

ACCEPT DONATIONS
-Motion #178

The Assistant Superintendent Business Services requested that the Board accept several donations as listed on the Agenda.

MS. HANKE MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: A "HOOKED ON PHONICS KIT" VALUED AT \$250.00 FROM MR. & MRS. HARRIS FOR MS. PRIMMER'S CLASS AT CAMINO REAL; \$25.00 FROM MR. & MRS. BARCLAY FOR INSTRUCTIONAL SUPPLIES IN MS. PRIMMER'S CLASS AT CAMINO REAL; \$2,232.62 FROM THE GRANITE HILL PTA FOR INSTRUCTIONAL MATERIALS AT GRANITE HILL; \$1,500.00 FROM THE RUSTIC LANE PTA FOR FIELD TRIPS, ASSEMBLIES AND INSTRUCTIONAL MATERIALS AT RUSTIC LANE; AN IBM COMPUTER/MONITOR VALUED AT \$500.00 FROM MR. & MRS. PROTHERO FOR SKY COUNTRY; A T.V. AND VCR VALUED AT \$900.00 FROM MS. WELTY, MS. SCHUMACHER AND MS. MCREYNOLDS FOR SKY COUNTRY; VARIOUS COMPUTER EQUIPMENT VALUED AT \$1,410.00 FROM INLAND POWDER COATING FOR JURUPA MIDDLE; A MICROWAVE, TWO T.V.'S AND A COMPUTER VALUED AT \$600.00 FOR THE EDUCATION CENTER AND AS NEEDED. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT RESOLUTION
#97/24, SUPPORTING
FULL STATE FUNDING
FOR CLASS SIZE
REDUCTION
-Motion #179

The Superintendent stated that at the end of the last Board meeting, President Chavez presented a sample resolution urging Governor Wilson to consider full funding of the Class Size Reduction program. She noted that Jurupa Unified School District has selected to include grades K-2 in the Class Size Reduction program, with excess costs not covered by State funding estimated at \$1.1 million. Jurupa's resolution, if approved by the Board, will be sent to the State Legislature urging them to consider full funding for the Class Size Reduction program.

MR. KNIGHT MOVED THE BOARD ADOPT RESOLUTION #97/24, IN SUPPORT OF FULL STATE FUNDING FOR THE CLASS SIZE REDUCTION PROGRAM. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADMINISTRATIVE
REPORTS

The Superintendent reported that since the last Board meeting, in mid-December, the district experienced high winds in the Mira Loma area. Troth Street Elementary School was closed for one day due to the loss of electrical power; however, by the next day, Southern California Edison restored power to the site, and students returned to school. The roof on the Kindergarten building at Pedley Elementary School blew off, which has since been repaired, and both schools required extensive cleanup. A number of trees were lost at Jurupa Valley High School and a few other sites. She recognized Mr. Ron Garcia, Maintenance Supervisor, for his assistance in assessing the damage and remaining in constant contact with Southern California Edison concerning the restoration of electrical power. The Superintendent also commended Mr. Bill Elzig, Senior Building Inspector, and the maintenance staff, for cleanup of the debris and for working to make certain that all areas were safe for students.

President Chavez requested that a letter be sent from the Board of Education to Mr. Ron Garcia and Mr. Bill Elzig, thanking them for their extra help and assistance during the high wind storms.

PUBLIC VERBAL
COMMENTS

President Chavez opened the Public Verbal Comments section as an opportunity for citizens to address the Board.

COMMENT: RHS DAC

Mr. Randy Stockberger, Rubidoux High School parent, highlighted the recent trip by the Rubidoux High School Delta Alliance Corps to the Fiesta Bowl Parade in Phoenix, Arizona. He noted that the parade competition was by invitation only and the Rubidoux High School Delta Alliance Corps was one of the two schools invited from California. They placed first in the nation for Best Marching Band, and fourth for the Field Competitions with a second place in Overall Street Performance.

BOARD MEMBER
REPORTS & COMMENTS

Mr. Knight congratulated Ms. Jan Moorehouse, Jurupa Valley High Principal, and the athletic staff and water polo team for their second CIF championship. He stated that this is a remarkable accomplishment in the district's history. Mr. Knight thanked Mr. Manzo, Mission Middle School Principal, for allowing the Board to meet at his school. He offered his thanks to both classified and certificated staff for providing a good learning environment for Jurupa's students. Mr. Knight commended Mrs. Burns for doing a fine job as President of the Board during the past year. He congratulated the Delta Alliance Corps for their achievements at the Fiesta Bowl Parade. Mr. Knight thanked the administrative staff and the Superintendent for another great year in the Jurupa Unified School District, and welcomed Mrs. Carolyn Adams as a new Board member.

Ms. Hanke congratulated the "Support Person of the Year" selected from each site, and Mrs. Barela as the district's "Support Person of the Year." She commented that Jurupa is a very caring district overall. Ms. Hanke congratulated the Jurupa Valley High School Principal, Ms. Jan Moorehouse, and the Jurupa Valley High Water Polo Team for their CIF victory.

Mrs. Adams congratulated the 1997 "Support Person of the Year" from each site, and commended the individual selected as the district's "Support Person of the Year." She indicated that she is looking forward to attending the workshop for new Board members this Saturday at the Riverside County Office of Education.

Mrs. Burns noted that she also plans to attend the workshop for new Board members at the Riverside County Office of Education on Saturday. She commended the Superintendent for doing a fine job during the time of crisis due to the high winds. Mrs. Burns congratulated the "Support Person of Year" selected from each site.

President Chavez thanked Mission Middle School Principal, Mr. Don Manzo, for hosting the Board meeting at his site. He congratulated the Jurupa Valley High Water Polo Team and their Principal, Ms. Jan Moorehouse, for their CIF Championship and the Rubidoux High School Delta Alliance Corps, and their Director, Mr. Charles Gray, for their achievements at the Fiesta Bowl Parade in Phoenix. Mr. Chavez congratulated the "Support Person of the Year" from each site, and noted that he looks forward to honoring the district's Support Person of the Year, Principal of the Year and Teacher of the Year at the County's annual "Celebration of Educators." He welcomed Mrs. Adams to her second Board meeting, and indicated that he plans to be present at this Saturday's "New Board Member Information Session" at the Riverside County Office of Education. Mr. Chavez asked the Superintendent to obtain sample agendas from other school districts in the area for the Board to consider and discuss the possibility of changing to a "consent Agenda." He asked that this information be presented first to the Board for review, and appear as an Agenda item at the February 3, 1997 meeting. In addition, he requested an elementary student presentation for the Board at each meeting highlighting special programs and events.

APPROVE MINUTES
-Motion #180

MRS. BURNS MOVED THE BOARD APPROVE MINUTES OF THE REGULAR MEETING DECEMBER 9, 1996. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING
REVISED BP #1317,
VISITORS ON CAMPUS
-Motion #181

The Assistant Superintendent Education Services commented that revised Board Policy 1317, Visitors on Campus, encourages parent visitation on campuses; however, it is also a critical policy to maintain the safety of campuses by limiting those without authorized business access to each campus.

MS. HANKE MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING REVISED BOARD POLICY 1317., VISITORS ON CAMPUS. MRS. BURNS SECONDED THE MOTION. Mr. Knight requested that the public be informed when entering a campus concerning the portion of the Policy which states that no electronic listening or recording device may be used by visitors without permission of the principal. A VOTE WAS TAKEN WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING
NEW BP 1317.1, MEDIA
ACCESS TO CAMPUSES
-Motion #182

The Assistant Superintendent Education Services reported that new Board Policy 1317.1 conforms with the opinion of the State Attorney General indicating that the media will abide by the same rules of access to campuses as others entering the campus. He noted that the policy was developed from CSBA's sample policy.

MS. HANKE MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING NEW BOARD POLICY 1317.1, MEDIA ACCESS TO SCHOOL CAMPUSES. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING
REVISED BP 1318,
PROHIBITED
ACTIVITIES ON
SCHOOL GROUNDS
-Motion #183

The Assistant Superintendent Education Services stated that this policy was first adopted in 1989, and has now been updated to reflect changes in the law.

MS. HANKE MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING REVISED BOARD POLICY 1318, PROHIBITED ACTIVITIES ON SCHOOL GROUNDS. MR. KNIGHT SECONDED THE MOTION. The Superintendent indicated that signs will also be posted at each site listing prohibited activities, following a survey by Dr. Ron Needham to determine the location for each sign to be posted. A VOTE WAS TAKEN WHICH CARRIED UNANIMOUSLY.

ADOPT AT 1ST
READING REG. #1230,
RECOGNIZED PARENT
ORGANIZATIONS
-Motion #184

The Assistant Superintendent Education Services stated that parent organizations may not operate within the district without the Board's permission; therefore, annually this policy is updated, and brought before the Board for approval.

MS. HANKE MOVED THE BOARD ADOPT AT FIRST READING BOARD REGULATION 1230, RECOGNIZED PARENT ORGANIZATIONS. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1995-96
ACCOUNTABILITY
REPORT CARDS
ISSUANCE
-Motion #185

The Director of Curriculum and Categorical Projects stated that Board members received copies of the 1995-96 School Accountability Report Cards, which the district has been issuing annually since legislation was passed in 1988. He noted that the report cards are available to parents and citizens throughout the year, and provide valuable information to the community or new individuals moving into the area concerning Jurupa's schools.

APPROVE 1995-96
ACCOUNTABILITY
REPORT CARDS
ISSUANCE
-Motion #185
(CONT'D)

MR. KNIGHT MOVED THE BOARD APPROVE THE ISSUANCE OF 1995-96 SCHOOL ACCOUNTABILITY REPORT CARDS. MS. HANKE SECONDED THE MOTION. Mrs. Burns introduced the idea of implementing a District Accountability Report Card. She commented that she will bring a sample to the Superintendent for review, and asked that this be considered as a future Agenda item for the Board to consider. A VOTE WAS TAKEN WHICH CARRIED UNANIMOUSLY.

APPROVE FOR REVIEW,
HIGH SCHOOL
TEXTBOOK
-Motion #186

The Director of Curriculum and Categorical Projects reported that the process for selection of the textbook, Communication Technology Today and Tomorrow for grades 9-12, was completed and it is now ready for review at the local libraries following Board approval. He noted that formal adoption of the textbook will be presented to the Board at their next meeting.

MS. HANKE MOVED THE BOARD APPROVE FOR REVIEW THE FOLLOWING INSTRUCTIONAL MATERIAL: COMMUNICATION TECHNOLOGY TODAY AND TOMORROW. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE
CONSOLIDATED APP.
FOR PERALTA ELE.
-Motion #187

The Director of Curriculum and Categorical Projects stated that the district's newest school, Peralta Elementary, is requesting approval of their Consolidated Application School Plan. He noted that traditionally, new schools are funded for startup costs in the amount of \$5,000.00.

MS. HANKE MOVED THE BOARD APPROVE THE CONSOLIDATED APPLICATION SCHOOL PLAN FOR PERALTA ELEMENTARY SCHOOL. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AUTHORIZE BIDDING
FOR RUBBISH
DISPOSAL
-Motion #188

The Assistant Superintendent Business Services indicated that previously, the Board was informed that by going out to bid for rubbish removal, to include a mixed recycling program, could save the district as much as \$45,000.00, and requested the Board's authorization to do so.

MRS. BURNS MOVED THE BOARD AUTHORIZE SOLICITATION OF BIDS FOR RUBBISH DISPOSAL. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AUTHORIZE BIDDING
FOR DISTRICTWIDE
ENERGY
MANAGEMENT
SYSTEMS
-Motion #189

The Assistant Superintendent Business Services stated that part of the previously approved Energy and Water Service Contract with the State Public Works Board included the installation of Energy Management Systems at seventeen schools. At this time, Digital Energy has completed plans and specifications for the project and the request is to authorize solicitation of bids.

MRS. BURNS MOVED THE BOARD AUTHORIZE SOLICITATION OF BIDS FOR DISTRICTWIDE ENERGY MANAGEMENT SYSTEMS. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

OTHER FACILITY
MATTERS: SUPT.
REPORTS CONCERNING
WIND DAMAGE

The Superintendent reported that at a meeting with the Assistant Superintendent Business Services and the Senior Building Inspector, plans were reviewed concerning the installation of portables for the Class Size Reduction Program. Three of the district's newer campuses, Camino Real, Indian Hills, and Granite Hill Elementary Schools, are experiencing difficulty due to the configuration of their buildings, their electrical capacity and fire lane access. Sky Country Elementary portables will be placed on a district owned vacant lot. The Assistant Superintendent Business Services noted to Mrs. Burns, that all plans for portable installations will be reviewed by the Fire Marshall for approval.

ACT ON (7) DISCIPLINE
CASES: #97-016, #97-025,
#97-027, #97-029, #97-031,
#97-032, & #97-033
-Motion #190

Dr. Hendrick asked, that since there were no changes following deliberation in Closed Session, the Board accept and adopt as its own the Findings of Facts and the Conclusions of Law submitted by the Administrative Hearing Panel for the seven discipline cases listed.

PRESIDENT CHAVEZ MOVED THE BOARD EXPEL THE STUDENTS IN THE FOLLOWING DISCIPLINE CASES: #97-016, #97-025, #97-027, #97-029, #97-031, #97-032 AND #97-033, AS PRINTED: EXPEL THE PUPIL IN DISCIPLINE CASE #97-016 FOR VIOLATION OF EDUCATION CODE 48900 (B & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING AND THAT HE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997; EXPEL THE PUPIL IN DISCIPLINE CASE #97-025 FOR VIOLATION OF EDUCATION CODE 48900 (B, C, J & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997; EXPEL THE PUPIL IN DISCIPLINE CASE #97-027 FOR VIOLATION OF EDUCATION CODE 48900 (C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT HE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997; EXPEL THE PUPIL IN DISCIPLINE CASE #97-029 FOR VIOLATION OF EDUCATION CODE 48900 (B, C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT HE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997, EXPEL THE PUPIL IN DISCIPLINE CASE #97-031 FOR VIOLATION OF EDUCATION CODE 48900 (B & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT HE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997; EXPEL THE PUPIL IN DISCIPLINE CASE #97-032 FOR VIOLATION OF EDUCATION CODE 48900 (A) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT SHE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997, AND EXPEL THE PUPIL IN DISCIPLINE CASE #97-033 FOR VIOLATION OF EDUCATION CODE 48900 (A) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT SHE BE ALLOWED TO ENROLL AND PARTICIPATE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 2, 1997 MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADMIT DISCIPLINE
CASE #97-028
-Motion #191

PRESIDENT CHAVEZ MOVED THE BOARD ADMIT THE PUPIL IN DISCIPLINE CASE #97-028 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; HOWEVER IT WAS RECOMMENDED THE STUDENT ATTEND THE DISTRICT'S INDEPENDENT STUDY PROGRAM AND THAT SHE CONTINUE IN THE "STEPS TO SUCCESS PROGRAM" OPERATED AT THE LEARNING CENTER. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE PERSONNEL
REPORT #11 W/INSERT
-Motion #192

The Assistant Superintendent Personnel Services asked that the Board approve Personnel Report #11 as printed, with Insert L, Pages 6-12.

MS. HANKE MOVED THE BOARD APPROVE PERSONNEL REPORT #11 AS PRINTED, WITH INSERT L, PAGES 6-12. PRESIDENT CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE ROUTINE
ACTION ITEMS
-Motion #193

MS. HANKE MOVED THE BOARD APPROVE ROUTINE ACTION ITEMS M 1-6 AS PRINTED: PURCHASE ORDERS; DISBURSEMENTS; AGREEMENTS; NON-ROUTINE FIELD TRIP REQUEST FOR 90 JURUPA MIDDLE STUDENTS TO TRAVEL TO LONG BEACH TO PARTICIPATE IN A MARINE LIFE DISCOVERY PROGRAM ON JANUARY 17, 1997; NON-ROUTINE FIELD TRIP REQUEST FOR 64 MISSION BELL STUDENTS TO PARTICIPATE IN A CULMINATING ACTIVITY FOR THE STUDY OF OCEANOGRAPHY AS A SCIENCE UNIT AT DANA POINT HARBOR ON FEBRUARY 27, 1997, AND NON-ROUTINE FIELD TRIP REQUEST FOR 70 MISSION BELL STUDENTS TO PARTICIPATE IN A CULMINATING ACTIVITY FOR THE STUDY OF MARINE LIFE IN SAN DIEGO ON MAY 19, 1997. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ROUTINE INFO.
REPORTS

The Board reviewed the following information reports: Review Riverside County Fire Department Report, Review Unadopted Minutes of the First Meeting of the DAC for the Consolidated Application, Review Staff Development Days (SIP), and Review Non-Public Placements.

ADJOURNMENT

There being no further business, President Chavez adjourned the Regular Meeting from Public Session at 9:09 p.m.

MINUTES OF THE REGULAR MEETING OF JANUARY 6, 1997 ARE APPROVED AS

<hr/>	
<hr/>	
<hr/>	<hr/>
President	Clerk
<hr/>	
Date	

JAN - 6 1996

December, 1996

Dear Board President/Superintendent:

During the California School Boards Association's 1996 Annual Education Conference in San Jose, a unique partnership between CSBA and Scholastic Inc. was announced to provide new ways to build the reading performance of our schoolchildren. Scholastic Inc. has made a commitment to donate one million books and other reading materials through the CSBA Foundation to school districts during 1997.

The California School Boards Association has been a leader in increasing reading performance, as evidenced by our report, *Every Student Can Read, Every Student Will Read: Who is Responsible for Ensuring the Literacy of California's Students?* And, Scholastic Inc. wants to ensure that every child is a successful reader. This remarkable contribution by one of the nation's largest education publishers responds directly to studies like the National Assessment of Education Progress, which found that students become better, more proficient readers when they have greater access to reading materials of their own.

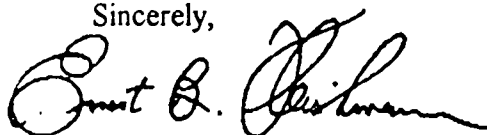
This exciting partnership is a unique opportunity for California schools to strengthen their reading programs by providing additional reading materials and encouragement to children to read outside the classroom which will help them become more proficient readers.

The books and other materials will be donated through the CSBA Foundation. We suggest that districts use the donated materials for their literacy programs, school libraries, tutoring, or for recreational classroom reading. These books cannot be sold for profit.

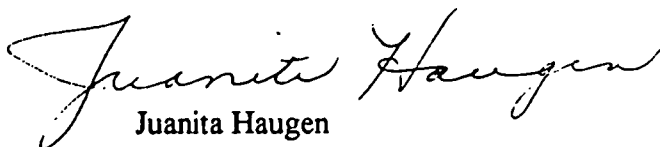
School districts must identify an address within the district to receive the shipment. To facilitate the donation process and ensure timely shipment, each district must fill out the attached application form and mail or fax it to Arti Finn, project manager, at Scholastic Inc. by no later than Jan. 15, 1997. Based on the size of the district, Scholastic will determine the number of books and materials to be sent. However, no district will receive fewer than 200 books.

We hope you share our excitement and participate in this innovative effort to help our students become better readers.

Sincerely,



Ernest B. Fleishman
Senior V.P., Education
Scholastic Inc.



Juanita Haugen
President
CSBA

attachment



Reading is Everyone's Business

In order to receive a donation of books, please complete the following information by January 15, 1997. Requests received later than January 15, 1997 cannot be accommodated.

Please note and follow the instructions below:

- 1) Each school district is responsible for determining one address within the district to which Scholastic will ship the books.
- 2) Books donated by Scholastic Inc. through the CSBA Foundation will go to all school districts which elect to participate. NOTE: The number and type of books donated are determined by Scholastic Inc. based on the size of the school district. No school district will receive fewer than 200 books.

School district name: Jurupa Unified School District

Address: 3924 Riverview Drive

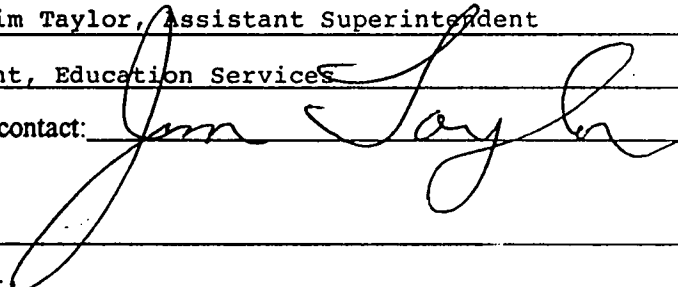
City: Riverside State: CA ZIP: 92509

Phone: (909) 222-7734 e-mail: _____

District enrollment size: 17,583

Authorized school district contact: Jim Taylor, Assistant Superintendent

Title: Assistant Superintendent, Education Services

Signature of authorized school district contact: 

Address books should be sent:

Contact name: Tina Brennan

Title: Curriculum Coordinator

Address: 3924 Riverview Drive

City: Riverside State: CA ZIP: 92509

Phone: (909) 222-7875 e-mail: _____

If you have questions, please call Arti V. Finn at (212) 343-6899 or e-mail her at avfinn1@aol.com.

Mail or fax this form to:

Arti V. Finn, Project Manager
Corporate Relations
Scholastic Inc.
555 Broadway
New York, NY 10012-3999
FAX: (212) 343-6930

VISITORS ON CAMPUS

The Board recognizes that it is appropriate and desirable to permit and encourage certain visitors to school campuses. The Board also recognizes that serious liabilities may be presented to students or the school district in cases where people without sufficient reason to be on a school campus are not excluded.

Except for students currently enrolled in that school and employees on active duty in the school district, any visitors to a school campus during the operation of school programs and activities must have permission from the administrator in charge. The administrator in charge will determine whether the time, manner and place of the intended visit represents a danger to staff or students or a potentially serious disruption to the educational process.

To ensure the safety of students and staff and avoid potential disruption, all visitors shall register in the office immediately upon entering any school campus during school hours.

Suitable signs indicating the Board policy requiring visitor permission and denoting school hours shall be posted by each entry gate on fenced school campuses and shall be otherwise posted at logical campus locations at unfenced schools. For this purpose, school hours are defined as being between 6:00 a.m. and 4:30 p.m. Monday through Friday except that school hours for the Adult Education Program extend until 10:30 p.m. Monday through Thursday.

Application of this policy allows for normal transit from the parking lot across the campus to the office where permission may be granted or denied.

Principals may provide an identifying badge to be worn by visitors while on campus.

The principal at each school shall make suitable arrangements for employees to remind visitors to obtain such permission and to notify the office of unidentifiable visitors observed on the campus.

No electronic listening or recording device may be used by visitors or students in any classroom without the expressed permission of the teachers and the principal.

Legal Reference:

Education Code	Penal Code
32210	415.5
32211	626
32212	626.7
51512	627-627.10
79 Ops. Cal. Atty. Gen. 58 (6/10/96)	653

Adopted 4/19/71

Revised 2/6/78, 10/18/82

Revised/Readopted 8/7/89

Revised/Readopted

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MEDIA ACCESS TO SCHOOL CAMPUSES

The Board respects the public's right to information and recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the District in informing the community about school programs and issues.

Media access to schools in the Jurupa Unified School District is subject to the same restrictions as members of the general public (See Policy 1317).

This policy is not intended to prohibit media access to schools, but to enable the administrator in charge to maintain the peaceful conduct of the school's educational activities.

The District shall not impose restraints on students' rights to speak freely with media representatives at times which do not disrupt the educational program. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

Legal References:

Education Code 32211

Penal Code 626-626.11

79 Ops. Cal. Atty. Gen. 58 (6/10/96)

95 Ops. Cal. Atty. Gen. 509 (1996)

Adopted:

(F)

PROHIBITED ACTIVITIES ON SCHOOL GROUNDS

The Board recognizes the need to provide safe and orderly campuses for the schools of the Jurupa Unified School District, to protect students and employees from hazards and harm, to prevent disruption of educational programs and activities and to protect the District from undue liability.

For these reasons, the following activities are prohibited on school grounds except as regulated or directed by authorized school personnel:

1. Horseback riding.
2. Operating motor vehicles, cycles, or bicycles.
3. Golfing.
4. Skateboarding, roller skating or roller blading.
5. Climbing on fences and buildings
6. Possessing alcoholic beverages, controlled substances,
drug paraphernalia, knives, guns or other weapons.
7. Smoking or using smokeless tobacco.

Appropriate signs shall be posted at normal school ground entry locations.

Legal Reference:
Education Code
33031

Adopted 2/20/73
Revised 11/21/77, 2/6/78, 10/18/82
Revised/Readopted 8/7/89

P R O P O S E D

Business and Non-
Instructional Operations
Policy 3115

DISTRICT RECORDS

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.

The Superintendent or designee shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm copies of original records shall be permanently retained.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

Legal Reference:

EDUCATION CODE

35145

35163

35250-35255

44031

49065

GOVERNMENT CODE

6252-6265

12946

CODE OF REGULATIONS, TITLE 5

432

16020-16022

16023-16027

Adopted:



DISTRICT RECORDS

Classification of Records

The Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (Title 5, Section 16022)

Class 1 - Permanent Record (Title 5, Section 16023)

The original or each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with the Code or Regulations, Title 5, Section 16022:

1. Annual Reports
 - a. Official budget.
 - b. Financial reports of all funds, including cafeteria and student body funds.
 - c. Audit of all funds.
 - d. Average daily attendance, including Period 1 and Period 2 reports.
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition or transactions;
 - (2) Those declared by Governing Board minutes to be permanent.
2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only.
 - b. The call for and the result of any elections called, conducted or canvassed by the Board.
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization.

3. Personnel Records

a. Employees

All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

b. Students

The records of enrollment and scholarship for each student required by Title 5, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has run.

4. Property Records

All detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

Class 2 - Optional Records (Title 5, Section 16024)

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified as required by Title 5, Section 16022. Such classification must occur within one year.

Class 3 - Disposable Records (Title 5, Section 16025, 16026, 16027)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:

1. The completion of any legally required audit.
2. The retention period required by any agency other than the State of California.
3. The school year in which the records originated.



P R O P O S E D

Business and Non-
Instructional Operations
Policy 3116

ACCESS TO DISTRICT RECORDS

Any person shall have reasonable access, during normal business hours, to the public records of the schools and district. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Legal Reference:

EDUCATION CODE

35145
35170
35250
42103
44031
44839
49060-49079
52015(g)
52015.5
52850
54722

CODE OF REGULATIONS, TITLE 5

430-438
4061

GOVERNMENT CODE

3547
6250-6268
53262
54957.2
54957.5
81008

Adopted: 5/15/78

Revised/Readopted: 5/21/90

Revised:



ACCESS TO DISTRICT RECORDS

A. Identifiable Public Records

Identifiable District records which are not confidential will be available for public inspection during regular office hours. Upon request, the requested records may be examined in the presence of the custodian of the records within a period of time reasonable necessary to retrieve the requested records.

B. Confidential Records

Records to which the general public shall not have access include but are not limited to:

1. Personnel records, medical records, student records, personal correspondence, or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code 6254)

The home addresses and home telephone numbers of employees may be disclosed only as follows:

- a. To an agent or a family member of the individual to whom the information pertains.
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of its official duties.
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed. (Government Code 6254.3)
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents. (Government Code 6254.3)
2. Test questions, scoring keys and other examination data except as provided by law. (Government Code 6254)
 3. Records specifically prepared for litigation to which the district is a party, or records otherwise protected by the attorney/client privilege. (Government Code 6254, 6254.25; 71 Ops. Cal. Atty. Gen. 235, 1988)

4. Recall petitions or petitions for the reorganization of school districts. (Government Code 6253.5)
5. Preliminary drafts, notes or inter district memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure. (Government Code 6254)
6. Computer software developed by the district (Government Code 6254.9)
7. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes.

C. Request for Copy of Public Records

Persons requesting copies of identifiable public records shall clearly identify the public record for which they request a copy. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

1. The following charges shall be made for copies of public records:
 - (a) a charge of 25 cents per page;
 - (b) all fees must be paid in advance before the copy of the records will be produced.
2. Within ten calendar days of receiving any request for a copy of an identifiable public record, the custodian of the record shall determine whether the request can be complied with, 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 will not be reproduced. The Assistant Superintendent Business Services or his designee shall notify in writing any person requesting access or copies of District records the reasons for denial of the request and shall set forth the names and titles or positions of each person responsible for the denial.
3. In unusual circumstances as specified in this section, the 10-day time limit may be extended not more than 10 working days. The extension of time shall be by the Assistant Superintendent Business Services 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. The following circumstances warrant an extension:

- (a) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
 - (b) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
 - (c) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein. (Government Code 6256,1)
4. Requests from a parent/guardian to inspect or receive copies of his or her child's pupil records are governed by Policy No. 5126.

Adopted: 5/21/90
Revised:



C U R R E N T

Business and Non-
Instructional Operations
Policy 3116

DISTRICT

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 5/21/90

DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS

The Board of Education recognizes the need to maintain up-to-date and suitable materials to support the educational process for students in the District. To insure the students' instructional needs are met with appropriate materials, administration shall arrange the disposal of obsolete instructional materials. Sensitivity of staff and community members over the disposal of books and other educational materials requires careful adherence to established procedures.

Definition

Instructional materials shall be classified obsolete when one or more of the following conditions exist:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Assistant Superintendent Education Services, his/her designee and each principal or assistant principal are authorized to determine if any instructional material is obsolete.

Discard of Obsolete Instructional Materials

The administration shall prepare a resolution for the Board of Education to adopt relative to the discard of obsolete instructional materials. Following the Board resolution, a notice of intent to dispose of obsolete instructional materials shall be published in a newspaper of general circulation and such notice sent to all persons who have filed a request for a notice.

Obsolete instructional materials shall be disposed of in the following sequence:

1. By sale to any organization that agrees to use the materials solely for educational purposes.

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2. Unsold materials shall be made available at the school site for donation to pupils and adults for at least five (5) school days. Principals shall notify pupils and adults that discarded obsolete instructional materials will be available at the school site and the date of availability.

3. Undistributed obsolete instructional materials shall then be made available at the school site for donation to any public agency or nonprofit charitable organization.

4. In the event that obsolete instructional materials cannot be distributed according to the above methods, the Assistant Superintendent Business Services or his/her designee may dispose of such materials in the following manner:

a. Mutilation so as to render them unusable as instructional materials and selling for scrap or for use in the manufacture of paper pulp or other substances at the highest net economic return to the District that can be attained.

b. Destruction by any economical means, provided that no instructional materials shall be destroyed until thirty (30) days after the governing board has given notice of intent to discard obsolete instructional materials.

Legal Reference:

EDUCATION CODE

60500

60510-60511

60520-60521

60530

Adopted 6/18/79
Readopted 6/21/82
Revised/Readopted



DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS

The Board of Education recognizes the need to maintain up-to-date and suitable materials to support the educational process for students in the District. To insure the students' instructional needs are met with appropriate materials, administration shall arrange the disposal of obsolete instructional materials. Sensitivity of staff and community members over the disposal of books and other educational materials requires careful adherence to established procedures.

Definition

Instructional materials shall be classified obsolete when one or more of the following conditions exist:

- The material is no longer on the K-8 state adopted list and a waiver for continued use is not on file.
- For high school, the terminal date of Board approval as a textbook has expired.
- The material is inaccurate, inconsistent or out-of-date.
- The material is no longer suitable for student use because of deterioration such as missing, torn or dirty pages.

The Assistant Superintendent Curriculum, Instruction and Assessment, his/her designee and each principal or assistant principal are authorized to determine if any instructional material is obsolete.

Discard of Obsolete Instructional Materials

At a suitable time each spring, the administration shall prepare a resolution for the Board of Education to adopt relative to the discard of surplus obsolete instructional materials. Following the Board resolution, a notice of intent to dispose of surplus obsolete instructional materials shall be published in a newspaper of general circulation and such notice sent to all persons who have filed a request for a notice.

Surplus obsolete instructional materials shall be disposed of in the following sequence:

1. Materials shall be available for donation within seven (7) days following the Board of Education's resolution. Principals shall notify pupils and adults that discarded surplus instructional materials will be available at the school site and the date of availability. These materials shall be available for donation to pupils and adults for at least five (5) school days.

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DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS

2. Undistributed surplus obsolete instructional materials shall then be made available at the school site for donation to any nonprofit charitable organization for three (3) school days following the above distribution.

In the event that surplus obsolete instructional materials cannot be distributed according to the above methods, the Assistant Superintendent Business Services or his/her designee may dispose of such materials in the following manner:

3. Mutilated so as not to be usable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest net economic return to the District that can be attained.
4. Destroyed by any economical means, provided that no instructional materials shall be destroyed until thirty (30) days after the governing board has given notice of intent to discard surplus obsolete instructional materials.

RECOMMENDATION FOR TEXTBOOK ADOPTION

TITLE: Communication Technology Today and Tommorrow

AUTHOR: Mark Sanders

PUBLISHER: Glencoe/Macmillan/McGraw Hill

COPYRIGHT: 1997

SUBJECT: Multimedia

COST:

Student Text	\$ 35.99
Student Workbook	7.99
Teachers Resource Binder	101.63

OTHER BOOKS CONSIDERED:

1. Title: Communications Systems
Publisher: Goodheart/Wilcox
2. Title: The Technology of Communications
Publisher: Thomson Learning Tools

REASONS FOR SELECTING THIS BOOK:

The text meets industrial and technology education standards for exploration, content items 6-12, California Model Curriculum Standards. Assignment of activities and projects involves cross-curricular research and material use with math, science, history, English, fine arts, career pathways and multiple areas of industrial technology education.

RECOMMENDING COMMITTEE:

DATE: November 25, 1996

Ernest Wright, Rubidoux High School
Viola De Pass, Rubidoux High School
Daniel Wobser, Rubidoux High School

LEGAL COMPLIANCE REQUIREMENTS MET BY:

- ____ Recommended book is listed in List of Authorized Textbooks, Los Angeles Unified School District.
- X Completed "Instructional Materials Legal Compliance Evaluation Form" (attached).

Publisher	McMillan-McGraw-Hill	Adoption Code No.
Title	Communication Technology	
Reviewed by	EMD No. 7	Date 9/26

Circle Criterion Cited	A. MALE AND FEMALE ROLES (give page & paragraph or special nonprint references and comments)	Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1 -- Adverse reflection		
2 -- Equal portrayal		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3a -- Occupations 3b -- Achievements 3c -- Mental and physical activities 3d -- Traditional and nontraditional activities 3e -- Emotions 3f -- Sexually neutral language		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Circle Criterion Cited	B. ETHNIC AND CULTURAL GROUPS (give page & paragraph or special nonprint references and comments)	Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1 -- Adverse reflection		
2 -- Proportion of portrayals		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3 -- Customs and life-styles		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4a -- Occupations 4b -- Socioeconomic settings 4c -- Achievements 4d -- Mental and physical activities 4e -- Traditional and nontraditional activities 4f -- Root culture		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Circle Criterion Cited	C. OLDER PERSONS AND THE AGING PROCESS (give page & paragraph or special nonprint references and comments)	Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1 -- Adverse reflection		
2 -- Proportion of portrayals		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3 -- Roles		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4 -- Aging process		Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Circle
Criterion
Cited

D. DISABLED PERSONS (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Proportion of portrayals

Compliance?

Yes ☒

No ☐

3 -- Roles

Compliance?

Yes ☒

No ☐

4 -- Emotions

Compliance?

Yes ☒

No ☐

5 -- Achievements

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

E. ENTREPRENEUR AND LABOR (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Roles

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

F. RELIGION (give page & paragraph or special nonprint references
and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Indoctrination

Compliance?

Yes ☒

No ☐

3 -- Diversity

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

G. ECOLOGY AND ENVIRONMENT (give page & paragraph or special nonprint
references and comments)

1 -- Ecology

Compliance?

Yes ☒

No ☐

2 -- Environmental protection

Compliance?

Yes ☒

No ☐

3 -- Resource use

Compliance?

Yes ☒

No ☐

K
193

Circle
Criterion
Cited

H. DANGEROUS SUBSTANCES (give page & paragraph or special nonprint references and comments)

Compliance?

Yes ☒

No ☐

1 -- Discouragement of use

Compliance?

Yes ☒

No ☐

2 -- Hazards of use

Circle
Criterion
Cited

I. THRIFT, FIRE PREVENTION, AND HUMANE TREATMENT OF ANIMALS AND PEOPLE (give page & paragraph or special nonprint references and comments)

Compliance?

Yes ☒

No ☐

1 -- Waste

Compliance?

Yes ☒

No ☐

2 -- Fire hazards

Compliance?

Yes ☒

No ☐

3 -- Inhumane treatment

Compliance?

Yes ☒

No ☐

4 -- Thrift

Compliance?

Yes ☒

No ☐

5 -- Fire prevention

Compliance?

Yes ☒

No ☐

6 -- Humane treatment

J. DECLARATION OF INDEPENDENCE AND CONSTITUTION OF THE UNITED STATES (give page & paragraph or special nonprint references and comments)

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

K. BRAND NAMES AND CORPORATE LOGOS (give page & paragraph or special nonprint references and comments)

Compliance?

Yes ☒

No ☐

1 -- Use of any such depictions

Compliance?

Yes ☒

No ☐

2 -- Prominent use of any one depiction

Compliance?

Yes ☒

No ☐

3 -- Illustrative standards applicable when determined necessary for educational purpose

Circle Criterion Cited	L. FOODS (give page & paragraph or special nonprint references and comments)	Compliance?
	1 -- High nutritive value	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	2 -- Low nutritive value	Compliance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SPECIAL INSTRUCTIONS FOR NONPRINT MATERIALS

Citations of noncompliance for nonprint materials must include specific references and comments.
The references should be detailed as follows:

number of minutes (running time) from title: 16mm films; 8mm filmloops; videotapes; videocassettes

number of minutes (running time) from start and side number: audiotapes; audiocassettes; disc recordings

frame number: filmstrips; microforms

slide number: slides

quadrant location, plus overlay if necessary: (upper left, upper right, lower left, lower right); overhead transparencies; study prints; maps

Publisher

McMillan - MacGraw-Hill

Title

Communication Technology

Reviewed by

Viola DePass

IMDC No.

Date

9-28-96

Circle
Criterion
CitedA. MALE AND FEMALE ROLES (give page & paragraph or special
nonprint references and comments)

Compliance?

Yes ☒

No

1 -- Adverse reflection

Compliance?

Yes ☒

No

2 -- Equal portrayal

Compliance?

Yes ☒

No

- 3a -- Occupations
- 3b -- Achievements
- 3c -- Mental and physical activities
- 3d -- Traditional and nontraditional activities
- 3e -- Emotions
- 3f -- Sexually neutral language

Circle
Criterion
CitedB. ETHNIC AND CULTURAL GROUPS (give page & paragraph or special
nonprint references and comments)

Compliance?

Yes ☒

No

1 -- Adverse reflection

Compliance?

Yes ☒

No

2 -- Proportion of portrayals

Compliance?

Yes ☒

No

3 -- Customs and life-styles

Compliance?

Yes ☒

No

- 4a -- Occupations
- 4b -- Socioeconomic settings
- 4c -- Achievements
- 4d -- Mental and physical activities
- 4e -- Traditional and nontraditional activities
- 4f -- Root culture

Circle
Criterion
CitedC. OLDER PERSONS AND THE AGING PROCESS (give page & paragraph or special
nonprint references and comments)

Compliance?

Yes ☒

No

1 -- Adverse reflection

Compliance?

Yes ☒

No

2 -- Proportion of portrayals

Compliance?

Yes ☒

No

3 -- Roles

Compliance?

Yes ☒

No

4 -- Aging process

K
996

Circle
Criterion
Cited

D. DISABLED PERSONS (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒
No ☐

2 -- Proportion of portrayals

Compliance?

Yes ☒
No ☐

3 -- Roles

Compliance?

Yes ☒
No ☐

4 -- Emotions

Compliance?

Yes ☒
No ☐

5 -- Achievements

Compliance?

Yes ☒
No ☐

Circle
Criterion
Cited

E. ENTREPRENEUR AND LABOR (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒
No ☐

2 -- Roles

Compliance?

Yes ☒
No ☐

Circle
Criterion
Cited

F. RELIGION (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒
No ☐

2 -- Indoctrination

Compliance?

Yes ☒
No ☐

3 -- Diversity

Compliance?

Yes ☐
No ☐

Circle
Criterion
Cited

G. ECOLOGY AND ENVIRONMENT (give page & paragraph or special nonprint
references and comments)

1 -- Ecology

Compliance?

Yes ☒
No ☐

2 -- Environmental protection

Compliance?

Yes ☒
No ☐

3 -- Resource use

Compliance?

Yes ☒
No ☐

K
897

Circle
Criterion
Cited

H. DANGEROUS SUBSTANCES (give page & paragraph or special nonprint references and comments)

1 -- Discouragement of use

Compliance?

Yes

No

2 -- Hazards of use

Compliance?

Yes

No

Circle
Criterion
Cited

I. THRIFT, FIRE PREVENTION, AND HUMANE TREATMENT OF ANIMALS AND PEOPLE
(give page & paragraph or special nonprint references and comments)

1 -- Waste

Compliance?

Yes

No

2 -- Fire hazards

Compliance?

Yes

No

3 -- Inhumane treatment

Compliance?

Yes

No

4 -- Thrift

Compliance?

Yes

No

5 -- Fire prevention

Compliance?

Yes

No

6 -- Humane treatment

Compliance?

Yes

No

J. DECLARATION OF INDEPENDENCE AND CONSTITUTION OF THE UNITED STATES
(give page & paragraph or special nonprint references and comments)

Compliance?

Yes

No

Circle
Criterion
Cited

K. BRAND NAMES AND CORPORATE LOGOS (give page & paragraph or special nonprint references and comments)

1 -- Use of any such depictions

Compliance?

Yes

No

2 -- Prominent use of any one depiction

Compliance?

Yes

No

3 -- Illustrative standards applicable when determined necessary for educational purpose

Compliance?

Yes

No

Circle
Criterion
Cited

L. FOODS (give page & paragraph or special nonprint references
and comments)

1 -- High nutritive value

Compliance?

Yes

No

2 -- Low nutritive value

Compliance?

Yes

No

SPECIAL INSTRUCTIONS FOR NONPRINT MATERIALS

Citations of noncompliance for nonprint materials must include specific references and comments.
The references should be detailed as follows:

number of minutes (running time) from title: 16mm films; 8mm filmloops; videotapes; videocassettes

number of minutes (running time) from start and side number: audiotapes; audiocassettes; disc recordings

frame number: filmstrips; microforms

slide number: slides

quadrant location, plus overlay if necessary: (upper left, upper right, lower left, lower right); overhead
transparencies; study prints; maps

Publisher <u>Mc Millan McGraw Hill</u>		Adoption Code No.
Title <u>Communication Technology</u>		
Reviewed by <u>Dan Lobner</u>	IMDC No.	Date <u>9/20/96</u>

Circle Criterion Cited	<p>A. MALE AND FEMALE ROLES (give page & paragraph or special nonprint references and comments)</p>	<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1 -- Adverse reflection		
2 -- Equal portrayal		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
3a -- Occupations 3b -- Achievements 3c -- Mental and physical activities 3d -- Traditional and nontraditional activities 3e -- Emotions 3f -- Sexually neutral language		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Circle Criterion Cited	<p>B. ETHNIC AND CULTURAL GROUPS (give page & paragraph or special nonprint references and comments)</p>	<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1 -- Adverse reflection		
2 -- Proportion of portrayals		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
3 -- Customs and life-styles		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4a -- Occupations 4b -- Socioeconomic settings 4c -- Achievements 4d -- Mental and physical activities 4e -- Traditional and nontraditional activities 4f -- Root culture		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Circle Criterion Cited	<p>C. OLDER PERSONS AND THE AGING PROCESS (give page & paragraph or special nonprint references and comments)</p>	<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1 -- Adverse reflection		
2 -- Proportion of portrayals		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
3 -- Roles		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4 -- Aging process		<p>Compliance?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Circle
Criterion
Cited

D. DISABLED PERSONS (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Proportion of portrayals

Compliance?

Yes ☒

No ☐

3 -- Roles

Compliance?

Yes ☒

No ☐

4 -- Emotions

Compliance?

Yes ☒

No ☐

5 -- Achievements

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

E. ENTREPRENEUR AND LABOR (give page & paragraph or special nonprint
references and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Roles

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

F. RELIGION (give page & paragraph or special nonprint references
and comments)

1 -- Adverse reflection

Compliance?

Yes ☒

No ☐

2 -- Indoctrination

Compliance?

Yes ☒

No ☐

3 -- Diversity

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

G. ECOLOGY AND ENVIRONMENT (give page & paragraph or special nonprint
references and comments)

1 -- Ecology

Compliance?

Yes ☒

No ☐

2 -- Environmental protection

Compliance?

Yes ☒

No ☐

3 -- Resource use

Compliance?

Yes ☒

No ☐

K
Pg 11

Circle
Criterion
Cited

H. DANGEROUS SUBSTANCES (give page & paragraph or special nonprint references and comments)

1 -- Discouragement of use

Compliance?

Yes ☒

No ☐

2 -- Hazards of use

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

I. THRIFT, FIRE PREVENTION, AND HUMANE TREATMENT OF ANIMALS AND PEOPLE (give page & paragraph or special nonprint references and comments)

1 -- Waste

Compliance?

Yes ☒

No ☐

2 -- Fire hazards

Compliance?

Yes ☒

No ☐

3 -- Inhumane treatment

Compliance?

Yes ☒

No ☐

4 -- Thrift

Compliance?

Yes ☒

No ☐

5 -- Fire prevention

Compliance?

Yes ☒

No ☐

6 -- Humane treatment

Compliance?

Yes ☒

No ☐

J. DECLARATION OF INDEPENDENCE AND CONSTITUTION OF THE UNITED STATES (give page & paragraph or special nonprint references and comments)

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

K. BRAND NAMES AND CORPORATE LOGOS (give page & paragraph or special nonprint references and comments)

1 -- Use of any such depictions

Compliance?

Yes ☒

No ☐

2 -- Prominent use of any one depiction

Compliance?

Yes ☒

No ☐

3 -- Illustrative standards applicable when determined necessary for educational purpose

Compliance?

Yes ☒

No ☐

Circle
Criterion
Cited

L. FOODS (give page & paragraph or special nonprint references
and comments)

1 -- High nutritive value

Compliance?

Yes ☒

No ☐

2 -- Low nutritive value

Compliance?

Yes ☒

No ☐

SPECIAL INSTRUCTIONS FOR NONPRINT MATERIALS

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slide number: slides

quadrant location, plus overlay if necessary: (upper left, upper right, lower left, lower right); overhead transparencies; study prints; maps

Jurupa Unified School District

Personnel Report #12

January 21, 1997

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Adult/Alternative Education: to serve as an instructor for the JTPA program; January 6, 1997 through June 30, 1997; not to exceed 70 hours each; appropriate hourly rate of pay.

Ms. Charlotte Kennedy Ms. Julie Hines

Ms. Marianne Vetrhus

West Riverside Elementary: to assist at-risk students; December 19, 1996; not to exceed 15 hours total; appropriate hourly rate of pay.

Ms. Liz Miller
Ms. Bertha Lopez
Ms. Sophia Gray

Mr. Hector Sanchez
Ms. Mary Golden
Ms. Gladys Schrom

Ms. Kathy Hanson
Ms. Teresa Cullen

Mira Loma Middle School: after school assistance for students of impacted families (Homeless Education); September 1, 1996 through June 30, 1997; not to exceed 20 hours each; appropriate hourly rate of pay.

Ms. Terese Pisarik
Ms. Wendy Ramirez

Ms. Tina Mihin
Ms. Lynn Schlax

Ms. Nancy Lott

Mira Loma Middle School: school-based coordinated plan; October 24, 1996; not to exceed three (3) hours each; appropriate hourly rate of pay.

Ms. Anne Cox
Mr. Jim Moore
Ms. Linda Sanchez

Ms. Tina Mihin
Ms. Victoria Martinez

Ms. Jenny Griffin
Ms. Carol Smith

Jurupa Valley High School: to perform duties for the California Partnership Academy Grant Application; November 7, 1996 through November 20, 1996; not to exceed 21 hours total; appropriate hourly rate of pay.

Ms. Marie Mains

Rubidoux High School: at-risk student screening; August 26-28, 1996; not to exceed 15 hours total; appropriate hourly rate of pay.

Ms. Annmarie Weaver

Substitute Assignment

Teacher

Mr. David Clarke
20660 Bell Street
Nuevo, CA 92567

As needed
30-Day Emergency Permit



Personnel Report #12

CERTIFICATED PERSONNEL

Substitute Assignment

Teacher	Mr. Carlos Drumond 11514 Rancherias Drive Fontana, CA 92337	As needed 30-Day Emergency Permit
Teacher	Ms. Claire McGuire 167 Nisbet Way Riverside, CA 92507	As needed 30-Day Emergency Permit
Teacher	Ms. Karen Staich 4658 California Avenue Norco, CA 91760	As needed 30-Day Emergency Permit
Teacher	Ms. Mana Uchino 5200 Chicago Avenue Riverside, CA 92506	As needed 30-Day Emergency Permit

Leave of Absence

Teacher	Mr. Keith Rohr 4143 Rosewood Riverside, CA 92506	Unpaid Special Leave effective January 16, 1997 through June 14, 1997 without compensation, health and welfare benefits or increment advancement.
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Resignation

Teacher	Mr. Michael Kane 10300 Arrow Route #309 Rancho Cucamonga, CA 91730	Effective June 12, 1997
Teacher	Mr. Brian Thurman 13133 Le Parc Blvd. #708 Chino Hills, CA 91709	Effective January 24, 1997

CLASSIFIED PERSONNEL

Short-Term/Extra Work

Sunnyslope Elementary: to assist with facilitating student use of computer lab; January 13, 1997 through June 12, 1997; not to exceed 12 hours per week each; appropriate hourly rate of pay.

Instructional Aide	Ms. Elizabeth Lopez
Instructional Aide	Mr. Lyle McCollum


Personnel Report #12

CLASSIFIED PERSONNEL

Substitute Assignment

Activity Supervisor	Ms. June Gomez 11175 Jurupa Road Mira Loma, CA 91752	As needed
Activity Supervisor	Mr. Marion Perez 3630 Jennie Street Riverside, CA 92509	As needed

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



Jurupa Unified School District

Personnel Report #12

January 21, 1997

CERTIFICATED PERSONNEL

Temporary Assignment

Teacher (40%)

Ms. Jacqueline Eyler
10930 Terra Vista Pkwy. #87
Rancho Cucamonga, CA 91730

Effective January 29, 1997
through June 12, 1997
Single Subject-Foreign Language
(Spanish) Emergency Credential

Teacher

Ms. Bertha Fletes
1251 Massachusetts Ave. #38
Riverside, CA 92507

Effective February 3, 1997
through June 12, 1997
Multiple Subject Emergency
Credential

Extra Compensation Assignment

Adult Education: to serve as a substitute instructor; January 6, 1997 through June 12, 1997; not to exceed five (5) hours per week; appropriate hourly rate of pay.

Ms. Judy Smith

Bilingual Education: to assist teachers in obtaining CLAD/BCLAD permits; February 3, 1997 through March 31, 1997; not to exceed 30 hours total; appropriate hourly rate of pay.

Ms. Sheila Medina

Home Teaching 1996-97 school year; to serve as an instructor; appropriate hourly rate of pay.

Ms. Paula Goldberg
Ms. Judy Lynch
Ms. Vera Walker

Ms. Dee Holman
Mr. John Radovich

Ms. Karen Laskey
Ms. Mary Schaver

Rustic Lane Elementary; to serve as a bilingual translator; January 23, 1997 through June 12, 1997; not to exceed 20 hours total; appropriate hourly rate of pay.

Ms. Carol Camacho

Troth Street Elementary; to translate materials to English; October 1, 1996 through December 31, 1996; not to exceed six (6) hours total; appropriate hourly rate of pay.

Ms. Esther Ruvalcaba

Personnel Report #12

CERTIFICATED PERSONNEL

Extra Compensation Assignment

West Riverside Elementary; to serve as an additional resource to West Riverside staff; January 8, 1997; not to exceed six (6) hours total; appropriate hourly rate of pay.

Ms. Terri Stevens

West Riverside Elementary; to assist at-risk students; December 2, 1996 through March 5, 1997; not to exceed 30 hours total; appropriate hourly rate of pay.

Mr. Maurice Castro
Ms. Kathy Hanson

Ms. Marilyn Martinez

Ms. Mayra McClain

West Riverside Elementary; to reinforce mathematic concepts training program; January 13, 1997; not to exceed five (5) hours total; appropriate hourly rate of pay.

Mr. Chet Edmunds
Mr. Mark Gonzales

Ms. Emma Garza

Ms. Mayra McClain

Change of Status

Language, Speech &
Hearing Specialist

Ms. Brooke Martinez

Effective December 2, 1996
From 60% to 80% status

Language, Speech &
Hearing Specialist

Ms. Lynnee Tieri

Effective December 2, 1996
From 60% to 80% status

Substitute Assignment

Teacher

Ms. Michelle Powell
6130 Camino Real #52
Riverside, CA 92509

As needed
30-Day Emergency Permit

Teacher

Ms. Lisa Pratt
9409 Delfern Lane
Riverside, CA 92509

As needed
Multiple Subject Credential

Teacher

Ms. Jennifer Walker
4064 Royalty Road
Riverside, CA 92509

As needed
30-Day Emergency Permit

Leave of Absence

Teacher

Ms. Maria Preciado
11976 Redwood Drive
Fontana, CA 92335

Maternity Leave effective
January 22, 1997 through
March 5, 1997 with use of
sick leave.

CLASSIFIED PERSONNEL

Regular Assignment

Activity Supervisor	Ms. Laura Morales 7977 Standish Avenue Riverside, CA 92509	Effective January 16, 1997 Work Year F1 Part-time
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Short-Term/Extra Work

Peralt Elementary: to perform duties in lieu of a substitute; December 10, 1996; not to exceed 2.5 hours total; appropriate hourly rate of pay.

Instructional Aide	Ms. Bertha Gonzalez
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Troth Street Elementary: to serve as a babysitter; December 17, 1996; not to exceed one (1) hour total; appropriate hourly rate of pay.

Instructional Aide	Ms. Cindy Rodriguez
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Van Buren Elementary: clerical duties relating to restructuring; December 1, 1996 through June 30, 1997; not to exceed 16 hours total; appropriate hourly rate of pay.

Secretary-Elem. Prin.	Ms. Stella Espinoza
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Substitute Assignment

Activity Supervisor	Ms. Connie Aguirre 6250 Thunderbay Riverside, CA 92509	As needed
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Cafeteria Assistant I	Ms. Linda Dean 5295 Rigel Way Mira Loma, CA 91752	As needed
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Custodian	Mr. Anthony Douglas 3332 Pontiac Avenue Riverside, CA 92509	As needed
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Activity Supervisor	Ms. Jodi Kibler 4085 Kenneth Riverside, CA 92509	As needed
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Bus Driver	Ms. Deborah Logue 17177 Cholla Avenue Hesperia, CA 92345	As needed
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Stock Clerk/Delivery Driver	Mr. Jon Miller 7821 Longs Peak Drive Riverside, CA 92509	As needed
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Personnel Report #12

CLASSIFIED PERSONNEL

Substitute Assignment

Cafeteria Assistant I	Mr. Lee Nicholson 3266 Ruth Ann Riverside, CA 92509	As needed
Custodian	Mr. Shannon Patton 4991 Stone Avenue Riverside, CA 92509	As needed
Activity Supervisor	Ms. Temprest Velehradsky 8925 Mission Blvd. Riverside, CA 92509	As needed

Resignation

Activity Supervisor	Ms. Anne Butler 8585 Brookfield Drive Riverside, CA 92509	Effective January 5, 1997
Instructional Aide	Ms. Martha Martinez 3127 Chablis Avenue Riverside, CA 92509	Effective January 17, 1997

OTHER PERSONNEL

Short-Term Assignment

Education Support Services; to serve as a Peak Load Assistant; January 14, 1997 through February 17, 1997; not to exceed six (6) hours per day; \$8.23 per hour.

Peak Load Assistant	Ms. Sylvia McCook
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The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services

Also:

Policy 4211... Classified
Policy 4311... Confidential
Policy 4711... Other Employees

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 and timely 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.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

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. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereafter 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 should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) 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.
5. The administrator receiving a complaint may confer with the complainant and/or any other involved party prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ten (10) days to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ten (10) days. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. 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 final and end the appeal process.

Guidelines Applicable to all Complaints

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party 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 1/2/90

Technical Change 10/28/91

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 and timely 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.
3. *This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.*

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. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, ~~hereinafter~~ hereafter 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~~ *should* attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

complainant may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint ~~is initiated by the presentation of an allegation~~ should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ~~six~~ ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written ~~statement~~ complaint shall include the following: ~~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~~ A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ~~six (6)~~ ten (10) 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.
5. The administrator receiving a complaint ~~has the option of~~ may ~~conferring~~ confer with the complainant ~~and/or any other involved party~~ prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ~~six (6)~~ ten (10) days ~~on the District form, the decision made at Level I to the appropriate Assistant Superintendent who will communicate a decision in writing to the complainant and Level I and Level III administrator or supervisor within six (6) days of receiving the appeal. A copy of the appeal and the reply shall be sent to the Director of Personnel on the day the reply is made to the complainant. to the appropriate Assistant Superintendent.~~ The appeal shall be submitted in writing on the District Level II form.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level II

2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ~~six~~ (6) ten (10) 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 appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.~~
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. 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~~ final and end the appeal process.

Guidelines Applicable to all Complaints

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

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. *If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.*
8. *If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.*
9. No complainant or other involved party 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 1/2/90

Technical Change 10/28/91

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. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereinafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

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

Level I.

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

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

Level II

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

Level III

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

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

Guidelines Applicable to all Complaints

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

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

Adopted 11/1/76
Revised 9/19/77
Revised/Readopted 1/2/90
Technical Change 10/28/91

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise, 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. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereinafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

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

Level I

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

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

Level II

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

Level III

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

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

Guidelines Applicable to all Complaints

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

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

Adopted 11/1/76
Revised 9/19/77
Revised/Readopted 1/2/90
Technical Change 10/28/91

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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.
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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 5/7/90

RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/07/96 - 12/31/96
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P26197	100	178 00	DISTRICT ADMINISTRATION	AMERICAN UNITED LIFE INS CO	96/97 INSURANCE PREMIUMS		28,242.00
P92782	100	178 00	GENERAL SUPPORT OPERATIONS SE PROTECTION SERVICES, INC.	MAINT-SECURITY WORK			615.51
P93058	100	178 00	GENERAL SUPPORT OPERATIONS CU PIONEER CHEMICAL COMPANY	MAINT-VB-AUTO SCRUBBER			2,532.13
P93387	100	178 00	GENERAL SUPPORT GROUNDS	AA EQUIPMENT	MAINT-GORUNDS SUPPLIES		209.10
P93476	100	178 00	DISTRICT WAREHOUSE	NEWPORT PRINTING	WHSE-STOCK		16,744.35
P93478	100	178 00	GEN SUPPORT DISTR ADMIN FACIL CO MATRIX		EC-TELEPHONE REPAIRS		316.73
P93486	100	180 99	GENERAL SUPPORT OPERATIONS UT WITTEL		EC-1A-NORSTAR TELEPHONE SYSTEM		2,134.53
P93511	100	199 00	CONTINUATION EDUCATION	VALENZUELA, JOHN	RV-INSTRUCTIONAL MATERIALS		420.00
P93512	100	178 00	DISTRICT WAREHOUSE	GENERAL BINDING SALES CORP	WHSE-STOCK		2,866.04
P93529	100	622 00	INSTRUCTION GENERAL EDUCATION GRANT ENTERPRISES		RHS-OFFICE FURNITURE		493.18
P93530	100	622 00	INSTRUCTION GENERAL EDUCATION VIRCO MANUFACTURING COMPANY		RHS-TEACHERS DESK & CHAIR		209.94
P93534	100	178 00	INSTRUCTION SUPPORT	COMPUTER SERVICE & SALES	WHSE-EQUIPMENT REPAIRS		209.30
P93535	100	178 00	GEN SUPP DIST ADMIN FISCAL SE SCHOOL SERVICES OF CALIF. I		EC-SABRE SALARY REPORTS		600.00
P93555	100	622 00	GENERAL SUPPORT, MAINTENANCE, J & J MAILBOX		EC-MAILBOXES (DISTRICTWIDE)		11,637.20
P93556	100	197 00	FINE ARTS - DRAMA	DRAMATISTS PLAY SERVICE, IN	JVHS-INSTRUCTIONAL MATERIALS		240.00
P93560	100	197 00	PUPIL SERVICES - DISTRICT TES SCHOOL CO., THE		JVHS-OFFICE SUPPLIES		244.27
P93564	100	197 00	FINE ARTS - ART	REDLANDS CAMERA	JVHS-OPEN PO-INSTRUCTIONAL MATERIALS		399.98
P93570	100	622 00	GEN SUPPORT DISTRICT ADMIN IN OAK TREE PRODUCTS (808 FARE		EC-WORK CENTER		1,912.56
P93587	100	000 00	SELF-CONTAINED CLASSROOM	RAYMOND GEDDES & CO., INC.	MB-INSTRUCTIONAL MATERIALS		265.60
P93588	100	197 00	ENGLISH	RIVERSIDE BOOK CENTER	JVHS-INSTRUCTIONAL MATERIALS		366.35
P93590	100	191 00	INDUSTRIAL ARTS	REEL LUMBER SERVICE	MMS-OPEN PO-INSTRUCTIONAL MATERIALS		300.00
P93594	100	185 00	SCHOOL ADMINISTRATION	OFFICEMAX	TS-OFFICE SUPPLIES		404.42
P93615	100	178 00	GENERAL SUPPORT GROUNDS	OASIS IRRIGATION & LANDSCAP	MAINT-OPEN PO-GROUNDS SUPPLIES		2,000.00
P93625	100	178 00	GEN SUPPORT DIST ADMIN SAFETY LAB SAFETY SUPPLY, INC.		EC-OFFICE SUPPLIES		214.63

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/07/96 - 12/31/96
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93635	100	197	00	GENERAL EDUCATION - SECONDARY AVID CENTER	JVHS-INSTRUCTIONAL MATERIALS		2,517.92
P93647	100	197	00	GENERAL EDUCATION - SECONDARY TOMARK SPORTS INC	JVHS-INSTRUCTIONAL MATERIALS		833.71
P93650	100	178	00	GEN SUPPORT DIST ADMIN SAFETY PIONEER CHEMICAL COMPANY	MAINT-SUPPLIES		1,244.51
P93666	100	178	00	GENERAL SUPP DISTR ADMIN PERS MACWAREHOUSE	EC-OFFICE SUPPLIES		515.84
P93668	100	000	00	SELF-CONTAINED CLASSROOM CM SCHOOL SUPPLY CO.	GH-OPEN PO-INSTRUCTIONAL MATERIALS		500.00
P93679	100	178	00	GENERAL SUPPORT OPERATIONS SE PROTECTION SERVICES, INC.	MAINT-OPEN PO-SECURITY REPAIRS		3,000.00
P93700	100	196	00	STUDENT ACTIVITIES PORTER BOILER SERVICE	RHS-POOL REPAIRS		1,000.00
P93704	100	197	00	FINE ARTS - DRAMA J.W. PEPPER OF LOS ANGELES	JVHS-OPEN PO-INSTRUCTIONAL MATERIALS		1,000.00
P93718	100	178	00	GEN SUPPORT DIST ADMIN SAFETY AARDVARK CLAY	RHS-OFFICE SUPPLIES		660.51
P93724	100	178	00	GEN SUPP DIST ADMIN FISCAL SE APPLE COMPUTER-SUPPORT CENT	EC-OFFICE SUPPLIES		258.60
P93730	100	178	00	PUPIL SERVICES PSYCHOLOGISTS APPLE COMPUTER-SUPPORT CENT	PER-COMPUTER EQUIPMENT		1,615.17
P93738	100	178	00	GENERAL SUPPORT DISTRICT ADMIN DIANES CUSTOM TROPHIES & AW	EC-OPEN PO-OFFICE SUPPLIES		300.00
P93742	100	193	00	INDEPENDENT STUDY STECK-VAUGHN CO (800)531-50	IS-INSTRUCTIONAL MATERIALS		290.81
P93743	100	197	00	GENERAL EDUCATION - SECONDARY VIRCO MANUFACTURING COMPANY	JVHS-CLASSROOM FURNITURE		364.39
P93749	100	196	00	VOC ED-GAINFUL HOMEMAKING NASCO WEST INC	RHS-INSTRUCTIONAL MATERIALS		587.73
P93750	100	178	00	GEN SUPPORT DIST ADMIN SUPERI ALIN PAPER CO.	EC-OPEN PO-OFFICE SUPPLIES		250.00
P93752	100	178	00	INSTR STUDENT SUPP SERVICE AD HANDS	EC-CONSULTANT SERVICES		250.00
P93757	100	197	00	PHYSICAL EDUCATION MOYER'S SPORTS CORNER	JVHS-INSTRUCTIONAL MATERIALS		222.02
P93758	100	197	00	GENERAL EDUCATION - SECONDARY TLC SPORTWEAR	JVHS-INSTRUCTIONAL MATERIALS		535.30
P93776	100	178	00	GENERAL SUPPORT BOARD OF EDUC TOP HAT TRAVEL	CONF/K. CAMPBELL		330.82
P93777	100	000	00	SELF-CONTAINED CLASSROOM RADIO SHACK	SA-OFFICE SUPPLIES		350.04
P93778	100	178	00	INSTRUCTION GENERAL EDUCATION ANAHEIM BAND INSTRUMENTS IN	MLMS-MUSICAL INSTRUMENTS		1,053.90
P93783	100	196	00	COMPUTER LAB MACWAREHOUSE	RHS-INSTRUCTIONAL MATERIALS		1,347.46
P93785	100	178	00	INSTRUCTION GENERAL EDUCATION ZENITH COMMERCIAL PRODUCTS	MLMS/CR-MONITORS & VCR		691.76

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
 12/07/96 - 12/31/96
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93786	100	622	00	FACILITIES	CULVER-NEVLIN INC	EC-OFFICE EQUIPMENT	2,528.62
P93787	100	622	00	FACILITIES	OAK TREE PRODUCTS (BOB FARE	EC-OFFICE EQUIPMENT	215.50
P93790	100	178	00	INSTR STUDENT SUPP SERVICE AD	CORPORATE EXPRESS (HANSON O	EC-1A-OFFICE SUPPLIES	396.15
P93794	100	194	00	SCHOOL ADMINISTRATION	CORPORATE EXPRESS (HANSON O	AE/PA/SA/RHS-OFFICE SUPPLIES	217.94
P93796	100	197	00	FINE ARTS - ART	SPRINT SYSTEMS	JVHS-INSTRUCTIONAL MATERIALS	468.67
P93797	100	183	00	SCHOOL ADMINISTRATION	VIRCO MANUFACTURING COMPANY	PED-CHAIRS	610.99
P93799	100	178	00	GEN SUPPORT DIST ADMIN SAFETY	NEW PIG CORPORATION	MAINT-SUPPLIES	1,350.32
P93813	100	178	00	GENERAL SUPP DIST ADMIN PERS	LRP PUBLICATIONS	EC-SUBSCRIPTION	682.00
P93815	100	000	00	SELF-CONTAINED CLASSROOM	NYSTROM, DIVISION OF HERFF	SC-INSTRUCTIONAL MATERIALS	214.42
P93817	100	190	00	SELF-CONTAINED CLASSROOM	COMP USA	JMS/GA/WR-INSTRUCTIONAL MATERIALS	555.56
P93818	100	178	00	GEN SUPP DIST ADMIN FISCAL SE	POSTMASTER	EC-EQUIPMENT RENTAL	450.00
P93834	100	195	00	CONTINUATION EDUCATION	CHRONICLE GUIDANCE PUB. INC	NVHS-INSTRUCTIONAL MATERIALS	224.60
P93835	100	178	00	GENERAL SUPPORT GROUNDS	BAKER'S NURSERY	MAINT-OPEN PO-SUPPLIES	300.00
P93840	100	000	00	SELF-CONTAINED CLASSROOM	EVANS SPORTING GOODS	CR-OPEN PO-INSTRUCTIONAL MATERIALS	500.00
P93845	100	000	00	SELF-CONTAINED CLASSROOM	SCHOLASTIC BOOK CLUBS, INC.	IH-OPEN PO-RIF BOOKS	1,000.00
P93853	100	178	00	GEN SUPPORT DIST ADMIN SAFETY	CULVER-NEVLIN INC	EC-CHAIRS	604.15
FUND TOTAL							103,617.23
TOTAL NUMBER OF PURCHASE ORDERS							64
P93497	101	178	00	GENERAL SUPPORT GROUNDS	CORONA DEE GEE	MAINT-SUPPLIES	549.53
P93527	101	178	00	DRUG ABUSE EDUCATION & PREVEN	GLENCOE - MCGRAW HILL	NVHS-INSTRUCTIONAL MATERIALS	341.50
P93532	101	186	00	SB1274 RESTRUCTURING/PLANNING	DIANES CUSTOM TROPHIES & AW	VB-OPEN PO-OFFICE SUPPLIES	600.00
P93533	101	186	00	SB1274 RESTRUCTURING/PLANNING	STATER BROTHERS	VB-OPEN PO-OFFICE SUPPLIES	400.00
P93536	101	197	00	VOCATIONAL AGRICULTURE INCENT	CAL POLY STATE UNIVERSITY	JVHS-INSTRUCTIONAL MATERIALS	498.88

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COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93559	101	178 00	DRUG ABUSE EDUCATION & PREVEN INLAND AGENCY			SA-INSTRUCTIONAL MATERIALS	250.00
P93566	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR A.D.D. WAREHOUSE			IH-INSTRUCTIONAL MATERIALS	239.03
P93574	101	187 00	E.C.I.A. TITLE 1	CALLOWAY HOUSE INC		WR-OFFICE SUPPLIES	209.12
P93580	101	178 00	NON-AGENCY ACYF HEADSTART	PRICE-COSTCO #455		EC-OPEN PO-INSTRUCTIONAL MATERIALS	500.00
P93581	101	178 00	NON-AGENCY ACYF HEADSTART	PRICE-COSTCO #455		EC-OPEN PO-OFFICE SUPPLIES	500.00
P93582	101	178 00	NON-AGENCY ACYF HEADSTART	STATER BROTHERS		EC-OPEN PO-OFFICE SUPPLIES	500.00
P93589	101	191 00	DEMONSTRATION PROGRAMS IN REA THE DOUGLAS STEWART COMPANY			MMS-INSTRUCTIONAL MATERIALS	2,078.58
P93592	101	186 00	SB1274 RESTRUCTURING/PLANNING VALCOM COMPUTER CENTER			VB-INSTRUCTIONAL MATERIALS	421.95
P93593	101	178 00	EDUC TECHNOLOGY LOCAL ASSISTA PAR TECHNOLOGIES			EC-COMPUTER SUPPLIES	341.87
P93597	101	178 00	TOBACCO USE PREVENTION EDUCAT BURTRONICS (MARTIN BUS. MAC			MLMS-INSTRUCTIONAL MATERIALS	521.30
P93612	101	186 00	SB1274 RESTRUCTURING/PLANNING MACWAREHOUSE			VB-COMPUTER EQUIPMENT	4,117.13
P93630	101	196 00	VOCATIONAL AGRICULTURE INCENT BROOKHURST MILL			RHS-INSTRUCTIONAL MATERIALS	607.71
P93640	101	187 00	E.C.I.A. TITLE 1	GREAT SOURCE EDUCATION GROU		WR-INSTRUCTIONAL MATERIALS	637.19
P93642	101	180 00	E.C.I.A. TITLE 1	EDUCATIONAL RESOURCES - ORD		IA-INSTRUCTIONAL MATERIALS	323.20
P93643	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	CM SCHOOL SUPPLY CO.		IA-INSTRUCTIONAL MATERIALS	343.08
P93644	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	CURRICULUM ASSOCIATES, INC.		IA-INSTRUCTIONAL MATERIALS	677.86
P93653	101	178 00	NON-AGENCY ACYF HEADSTART	ROUND TABLE PIZZA		EC-OPEN PO-SUPPLIES	250.00
P93657	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR INSTITUTE FOR HUMAN RESOURC			PED-INSTRUCTIONAL MATERIALS	207.24
P93660	101	188 00	S.I.P. (SCHOOL IMPROVEMENT PR PERMA-BOUND			SC-LIBRARY BOOKS	360.35
P93674	101	178 00	TOBACCO USE PREVENTION EDUCAT NATIONAL SCHOOL PRODUCTS			MMS-INSTRUCTIONAL MATERIALS	441.72
P93675	101	178 00	TOBACCO USE PREVENTION EDUCAT NASCO FORT ATKINSON			MMS-INSTRUCTIONAL MATERIALS	1,604.18
P93676	101	178 00	TOBACCO USE PREVENTION EDUCAT SOCIETY FOR VISUAL EDUCATIO			MMS-INSTRUCTIONAL MATERIALS	355.68
P93678	101	178 00	TOBACCO USE PREVENTION EDUCAT SARGENT-WELCH SCIENTIFIC CO			MMS-INSTRUCTIONAL MATERIALS	281.18
P93680	101	182 00	E.C.I.A. TITLE 1	CASU		PA-COMPUTER EQUIPMENT LEASE AGREEMEN	3,318.74

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P93681	101	173 00	S.I.P. (SCHOOL IMPROVEMENT PR	CARSON BROTHERS PENCIL COMP	GH-INSTRUCTIONAL MATERIALS		264.92
P93685	101	182 00	E.C.I.A. TITLE 1	WRIGHT GROUP, THE	PA-INSTRUCTIONAL MATERIALS		1,392.18
P93690	101	187 00	E.C.I.A. TITLE 1	STATER BROTHERS	WR-OPEN PO-OFFICE SUPPLIES		300.00
P93692	101	188 00	GOALS 2000	PERMA-BOUND	SC-LIBRARY BOOKS		217.27
P93693	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR	SOFTWAREHOUSE	IH-INSTRUCTIONAL MATERIALS		280.96
P93721	101	197 00	VOCATIONAL EDUCATION ACT PL94	APPLE COMPUTER-SUPPORT CENT	JVHS-COMPUTER EQUIPMENT		4,845.52
P93726	101	187 00	E.C.I.A. TITLE 1	APPLE COMPUTER-SUPPORT CENT	WR-COMPUTER EQUIPMENT		11,306.21
P93727	101	178 00	EDUC TECHNOLOGY LOCAL ASSISTA	APPLE COMPUTER-SUPPORT CENT	EC-COMPUTER EQUIPMENT		2,815.51
P93732	101	184 00	E.C.I.A. TITLE 1	APPLE COMPUTER-SUPPORT CENT	RL-COMPTUER EQUIPMENT		8,446.53
P93736	101	191 00	DEMONSTRATION PROGRAMS IN REA	TOP HAT TRAVEL	CONF-MMS		232.00
P93756	101	186 00	S.I.P. (SCHOOL IMPROVEMENT PR	LIBROS PARA LATINOS	VB-INSTRUCTIONAL MATERIALS		276.90
P93759	101	178 00	NON-AGENCY ACYF HEADSTART	SCHOOL HEALTH SUPPLY CO	EC-INSTRUCTIONAL MATERIALS		845.35
P93760	101	178 00	E.C.I.A. TITLE 1	COMPUTER SERVICE & SALES	EC-COMPUTER REPAIRS		400.00
P93764	101	178 00	S.I.P. (SCHOOL IMPROVEMENT PR	EDUCATION FUNDING RESEARCH	EC-SUBSCRIPTION		279.00
P93768	101	178 00	E.I.A. (ECONOMIC IMPACT AID)	CAERE CORPORATION	EC-OFFICE SUPPLIES		224.37
P93770	101	184 00	E.C.I.A. TITLE 1	DELTA EDUCATION INC	RL-INSTRUCTIONAL MATERIALS		323.03
P93771	101	184 00	E.C.I.A. TITLE 1	KAPLAN SCHOOL SUPPLY CORP.	RL-INSTRUCTIONAL MATERIALS		408.97
P93772	101	184 00	E.C.I.A. TITLE 1	LAKESHORE LEARNING MATERIAL	RL-INSTRUCTIONAL MATERIALS		1,572.61
P93773	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	SAN BERNARDINO COUNTY MUSEU	WR-FIELD TRIP		321.00
P93774	101	186 00	S.I.P. (SCHOOL IMPROVEMENT PR	COMPUTER CITY	VB-INSTRUCTIONAL MATERIALS		500.00
P93779	101	187 00	E.C.I.A. TITLE 1	SEHI COMPUTER PRODUCTS	WR-PRINTER		3,387.66
P93780	101	187 00	E.C.I.A. TITLE 1	HOUGHTON MIFFLIN CO-ORDER D	WR-INSTRUCTIONAL MATERIALS		547.89
P93781	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR	AUDIO GRAPHIC SYSTEMS INC	JMS-CR-MONITORS & VCR		1,561.30
P93782	101	178 00	EDUC TECHNOLOGY LOCAL ASSISTA	COMPUTER PLUS	EC-PER-MMS-COMPUTER EQUIPMENT		514.45

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P93795	101	173	00	S.I.P. (SCHOOL IMPROVEMENT PR SOUTHWEST SCHOOL SUPPLY	GH-INSTRUCTIONAL MATERIALS	230.41	
P93800	101	180	00	E.I.A. (ECONOMIC IMPACT AID) COMPUTER COVERS UNLIMITED	IA-INSTRUCTIONAL MATERIALS	729.73	
P93807	101	180	00	E.C.I.A. TITLE 1 BOOKSOURCE, THE	IA-INSTRUCTIONAL MATERIALS	347.45	
P93814	101	197	00	VOCATIONAL AGRICULTURE INCENT DATA TRANSMISSION NETWORK	JVHS-OTHER SERVICES	448.00	
P93819	101	187	00	E.C.I.A. TITLE 1 HOUGHTON MIFFLIN CO-ORDER D	WR-INSTRUCTIONAL MATERIALS	258.79	
P93820	101	187	00	E.C.I.A. TITLE 1 PERMA-BOUND	WR-INSTRUCTIONAL MATERIALS	224.11	
P93828	101	173	00	ACADEMIC VOLUNTEER & MENTOR S TRI-BEST CHALKBOARD COMPANY	GH-INSTRUCTIONAL MATERIALS	265.07	
P93833	101	178	00	E.C.I.A. TITLE VI FOLLETT LIBRARY RESOURCES	IM-LIBRARY BOOKS	331.40	
P93836	101	178	00	NON-AGENCY ACYF HEADSTART COMMUNITY CARE LICENSING	EC-LICENSING FEE	500.00	
P93837	101	178	00	S.I.P. (SCHOOL IMPROVEMENT PR CALIF STATE DEPT OF EDUCATI	EC-REFERENCE BOOKS	522.76	
P93839	101	178	00	NON-AGENCY ACYF HEADSTART AMERICAN HEART ASSOCIATION	EC-INSTRUCTIONAL MATERIALS	1,664.25	
P93841	101	186	00	S.I.P. (SCHOOL IMPROVEMENT PR FOLLETT LIBRARY RESOURCES	VB-INSTRUCTIONAL MATERIALS	565.53	
P93844	101	178	00	E.C.I.A. TITLE 1 KAREN FAGAN ASSOCIATES	EC-OPEN PO-CONSULTANT SERVICES	12,500.00	
P93847	101	178	00	E.I.A. (ECONOMIC IMPACT AID) RIGBY	TS-TEST MATERIALS	2,241.20	
P93848	101	178	00	DRUG ABUSE EDUCATION & PREVEN MUSEUM OF TOLERANCE	NVHS-FIELD TRIP	232.00	
P93855	101	197	00	VOCATIONAL AGRICULTURE INCENT INSTRUCLONAL MATERIALS & EO	JVHS-TV WALL/PLATFORM	403.25	
P93863	101	185	00	S.I.P. (SCHOOL IMPROVEMENT PR COMPUTER SERVICE & SALES	WHSE-COMPUTER REPAIRS	404.77	
P93864	101	178	00	E.C.I.A. TITLE 1 SCHOOL RESEARCH & SERVICE C	EC-TESTING MATERIALS	215.50	

						FUND TOTAL	94,824.87
						TOTAL NUMBER OF PURCHASE ORDERS	71
P93469	103	178	00	GEN SUPPORT TRANS-HOME TO SCH LEAF SPRING SUPPLY	TRANS-REPAIRS ON BUS	666.15	
P93470	103	178	00	GEN SUPPORT TRANS-HOME TO SCH MARMOLEJO CUSTOM UPHOLSTERY	TRANS-RECOVER BENCH SEATS ON BAND TR	301.63	
P93506	103	178	00	GEN SUPPORT TRANS-HOME TO SCH MAACO AUTO PAINTING	TRANS-VEHICLE REPAIRS	697.10	

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				PURCHASE ORDERS TO BE RATIFIED	
P93509	103	178	00	GEN SUPPORT TRANS-HOME TO SCH KOEHL AUTOMATIC TRANS.SVC.	TRANS-VEHICLE REPAIRS 284.82
P93542	103	178	00	GEN ED- INSTRUCTIONAL MATERIA WRIGHT GROUP, THE	IMC-TEXTBOOKS 477.54
P93543	103	178	00	GEN ED- INSTRUCTIONAL MATERIA HOUGHTON MIFFLIN CO-ORDER D	IMC-TEXTBOOKS 1,318.94
P93544	103	178	00	GEN ED- INSTRUCTIONAL MATERIA FOLLETT EDUCATIONAL SERVICE	IMC-TEXTBOOKS 564.10
P93569	103	178	00	INSTRUCTIONAL PROGRAM DOVER PUBLICATIONS INC.	RHS-INSTRUCTIONAL MATERIALS 248.69
P93745	103	178	00	INSTRUCTIONAL PROGRAM ADVANCED PLACEMENT PROGRAM	RHS-INSTRUCTIONAL MATERIALS 279.07
P93793	103	178	00	GEN ED- K-8/\$5 PER ADA INST M CREATIVE PUBLICATIONS	IMC-INSTRUCTIONAL MATERIALS 1,828.66
P93803	103	178	00	INSTRUCTIONAL PROGRAM IMAGINE THAT	MB-OPEN PO-INSTRUCTIONAL MATERIALS 250.00
P93804	103	178	00	INSTRUCTIONAL PROGRAM D & S MARKETING SYSTEMS	JVHS-INSTRUCTIONAL MATERIALS 219.16
				FUND TOTAL	7,135.86
				TOTAL NUMBER OF PURCHASE ORDERS	12
P93822	106	178	00	INSTRUCTIONAL MEDIA CENTER CORPORATE EXPRESS (HANSON D	IMC-OPEN PO-INSTRUCTIONAL MATERIALS 300.00
				FUND TOTAL	300.00
				TOTAL NUMBER OF PURCHASE ORDERS	1
P92719	119	178	00	GENERAL SUPPORT, MAINTENANCE TABER & SONS PLUMBING	MAINT-PLUMBING REPAIRS 797.47
P93298	119	178	00	GENERAL SUPPORT, MAINTENANCE, SPECTRA-TONE PAINT CORPORAT	MAINT-JVHS-SUPPLIES 536.38
P93303	119	178	00	GENERAL SUPPORT, MAINTENANCE, INLAND LIGHTING	MAINT-SUPPLIES 587.24
P93357	119	178	00	GENERAL SUPPORT, MAINTENANCE T. D. CONSTRUCTION	SC-PLOYGROUND IMPROVEMENTS 38,600.00
P93358	119	178	00	GENERAL SUPPORT, MAINTENANCE ROBERTSON'S INDUSTRIES, INC	SC-PLOYGROUND IMPROVEMENT 24,010.47
P93382	119	178	00	GENERAL SUPPORT, MAINTENANCE, DC ELECTRONICS, INC.	MAINT-SUPPLIES 210.79
P93383	119	178	00	GENERAL SUPPORT, MAINTENANCE, WESTBURNE PIPE & SUPPLY	MAINT-SUPPLIES 2,527.21
P93389	119	178	00	GENERAL SUPPORT, MAINTENANCE COUNTY OF RIVERSIDE HAZARDO	MAINT-ODOR INVESTIGATION 8,697.50

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P93390	119	178 00	GENERAL SUPPORT, MAINTENANCE, HUMAN COMPUTERS		MAINT-SUPPLIES		283.92
P93477	119	178 00	GENERAL SUPPORT, MAINTENANCE, WESTBURNE PIPE & SUPPLY		MAINT-PER-SUPPLIES		220.58
P93481	119	178 00	GENERAL SUPPORT, MAINTENANCE, FLORENCE FILTER COMPANY		MAINT-SUPPLIES		718.65
P93482	119	178 00	GENERAL SUPPORT, MAINTENANCE, FLORENCE FILTER COMPANY		MAINT-RHS-SUPPLIES		769.85
P93498	119	178 00	GENERAL SUPPORT, MAINTENANCE, FLORENCE FILTER COMPANY		MAINT-SUPPLIES		1,157.36
P93616	119	178 00	GENERAL SUPPORT, MAINTENANCE, MACHADO IRON & STEEL		MAINT-OPEN PO-METAL SUPPLIES		2,000.00
P93753	119	178 00	GENERAL SUPPORT, MAINTENANCE, ABLE EQUIPMENT RENTAL		MAINT-OPEN PO-EQUIPMENT RENTAL		2,000.00
P93754	119	178 00	GENERAL SUPPORT, MAINTENANCE, FRAZEE PAINT & WALLCOVERING		MAINT-OPEN PO-PAINT SUPPLIES		1,500.00
P93755	119	178 00	GENERAL SUPPORT, MAINTENANCE, AIR COLD SUPPLY INC		MAINT-OPEN PO-HVAC SUPPLIES		3,000.00
					FUND TOTAL	87,617.42	
					TOTAL NUMBER OF PURCHASE ORDERS	17	
P93526	560	771 00	FACILITIES ACQUISITION - CAPI TROXELL COMMUNICATIONS INC.		PER-8 STATION LISTENING POSTS		301.70
P93719	560	771 00	FACILITIES ACQUISITION - CAPI SCHOOL HEALTH SUPPLY CO		PER-EQUIPMENT		1,197.10
P93744	560	771 00	FACILITIES ACQUISITION - CAPI VIRCO MANUFACTURING COMPANY		PER-TABLES		940.85
P93838	560	771 00	FACILITIES ACQUISITION - CAPI MCCracken EDUCATIONAL SER.		PER-OFFICE FURNITURE		477.12
P93856	560	771 00	FACILITIES ACQUISITION - CAPI TROXELL COMMUNICATIONS INC.		PER-LASER DISC PLAYER		1,702.45
					FUND TOTAL	4,619.22	
					TOTAL NUMBER OF PURCHASE ORDERS	5	
P93677	930	178 00	PLANT MAINTENANCE	GEO-SEC	EC-OTHER SERVICES-MONITORING WELL AT		1,500.00
					FUND TOTAL	1,500.00	
					TOTAL NUMBER OF PURCHASE ORDERS	1	
P92872	979	178 00	FACILITIES ACQUISITION - CAPI CONTRACT CARPET COMPANY		MAINT-REPAIRS ON PORTABLE RESTROOMS		587.00

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					PURCHASE ORDERS TO BE RATIFIED
P93005	979	178	00	FACILITIES ACQUISITION - CAPI CONTRACT CARPET COMPANY	MAINT-SUPPLIES 260.00
P93483	979	178	00	FACILITIES ACQUISITION - CAPI CONTRACT CARPET COMPANY	MAINT-EC-MINI BLINDS & REPLACE CARPE 2,555.00
				NO RATIFIED P.O.'S FOUND	
				FUND TOTAL	3,402.00
				TOTAL NUMBER OF PURCHASE ORDERS	3
				174 PURCHASE ORDERS OVER	\$200.00 FOR A TOTAL AMOUNT OF 293,016.60
				184 PURCHASE ORDERS UNDER	\$200.00 FOR A TOTAL AMOUNT OF 17,504.51
				358 PURCHASE ORDERS	FOR A GRAND TOTAL OF 310,521.11

RECOMMEND APPROVAL:  Director of Purchasing

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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	AMOUNT
063776	100	178 00	GRANT WRITING	THE GRANTSMANSHIP CENTER	063776 CONF 1/6-10/97 3 EMPS	990.00
063777	100	196 00	COMPUTER LAB	LIDDLE, ROBERT	027053 REIMB FOR SUPPLIES	45.24
063778	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	RADOVICH, DOLLY	027052 REIMB FOR SUPPLIES	39.13
063779	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	MUNDS, COLLEEN	027051 REIMB FOR SUPPLIES	19.42
063780	100	197 00	SCHOOL ADMINISTRATION	JURUPA UNIFIED	027050 BULK MAIL	244.64
063781	100	178 00	GEN SUPP DIST ADMIN FISCAL SE	POSTMASTER	027049 REPLENISH POSTAGE MACHINE	2,500.00
063782	100	199 00	CONTINUATION EDUCATION	LANCASTER KAREN	027056 MILEAGE	15.87
063783	100	178 00	GEN. SUPPORT DISTRICT ADMINIS	TWOHBLEY, JANA	027055 MILEAGE	102.92
063784	100	199 00	CONTINUATION EDUCATION	TORBERT, RICHARD	027054 MILEAGE	15.87
063806	100	197 00	GUIDANCE/CAREER CENTER	COLLEGE BOARD	027186 CONF 3/15/97 2 EMPS	125.00
063810	100	178 00	GENERAL SUPPORT, MAINTENANCE	COLLINS, DENISE	027385 MILEAGE REIMBURSEMENT	48.68
063812	100	178 00	GENERAL SUPPORT DISTR ADMIN A	FISHER, CAROLYN	027383 MILEAGE REIMBURSEMENT	42.69
063814	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	IVERSON, ROBERT SCOTT	027382 REIMBURSE CASBO WKSP& SAFETY	135.90
063875	100	000 00	SELF-CONTAINED CLASSROOM	LIDLAW TRANSPORTATION	027060 PMT FOR BUS SERVICES	248.90
063879	100	178 00	GENERAL SUPP DISTR ADMIN PERS	AST, BETTY	027390 REIMBURSE BCLAD/CLAD EXAM	35.00
063885	100	178 00	PUPIL SERVICES PSYCHOLOGISTS	EIMERS, STEVE	027396 MILEAGE REIMBURSEMENT	35.63
063891	100	186 00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	027403 PYMT FOR WATER SERVICE, 10-11/	5,977.50
063892	100	172 00	GENERAL SUPPORT OPERATIONS UT	SO CALIFORNIA GAS	027404 REIMBURSE FOR NOVEMBER 96	9,632.34
063918	100	178 00	GENERAL SUPPORT DISTR ADMIN A	SHEFFLER, LORI	027064 MILEAGE	54.52
063943	100	192 00	GUIDANCE/CAREER CENTER	PERKINS, VIRGINIA	027405 MLMS-192, UNIFORM ALLOWANCE, 7-	100.00
063944	100	192 00	GUIDANCE/CAREER CENTER	WILBURG, PENNILOU	027406 UNIFORM ALLOWANCE, 7-12/96	80.00
064041	100	178 00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	027123 PHONE CHARGES FOR 11-96	41.62
064087	100	178 00	GENERAL SUPP DISTR ADMIN PERS	ROUSH, THERESA	027133 MILEAGE	70.06
064088	100	178 00	PUPIL SERVICES HEALTH	SALLY TUNTLAND	027134 MILEAGE	36.72

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D64089	100 178 00	INSTR. GEN EDUCATION, HOME TE JONES, TIMOTHY		D27135 MILEAGE	55.80
D64132	100 178 00	DISTRICT ADMINISTRATION BUSIN LAUZON, PAM		D27139 REIMB FOR SUPPLIES & MILEAGE	82.18
D64133	100 000 00	SELF-CONTAINED CLASSROOM	J.W. PEPPER OF LOS ANGELES	D27451 PYMT FOR BAND MATERIALS	135.08
D64203	100 178 00	GENERAL SUPPORT BOARD OF EDUC INLAND PERSONNEL COUNCIL		D27198 CONF 1/17/97 3 EMP	58.50
D64204	100 178 00	GENERAL SUPPORT BOARD OF EDUC FOUNDATION FOR EDUCATIONAL		D27196 CONF 1/28/97 1 EMP	295.00
D64205	100 178 00	GENERAL SUPPORT BOARD OF EDUC HYATT REGENCY HOTEL		D27197 CONF 1/28/97 1 EMP	349.80
D64206	100 178 00	GENERAL SUPPORT BOARD OF EDUC ACSA/CLUE WORKSHOP		D27195 CONF 1/13/97 1 EMP	115.00
D64207	100 178 00	GENERAL SUPPORT BOARD OF EDUC I R M		D27194 CONF 5/22-23/97 3 EMP	525.00
D64209	100 177 00	GENERAL SUPPORT OPERATIONS UT RUBIDOUX COMMUNITY SERVICES		D27141 NOV 96 WATER BILLS	12,772.74
D64212	100 178 00	PUPIL SERVICES PSYCHOLOGISTS CONDIT, IRWIN		D27452 MILEAGE REIMBURSEMENT	28.78
D64213	100 178 00	GENERAL SUPPORT GROUNDS	DICKINSON, STEVE	D27453 MILEAGE REIMBURSEMENT	23.03
D64215	100 178 00	DISTRICT ADMINISTRATION PURCH GLASS, TERRY L		D27457 MILEAGE REIMBURSEMENT	43.59
D64217	100 199 00	CONTINUATION EDUCATION	HUTCHINS, DAVID	D27459 MILEAGE REIMBURSEMENT	42.03
D64219	100 182 00	GENERAL SUPPORT OPERATIONS UT SO CALIFORNIA EDISON		D27461 PYMT FOR ELECTRIC SERVICE, 6-1	261.67
D64220	100 000 00	SELF-CONTAINED CLASSROOM	FULLER DONNA	D27456 REIMBURSE FOR INST. MATERIALS	29.61
D64221	100 178 00	NON SPECIFIC	CORONA YOLANDA	D27462 REISSUE STALEDATED WARRANT	1.39
D64222	100 178 00	NON SPECIFIC	CASTRO MAURICE	D27463 REISSUE STALE DATED WARRANT	21.52
D64223	100 178 00	NON SPECIFIC	PAMELA JOHNSON	D27464 REISSUE STALEDATED WARRANT	4.40
D64225	100 181 00	SELF-CONTAINED CLASSROOM	ELIZABETH KEYNER	D27466 REIMBURSEMENT FOR RETURNED LI	4.00
D64226	100 177 00	INSTRUCTION SUPPORT	GRUENWALD ERIC	D27467 REIMBURSEMENT FOR INST MATLS	10.06
D64276	100 197 00	GENERAL SUPPORT OPERATIONS UT MOBIL OIL CREDIT CORPORATIO		D27142 GAS CHARGES FOR NOV 96	143.64
D64287	100 178 00	GENERAL SUPPORT OPERATIONS UT SO CALIFORNIA GAS		D27468 PYMT FOR GAS CHARGES FOR 11/9	4,153.41
D64288	100 178 00	ADA COMPLIANCE	BANKCARD SERVICES	D27469 PYMT FOR MAINT MATLS, CONF EX	358.36
D64295	100 186 00	SCHOOL ADMINISTRATION	PERSON, SANDRA	D27158 REIMB FOR SUPPLIES	16.12

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D64296	100	000	00	SELF-CONTAINED CLASSROOM	STEINBRINCK, MARGE	D27159 REIMB FOR SUPPLIES 25.00
D64297	100	188	00	SELF-CONTAINED CLASSROOM	MICHALAK MARY	D27152 REIMB FOR SUPPLIES 15.71
D64299	100	178	00	GEN SUPPORT DIST ADMIN SUPERI	TWOMBLEY, JANA	D27147 REIMB FOR SUPPLIES 19.38
D64302	100	178	00	GEN SUPPORT DIST ADMIN SUPERI	KINKO'S	D27470 PYMT FOR SCH ACCOUNTABILITY C 74.67
D64327	100	190	00	SCHOOL ADMINISTRATION	1997 CACD CONVENTION	D27209 CONF 2/97 1 EMP 140.00
D64328	100	178	00	GENERAL SUPPORT BOARD OF EDUC	DOUBLETREE HOTEL	D27205 CONF 3/1/97 1 EMP 404.60
D64329	100	178	00	GENERAL SUPPORT BOARD OF EDUC	N A E N	D27206 CONF 3/1/97 1 EMP 260.00
D64347	100	178	00	GENERAL SUPP DISTR ADMIN PERS	SMITH KLINE BEECHAM CLINICA	D27163 LAB FEES 143.00
D64348	100	197	00	PUPIL SERVICES - DISTRICT TES	KASBERGER-MAHONEY ELVERA	D27161 REIMB FOR SUPPLIES 45.00
D64349	100	181	00	SELF-CONTAINED CLASSROOM	WEBB CARA	D27145 REIMB FOR LIBRARY BOOK RETURN 5.00
D64351	100	197	00	GENERAL EDUCATION - SECONDARY	MARTINEZ, RALPH	D27162 REIMB FOR SUPPLIES 25.00
D64353	100	197	00	SCIENCE	VILLARRELA JUAN	D27160 REIMB FOR FIELD TRIP FEES 10.00
D64374	100	197	00	SCHOOL ADMINISTRATION	RIVERSIDE CO. OFFICE OF EDU	D27212 CONF 1/21/97 1 EMP 35.00
D64386	100	197	00	INSTRUCTIONAL MEDIA - REFUND	TONY BROYLES	D27476 REFUND FOR TEXTBOOK 38.00
D64387	100	197	00	SCIENCE	PHILIP COUTU	D27475 REFUND FOR FIELD TRIP FEE 10.00
D64388	100	192	00	MATHEMATICS	COX, ANNE	D27474 REIMBURSE FOR INST MATLS 28.74
D64390	100	000	00	SELF-CONTAINED CLASSROOM	DEBRA BARNES	D27472 REIMBURSE FOR FIELD TRIP FEES 45.00
D64396	100	196	00	PUPIL SERVICES - DISTRICT TES	DENNIS KROEGER	D27215 CONF 12/4/96 1 EMP 14.08
D64398	100	172	00	PLANT OPERATIONS	PACIFIC TELEPHONE	D27547 PHONE CHARGES FOR NOV 96 3,107.78
D64399	100	178	00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	D27546 PHONE CHARGES FOR 11-96 8,468.08
D64418	100	197	00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	D27477 PYMT FOR WTR NOV AND DEC 8,263.74
D64422	100	178	00	GENERAL SUPPORT BOARD OF EDUC	SKILLPATH, INC.	D27222 CONF 2/24/97 2 EMP 138.00
D64424	100	188	00	SCHOOL ADMINISTRATION	PRYOR RESOURCES, INC	D27221 CONF 2/20/97 1 EMP 79.00

FUND TOTAL

61,563.14

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/07/96 - 12/31/96
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	TOTAL NUMBER OF DISBURSEMENTS	
D63847	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	IDYLLWILD LEARNING INSTITUT	D27190 CONF 12/5-6/96 1 EMP	200.00	
D63849	101	178 00	ECONOMIC IMPACT AID - L E P	PRE-REGISTRATION CABE '97	D27189 CONF 2/-3/97 2 EMP	390.00	
D63850	101	185 00	S.I.P. (SCHOOL IMPROVEMENT PR	INST. FOR ED. DEV. (FORMERL	D27187 CONF 1/8/97 1 EMP	159.00	
D63871	101	182 00	E.C.I.A. TITLE I	STANGLE, MELANIE	D27058 REIMB FOR SUPPLIES	13.22	
D63872	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR	SIEBERS, ELIZABETH	D27063 REIMB FOR SUPPLIES	16.66	
D63873	101	178 00	NON-AGENCY ACYF HEADSTART	WIGG, JUDITH	D27062 REIMB FOR SUPPLIES	57.45	
D63874	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	MENDEZ, LUZ	D27061 REIMB FOR SUPPLIES	275.40	
D63876	101	178 00	NON-AGENCY ACYF HEADSTART	FAMILY LITERACY CONFERENCE	D27192 CONF 3/4-5/97 3 EMPS	585.00	
D63880	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	BEESE SALLY	D27391 REIMBURSE FOR INST. MATERIALS	75.37	
D63883	101	178 00	FEDERAL PRESCHOOL PROGRAM	DROST, KATHY	D27394 MILEAGE REIMBURSEMENT	98.64	
D63884	101	185 00	S.I.P. (SCHOOL IMPROVEMENT PR	EDMUNDSON JANET	D27395 MILEAGE REIMBURSEMENT	65.10	
D63886	101	182 00	E.C.I.A. TITLE I	HENDERSON, DONNA	D27397 REIMBURSE FOR INST. MATERIALS	14.58	
D63888	101	178 00	EDUCATION FOR HOMELESS YOUTH/	JOBE VICTORIA	D27400 REIMBURSE FOR INST. MATERIALS	26.09	
D63890	101	178 00	MENTOR TEACHER PROGRAM - SUPP	YEAGER BETH	D27402 REIMBURSE FOR INST. MATERIALS	187.99	
D64086	101	178 00	ECONOMIC IMPACT AID - L E P	ROMERO, JESUS	D27136 REIMB FOR SUPPLIES	27.02	
D64090	101	178 00	EDUCATION FOR HOMELESS YOUTH/	VELASQUEZ NANCY	D27137 REIMB FOR SUPPLIES	28.13	
D64134	101	179 00	SB 1882-CA PROFESSIONAL DEVEL	FALCON ROOM	D27450 REIMBURSE FOR REFRESHMNTS PROF	391.13	
D64162	101	178 00	NON-AGENCY ACYF HEADSTART	WILLIS, MARSHA	D27140 REIMB FOR SUPPLIES	33.45	
D64197	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR	PRE-REGISTRATION CABE '97	D27199 CONF 2/26 - 3/1/97 18 EMP	1,880.00	
D64198	101	178 00	E.I.A. (ECONOMIC IMPACT AID)	SAN BERNARDINO COUNTY SCHOO	D27204 CONF 1/8-9/97 1 EMP	12.00	
D64199	101	191 00	DEMONSTRATION PROGRAMS IN REA	BUREAU OF EDUCATION & RESEA	D27201 CONF 1/30/97 2 EMP	310.00	
D64200	101	178 00	ECONOMIC IMPACT AID - L E P	CSUSB EXTENDED EDUCATION	D27200 CONF 1997 1 EMP	160.00	
D64201	101	178 00	ECONOMIC IMPACT AID - L E P	PRE-REGISTRATION CABE '97	D27202 CONF 3/1/97 7 EMP	1,710.00	

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COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

12/07/96 - 12/31/96
PURCHASES OVER \$1

DISBURSEMENT ORDERS

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64202	101	180 00	E.C.I.A. TITLE 1	HYATT REGENCY	D27203 CONF 3/1/97 7 EMP	631.78
D64214	101	178 00	FEDERAL PRESCHOOL PROGRAM	DROST, KATHY	D27454 REIMBURSEMENT FOR INST. MATLS	49.54
D64216	101	178 00	MENTOR TEACHER PROGRAM - SUPP	HANLON, JUDY	D27458 REIMBURSE FOR INST. MATLS	8.17
D64218	101	178 00	MENTOR TEACHER PROGRAM	JOHNSON, CYNTHIA	D27460 REIMBURSEMENT FOR INST MATLS	160.37
D64224	101	185 00	S.I.P. (SCHOOL IMPROVEMENT PR	WERNER BONNIE	D27465 MILEAGE REIMBURSEMENT	167.40
D64277	101	178 00	TEACHER READING INSTR DEVELOP	MEMO MENDEZ	D27144 REIMB FOR SUPPLIES	17.13
D64278	101	187 00	E.C.I.A. TITLE 1	LEDESMA, LINDA	D27143 MILEAGE	52.20
D64289	101	178 00	MENTOR TEACHERS PROGRAM-ADMIN	MARTINEZ, DORA	D27153 MILEAGE	27.28
D64291	101	178 00	MENTOR TEACHER PROGRAM	VIAFORA, JOANNE	D27156 REIMB FOR SUPPLIES	7.82
D64292	101	178 00	NON-AGENCY ACYF HEADSTART	SCHANZ, VIRGINIA	D27149 REIMB FOR SUPPLIES	12.63
D64293	101	188 00	S.I.P. (SCHOOL IMPROVEMENT PR	LONG, RICHARD	D27148 REIMB FOR SUPPLIES	23.60
D64294	101	178 00	MENTOR TEACHERS PROGRAM-ADMIN	MARTINEZ, DORA	D27157 REIMB FOR SUPPLIES	7.21
D64326	101	178 00	TEACHER READING INSTR DEVELOP	RIVERSIDE CO. OFFICE OF EDU	D27210 CONF 3/19/97 1 EMP	50.00
D64330	101	180 00	S.I.P. (SCHOOL IMPROVEMENT PR	BUREAU OF EDUCATION & RESEA	D27207 CONF 1/9/97 1 EMP	119.00
D64331	101	180 00	E.C.I.A. TITLE 1	SEMINARS FOR EDUCATIONAL	D27208 CONF 1/15/97 1 EMP	129.00
D64346	101	178 00	MENTOR TEACHER PROGRAM - SUPP	YEAGER BETH	D27545 REIMB FOR SUPPLIES	6.01
D64350	101	178 00	MENTOR TEACHER PROGRAM	THOMPSON PATRICK	D27155 REIMB FOR SUPPLIES	24.51
D64371	101	178 00	PL94-142 EDUC FOR ALL HANDICA	CONDIT, IRWIN	D27211 CONF 11/15/96 1 EMP	11.28
D64372	101	178 00	PL94-142 EDUC FOR ALL HANDICA	MARTINEZ, BROOKE	D27213 CONF 11/19/96 1 EMP	13.58
D64373	101	178 00	S.I.P. (SCHOOL IMPROVEMENT PR	MEMO MENDEZ	D27214 CONF 12/11/96 1 EMP	14.17
D64389	101	178 00	MENTOR TEACHER PROGRAM	JOHNSON, CYNTHIA	D27473 REIMBURSE FOR INST MATLS	82.75
D64391	101	178 00	MENTOR TEACHER PROGRAM	GARCIAHUDSON, JANET	D27471 REIMBURSE FOR INST. MATLS.	9.43
D64407	101	187 00	E.C.I.A. TITLE 1	RIVERSIDE CO. OFFICE OF EDU	D27216 CONF. 1/17/97 1 EMP	35.00
D64419	101	179 00	S.I.P. (SCHOOL IMPROVEMENT PR	MASTER TEACHER, THE	D27224 CONF 2/11/97 6 EMP	270.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/07/96 - 12/31/96
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64420	101	191	00	DEMONSTRATION PROGRAMS IN REA BAY AREA MATHEMATIC PROJECT	D27223 CONF 2/20-22/97 4 EMP	700.00
D64421	101	191	00	DEMONSTRATION PROGRAMS IN REA SAN MATED DUNFEY HOTEL	D27225 CONF 2/20-22/97 4 EMP	596.16
D64423	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR SKILLPATH, INC.	D27220 CONF 1/29/97 2 EMP	198.00
D64425	101	178	00	E.I.A. (ECONOMIC IMPACT AID) PRYOR RESOURCES, INC.	D27219 CONF 1/29/97 1 EMP	79.00
D64426	101	176	00	S.I.P. (SCHOOL IMPROVEMENT PR ZOO-PHONICS, INC.	D27218 CONF 1/24-25/97 1 EMP	99.00
D64427	101	185	00	S.I.P. (SCHOOL IMPROVEMENT PR PRE-REGISTRATION CABE '97	D27217 CONF 3/1/97 1 EMP	35.00
D64428	101	185	00	S.I.P. (SCHOOL IMPROVEMENT PR EDMUNDSON JANET	D27226 CONF 12/13/96 1 EMP	35.34
FUND TOTAL						10,388.65
TOTAL NUMBER OF DISBURSEMENTS						54
D63881	102	178	00	INSTRUCTIONAL PROGRAM	CLAUDER, LANA	
D63882	102	178	00	INSTRUCTIONAL PROGRAM	COTTRELL, JEANNA	47.32
D63887	102	178	00	INSTRUCTIONAL PROGRAM	JAFFE, ALISON	47.03
D64085	102	178	00	INSTRUCTIONAL PROGRAM	PAULSEN, MELODY	14.59
FUND TOTAL						13.60
TOTAL NUMBER OF DISBURSEMENTS						4
D63816	103	178	00	GEN SUPPORT TRANS-HOME TO SCH BUTTS, MONA	D27336 UNIFORM ALLOWANCE, 7-9/96	80.00
D63878	103	178	00	GEN SUPPORT TRANS-HOME TO SCH AIRTOUCH CELLULAR	D27389 PYMT FOR CELL PHONE CHARGES	673.79
D63917	103	178	00	INSTRUCTIONAL PROGRAM	TUNDIDOR, MADELIN	16.65
FUND TOTAL						770.44
TOTAL NUMBER OF DISBURSEMENTS						3
D63915	106	178	00	FINE ARTS ELEMENTARY MUSIC	WASINGER, MICHAEL J.	90.78

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/07/96 - 12/31/96
PURCHASES OVER \$1

DISBURSEMENT ORDERS

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REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D63916	106 178 00	FINE ARTS ELEMENTARY MUSIC	SNYDER WILLIAM	D27067 MILEAGE	68.33
D64290	106 196 00	PHYSICAL EDUCATION	STANGLE, RICK	D27154 MILEAGE	196.54
				FUND TOTAL	355.65
				TOTAL NUMBER OF DISBURSEMENTS	3
D63809	119 178 00	GENERAL SUPPORT, MAINTENANCE, ELZIG, BILL		D27386 REIMBURSE MILEAGE & WHSP EXPE	300.30
D63811	119 178 00	GENERAL SUPPORT, MAINTENANCE, BALDWIN, DAN		D27384 MILEAGE REIMBURSEMENT	236.22
D63813	119 178 00	GENERAL SUPPORT, MAINTENANCE, DICKINSON, STEVE		D27387 REIMBURSEMENT FOR WKSHP EXPEN	29.00
D63877	119 178 00	GENERAL SUPPORT, MAINTENANCE, BANKCARD SERVICES		D27388 PYMT FOR INSERVICE EXPENSES	270.98
				FUND TOTAL	836.50
				TOTAL NUMBER OF DISBURSEMENTS	4
D63870	403 184 00	FACILITIES ACQUISITION - CAPI PORTER, STINSON, MILLER		D27059 PROF SERVICES RENDERED	3,000.00
				FUND TOTAL	3,000.00
				TOTAL NUMBER OF DISBURSEMENTS	1
D63889	700 178 00	STATE PRESCHOOL AB-451	IRIS KLAUITTER	D27401 REIMBURSE FOR INST MATERIALS	8.06
				FUND TOTAL	8.06
				TOTAL NUMBER OF DISBURSEMENTS	1
D64298	800 178 00	SELF-CONTAINED CLASSROOM	ZAMORA JOSEPH	D27151 REIMB FOR SUPPLIES	15.00
				FUND TOTAL	15.00
				TOTAL NUMBER OF DISBURSEMENTS	1
D63914	900 178 00	GENERAL SUPPORT DISTRICT ADMN WARD-THG		D27065 PROF SERVICES RENDERED	241.09

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COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES
12/07/96 - 12/31/96
PURCHASES OVER \$1

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DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64042	900 178 00	GENERAL SUPPORT DISTRICT ADMI RAMADA INN, SAN DIEGO NORTH	D27122	PMT FOR ACCIDENT REPAIRS	738.00
D64303	900 178 00	GENERAL SUPPORT DISTRICT ADMI STUTZ, GALLAGHER & ARTIANO	D27146	PROF SERVICES RENDERED	1,694.34
FUND TOTAL					2,673.43
TOTAL NUMBER OF DISBURSEMENTS					3

D63862	979 178 00	FACILITIES ACQUISITION - CAPI PORTER, STINSON, MILLER	D27057	PMT FOR ARCHITECT COSTS	59.86
FUND TOTAL					59.86
TOTAL NUMBER OF DISBURSEMENTS					1

146	DISBURSEMENTS OVER	\$1.00 FOR A TOTAL AMOUNT OF	79,793.27
0	DISBURSEMENT ORDERS UNDER	\$1.00 FOR A TOTAL AMOUNT OF	.00
146	DISBURSEMENT ORDERS	FOR A GRAND TOTAL OF	79,793.27
TOTAL PURCHASES			422,981.61

Recommended for Approval:


Director of Business Services

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Jurupa Unified School District

1996/1997 AGREEMENTS

AGREEMENT NUMBER	CONTRACTOR	AMOUNT	FUND/PROGRAM TO BE CHARGED	PURPOSE
97-1	<i>Consultant or Personal Service Agreements</i>			
97-1-00	Camfel Productions	\$495.00	Conflict Resolution	Video presentation of "Inside Out", a film about realizing self-worth and value, for students of Mira Loma Middle School.
97-1-PP	Music Center of Los Angeles County	\$925.00 Travel NTE \$16.50	PTA	Presentation of "Eth-Noh-Tec" by Asian Treasure Bag Troupe for students and staff of Camino Real Elementary School.

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

RE/dc
1/21/97

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JURUPA UNIFIED SCHOOL DISTRICT
MONTHLY PAYROLL DISBURSEMENTS

January 21, 1997

<u>NOVEMBER PAYROLL</u>	<u>MONTHLY</u>	<u>HOURLY</u>	<u>TOTAL PAYMENT</u>
CERTIFICATED	\$ 4,031,825.04	\$ 169,864.89	\$ 4,201,689.93
CLASSIFIED	\$ 427,671.94	\$ 749,382.98	\$ 1,177,054.92
BOARD MEMBERS	\$ 2,894.22	- 0 -	\$ 2,894.22
YOUTH EMPLOYMENT PROGRAM	- 0 -	- 0 -	- 0 -
TOTAL NOVEMBER PAYMENT			\$ 5,381,639.07

<u>DECEMBER PAYROLL</u>	<u>MONTHLY</u>	<u>HOURLY</u>	<u>PAYMENT</u>
CERTIFICATED	-0-	\$ 147,955.73	\$ 147,955.73
CLASSIFIED	\$ 434,182.99	\$ 747,530.23	\$ 1,181,713.22
BOARD MEMBERS	\$ 3,393.88	- 0 -	\$ 3,393.88
YOUTH EMPLOYMENT PROGRAM	- 0 -	- 0 -	- 0 -
TOTAL DECEMBER PAYMENT			\$ 1,333,062.83

RECOMMEND APPROVAL: _____


Pam Lauzon
DIRECTOR OF BUSINESS SERVICES

JURUPA UNIFIED SCHOOL DISTRICT
APPROPRIATION TRANSFERS

January 9, 1997
Page 1 of 3

GENERAL FUND - FUND 100

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971	Appropriation for Contingencies	\$ 3,713,799				
1000	Certificated Salaries	33,059,130	17,212	\$249,667	\$ 3,464,132	
2000	Classified Salaries	6,814,776	728		33,076,342 (1)	
3000	Employee Benefits	9,243,742	2,143		6,815,504 (1)	
4100	Textbooks	7,350			9,245,885 (1)	
4200	Other Books	11,811		830	6,520 (2)	
4300	Instructional Supplies	466,163		800	11,011 (2)	
4500	Other Supplies	591,829		7,384	458,779 (2)	
5200	Travel and Conference Expenses	107,789	968	11,692	580,137 (2)	
5300	Dues and Memberships	16,320	223		108,757 (2)	
5400	Insurance	476,557	5,907		16,543 (2)	
5500	Utilities & Housekeeping Services	2,166,005	6,366		482,464 (2)	
5600	Rentals, Leases, and Repairs	443,889	38,838		2,172,371 (2)	
5700	Direct Costs for Interprogram and Interfund Services	31,116	10,220		482,727 (2), (3)	
5800	Other Services	1,188,106	9,953		41,336 (2)	
6200	Building Improvements	55,788	51,655		1,198,059 (2)	
6400	Equipment/Building Fixtures	69,258	55,158		107,443 (4)	
6500	Equipment Replacement	207	1,544		124,416 (5), (6), (7), (8), (9)	
					1,751 (2)	
	Total Fund 100	\$58,463,635			\$58,394,177	

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APPROPRIATION TRANSFERS (con't)

January 9, 1997
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SPECIAL EDUCATION - FUND 102

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
4360	Tests	\$58,871		\$1,850	\$57,021	(2)
	Total Fund 102	\$58,871			\$57,021	

TRANSPORTATION - FUND 103

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
4690	Other Pupil Transportation Supplies	\$276,130	\$9,900		\$286,030	(2)
5734	Field Trip Transportation on a District Bus	(157,392)		\$9,900	(167,292)	(2)
	Total Fund 103	\$118,738			\$118,738	

LOTTERY - FUND 106

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971		\$790,654		\$130	\$790,524	(2)
5700	Direct Costs for Interprogram and Interfund Services	34,996	\$130		35,126	(2)
	Total Fund 106	\$825,650			\$825,650	

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APPROPRIATION TRANSFERS (con't)

January 9, 1997
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MAINTENANCE - FUND 119

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
5600	Rentals, Leases, and Repairs	\$125,066	62,611		\$187,677	(10)
5800	Other Services	32,041	8,697		40,738	(11)
	Total Fund 119	\$157,107			\$228,415	

Comments

- (1) Personnel Changes
- (2) Includes small dollar amount to match appropriation needs with program needs
- (3) Prior year portable rental
- (4) Wiring and equipment for Edison rate reduction
- (5) Furniture (EC)
- (6) Telephone system (EC)
- (7) Equipment (EC)
- (8) Lockers (District-wide)
- (9) Furniture for SDC teachers (RHS)
- (10) Improve playground (SC)
- (11) Air Conditioning Services (JVHS)

Recommend Approval:


Director of Business Services

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JURUPA UNIFIED SCHOOL DISTRICT
AUTHORIZED AGENTS

Superintendent Benita Roberts and Assistant Superintendents Rollin Edmunds and Jim Taylor are authorized agents for all District processes. In addition, the specific names listed below for each account are authorized signatures. The number in parentheses indicates the number of signatures required on the particular account.

Clearing Account - General Fund (2)	Pam Lauzon Karen Russell
Tax Sheltered Annuities (1)	Pam Lauzon
Revolving Cash Fund (2)	Pam Lauzon Karen Russell
School Accounting Division (1)	Pam Lauzon Karen Russell
Purchase Orders (1)	Robert Cable Ann Hale (Cafeteria) Bob Iverson Pam Lauzon
Maintenance Agreements (1)	Robert Cable Pam Lauzon
Cafeteria Account (2)	Ann Hale Pam Lauzon
Purchase of State Surplus Property (1)	Robert Cable Bill Elzig Pam Lauzon Robin Robison
State/Federal Supplemental Education Projects (1)	Jim Taylor Memo Mendez
Student Body Account - Jurupa Middle School (2)	Walt Lancaster Lucinda Kane Sherry Zelenka
Student Body Account - Mission Middle School (2)	Donald A. Manzo Toni Fletcher Lorraine Sanchez
Student Body Account - Mira Loma Middle School	Diana Asseier Neil Mercurius Rudy Monge
Student Body Account - Rubidoux High (2)	Don Vail Ben Bunz Sharon Dimery Rick Stangle Annmarie Weaver
Student Body Account - Jurupa Valley High (2)	Ms. Janice Moorehouse Bob Gray Ralph Martinez Vera Mahoney Mike McGuire

Approved by the Board of Education at the
Regular Meeting of January 21, 1997

Clerk of the Board

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Jurupa Unified School District
NON-ROUTINE STUDENT FIELD TRIP/EXCURSION - REQUEST FOR APPROVAL

DATE(S): Thurs., Jan 30, to Fri., Jan 31, 1997

LOCATION: ~~XXXXXX~~ Palm Springs, CA

TYPE OF ACTIVITY: Mock Trial Practice

PURPOSE/OBJECTIVE: practice for Mock Trial

NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.) _____

Prosser, Patricia (teacher, advisor) and Huckaby, Virginia (teacher) ~~XXXXXX~~

EXPENSES:	Transportation	\$ 0.00	Number of Students	<u>20</u>
	Lodging	\$ 0.00		
	Meals	\$ 0.00		
	All Other	\$ 0.00		
TOTAL EXPENSE		\$ 0.00	Cost Per Student	<u>0.00</u>
			(Total Cost ÷ # of Students)	

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

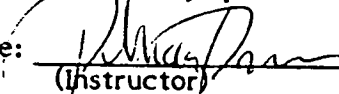
Source	Expected Income	Income Now On Hand
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
_____	_____	_____
_____	_____	_____
TOTAL:	\$ 0.00	_____

Arrangements for Transportation: district van

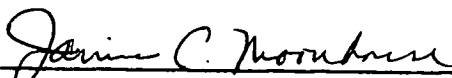
Arrangements for Accommodations and Meals: students bring own food; private home (Huckaby)

Planned Disposition of Unexpended Funds: n/a

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

Signature:  Date: 1/8/97 School: JVHS
(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:  Date: 1/8/97
Date approved by the Board of Education _____ Date: _____

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