

# 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

**MONDAY, FEBRUARY 3, 1997**

**JURUPA MIDDLE SCHOOL MULTI-PURPOSE ROOM**  
**8700 Galena, 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 Staff Lounge 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 #13.

STUDENT DISCIPLINE: Pursuant to Education Code Sections 48900 and 48915, the Board will be discussing Expulsion Cases #97-037, #97-038, #97-039, #97-040, #97-041, #97-043.

**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

(President Chavez)

Flag Salute

(President Chavez)

Invocation

## 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 Jurupa Middle School and Student Report

Jurupa Middle School Principal, Mr. Walt Lancaster, will welcome the Board. A student representative/student program will be briefly presented.

### 2. Recognition

#### \* a. Recognize EISS Demonstration Sites

(Mr. Taylor)

Tamara Concannon and Claudia Penaloza, teachers at Granite Hill Elementary School, along with Lorayne Corcoran and Deborah Dallas, teachers at Sunnyslope Elementary School were once again informed that their classrooms were recognized as a model demonstration site by the Early Intervention for School Success (EISS) program. Each teacher will receive \$750 to spend on instructional materials for this classroom. This is the sixth consecutive year that these teachers have received this recognition. A copy of the notification letter is included in the supporting documents.

The goal of the Early Intervention for School Success program is to address the needs of young students and provide developmentally appropriate instruction in the primary grades. Information only.

#### \* b. Recognize California Partnership Academy Grant Award

(Mrs. Roberts)

The district was notified that Jurupa Valley High School qualified for a \$15,000 planning grant for their Jag-Ag Academy. A copy of the notification letter is included in the supporting documents. Information only.

#### c. 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 \$300.00, with the request it be used to purchase equipment for the Physical Education Program at Glen Avon.

The Mission Bell Elementary School PTA wishes to donate \$1,000.00, with the request it be used to purchase R.I.F. books for the school.

Mr. Carl Parker, on behalf of Allied Merchandising Industry, previously donated 750 candy canes and 30 disposable cameras. Candy canes, valued at approximately \$120.00, were used for Santa's visit to classrooms; and the cameras, valued at approximately \$300.00, will be used for the Troth Street School yearbook.

## **2. Recognition (Cont'd)**

### **c. Accept Donations (Cont'd)**

(Mr. Edmunds)

Ms. Lidewy Honcharik wishes to donate an IBM Multimedia Computer, with the request it be used at Jurupa Middle School. The approximate value is \$300.

Mr. and Mrs. Eric Ybarra, of Riverside, wish to donate a flute, with the request it be used by members of the Jurupa Middle School Band. Value is undetermined.

Mr. Robert C. McIntosh, of Riverside, wishes to donate \$300.00, with the request it be used for the Aquatics Program (\$200.00) and the Auto Shop (\$100.00) at Jurupa Valley High School.

Southern California Edison wishes to donate \$300.00 as part of its Matching Gift Program, with the request it be used for the Aquatics Program (\$200.00) and the Auto Shop (\$100.00) at Jurupa Valley High School.

Riverside Dental Group, of Riverside, wishes to donate 22 Sav-A-Tooth kits, with the request they be distributed to District school health offices. They will be available to increase the chances of permanently saving a tooth that is knocked out. The total approximate value is \$264.00.

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

## **3. Administrative Reports and Written Communications**

### **\* a. Review Approval of 1996-97 First Interim Financial Report (Mrs. Roberts)**

The Riverside County Office of Education has notified the district that the 1996-97 First Interim Financial Report has received positive certification, and they have also notified the California Department of Education accordingly. Information only.

### **b. Hear Report on Agenda Format Change (Mrs. Roberts)**

At a recent Board meeting, President Chavez suggested that, in order to expedite the Board's business, we consider grouping a number of items under a "Consent Agenda." Board members have received sample copies of agendas from three surrounding school districts. The consent items typically are placed at the beginning of the Agenda to allow adequate discussion on other action items.

If Board members concur, we will move the "Routine Action Items by Consent" to the beginning of the Agenda. In addition to routine business reports, such as purchase orders, disbursements and agreements, non-routine field trips and out-of-state conference approvals, the following classifications will be added to the "Consent" section: (a) the first and second readings of proposed and revised Board policies; (b) approval of grant application submittals; (c) notices of completion, (d) textbook approvals, and (e) approval of the minutes. Currently, if a Board member wishes to separate any item for further consideration or discussion, the item can be separated. This practice would not change if we were to add other categories to the "Consent Agenda."

The Board may wish to develop a consensus decision on this item.

### 3. Administrative Reports and Written Communications (Cont'd)

#### c. Review 1996-97 Board Meeting Locations

(Mrs. Roberts)

February 18, 1997  
February 24, 1997  
March 3, 1997  
March 17, 1997  
March 24, 1997

Rubidoux High School  
**Study Session** - Technology Status - Board Room  
Pacific Avenue Elementary School  
Jurupa Valley High School  
**Study Session** - Status of Textbooks, Instructional  
Materials, Libraries, Deferred Maintenance and  
Other Non-Recurring Costs - Board Room  
Board Room  
Stone Avenue Elementary School  
Rustic Lane Elementary School  
Pedley Elementary School  
Mira Loma Middle School  
Board Room

Information only.

#### d. 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 21, 1997 Regular Meeting Recommend approval as printed.

#### B. Review and Act on Procedure for Board Members' Educational Conference Expenses

(Mrs. Roberts)

At the January 21, 1997 Board meeting, President John Chavez suggested review of the current conference attendance procedure for Board members enacted in November, 1995. At that time, the Board voted to limit payment for Board members' conference expenses to registration fees. All other expenses are the responsibility of the individual Board member. In light of several Board members' desire to attend the National School Boards' Association Conference in Anaheim this April, President Chavez requested that this item be placed on the Agenda for discussion/decision.

After discussion, the Board may wish to give direction to administration regarding any revision to the procedure regarding payment of Board members' expenses to attend educational conferences.

\* **C. Certify Implementation of the 1996/97 Class Size Reduction Program** (Mr. Edmunds)

The Board has previously approved applications to the State Department of Education for facilities funding and operational funding in order to implement the Class Size Reduction Program. The final step in implementing the Class Size Reduction Program for 1996/97 is certification that the program has been implemented by February 16, 1997. The District's application for operational funding was for 97 reduced classes in grades K through 2, with most of the classes being in first grade. As of this date, administration estimates that we are operating 107 reduced sized classes:

<u>Kinder. Class</u>	<u>Kinder./1st Combination</u>	<u>1st Grade Class</u>	<u>2nd Grade Class</u>	<u>Combo Class 1st &amp; 2nd</u>
5	1	77	16	8

In order to comply with the February 16, 1997 certification date, the Board must authorize the Superintendent to sign the Certification of Implementation form contained in the supporting documents.

Administration recommends the Board authorize the Superintendent to sign the Certification of Implementation form for the 1996/97 Class Size Reduction Program.

**D. Authorize Purchase of Rider Mower for the Grounds Department** (Mr. Edmunds)

In 1984, the District purchased three Hustler 275 rider mowers for use in maintaining the District's campuses. An additional Hustler mower was purchased in 1989 to address the increased mowing requirements of new schools. These mowers, on average, have an expected life of five to six years. Of these four units, two have already been replaced: one in 1990 and one in 1995. One of the older Hustlers is currently out-of-service, and is in need of extensive repairs which will cost an estimated \$4,000. To date, we have spent over \$15,000 in major repairs on this mower. Administration does not believe it is cost effective to continue repairing the mower, given that a replacement unit is available for about \$8,000. We have requested verbal quotations for an Exmark Lazer Z to replace the Hustler as follows:

Empire Mower (Moreno Valley)	\$7,995.00
Dan's Lawnmower (Rialto)	\$9,249.00
George's Small Engine (Beaumont)	\$9,249.00

Administration recommends the Board authorize purchase of an Exmark Lazer Z rider mower at a cost of \$7,995.00 plus tax.

**E. Review and Act on Timely School Facility Matters**

- \* 1. Approve Notice of Completion for Two (2) Portables at MOT/Food Services, P. O. #90689 (Mr. Edmunds)
- \* 2. Approve Notice of Completion for Playground Improvements at Sky Country Elementary School, P. O. #93357 (Mr. Edmunds)
- \* 3. Approve Notice of Completion for Six (6) Portables at Three (3) District Sites - DSA #61171, F #33-19 (Mr. Edmunds)
- \* 4. Approve Notice of Completion for Three (3) Portables at Rustic Lane Elementary School and Two (2) Portables at Troth Street Elementary School. DSA #65184, F #33-19, P.O. #90689 (Mr. Edmunds)

## **E. Review and Act on Timely School Facility Matters** (Cont'd)

### **\* 5. Approve Addendum #1, Energy Efficient Lighting Retrofit Consulting Agreement**

(Mr. Edmunds)

On July 1, 1996, the Board approved entering into an agreement with Digital Energy Consulting for the purpose of developing plans and specifications for energy efficient retrofit projects. The original contract contained an option clause for Digital Energy to perform construction management and monitoring services. Administration has determined that it would be in the District's best interest to exercise the option and have Digital Energy perform the construction management portion of the contract.

The services to be performed include, but are not limited to, the verification of the number of lamps and ballasts disposed of and the number of new ballasts, controls, fixtures, and field devices which will be installed; quality control inspection on the work in progress; verification that hazardous materials are disposed of in accordance with State and Federal laws; resolution of problems; budget tracking; schedule management; analysis of energy savings over a twelve month period, etc. Additional services to be performed may be found in the addendum which is included in the supporting documents. The cost of additional work is \$121,759 and includes all remaining phases of work to be done. This cost was included in the project Feasibility Study, and will be funded by State revenue bonds along with the other project costs.

Administration recommends approval of Addendum #1, Energy Efficient Lighting Retrofit Agreement, to Digital Energy Consulting in the amount of \$121,759.

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

## **F. 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 #97-037 for violation of Education Code 48900 (c & k) for the remainder of the current semester and that the student be allowed to enroll and participate in the "Steps to Success" program operated at the Learning Center. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before June 2, 1997.
- \*\* 2.** The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-038 for violation of Education Code 48900 (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 January 20, 1998.

**F. Act on Student Discipline Cases (Cont'd)**

(Dr. Hendrick)

- \*\* 3. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-039 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 January 20, 1998.
- \*\* 4. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-040 for violation of Education Code 48900 (c & k) for the remainder of the current semester and that the student be allowed to enroll and participate in the "Steps to Success" program operated at the Learning Center. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before June 2, 1997.
- \*\* 5. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-041 for violation of Education Code 48900 (a, k & .4) 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 January 20, 1998.
- \*\* 6. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #97-043 for violation of Education Code 48900 (a & k) for the remainder of the current semester and that the student be allowed to enroll and participate in the "Steps to Success" program operated at the Learning Center. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before June 2, 1997.

Administration recommends the discipline actions as described and listed above.

**G. Approve Personnel Matters**

- \* 1. Approve Personnel Report #13 (Mr. Campbell)  
Administration recommends approval of Personnel Report #13 as printed subject to corrections and changes resulting from review in Closed Session.
- 2. Approve Variable Term Waiver Request (Mr. Campbell)  
Recent changes in state credentialing laws require that prior to hiring an individual to teach under the authorization of a Variable Term Waiver (Title V, Section 80122), specific individual approval must be granted by the governing board. Usually, this type of waiver is necessary for hard-to-fill positions in shortage areas (examples: Special Education, bilingual education, mathematics or science) or when an unexpected vacancy occurs in the middle of a school year. In this case, the recommendation is to fill two vacancies for bilingual teachers at the elementary school level. The persons being recommended are Ms. Marisol Marmolejo and Ms. Tiffani Taylor. Ms. Marmolejo is a native speaker of Spanish and has her degree from the University of California, Riverside. Ms. Taylor is a graduate of California State University, San Bernardino and taught third through sixth grades last year in Metepec, Mexico. All instruction was in Spanish. Both Ms. Marmolejo and Ms. Taylor have worked for the district this school year as substitute teachers. They are judged to be very competent. Recruitment efforts have not identified stronger candidates. Ms. Marmolejo and Ms. Taylor will be entering formal teacher education programs this spring.

With these considerations in mind, it is recommended that Ms. Marisol Marmolejo and Ms. Tiffani Taylor be approved for temporary employment through the end of this school year as teachers under the authorization of a Variable Term Waiver.

## **H. Approve Routine Action Items by Consent**

Administration recommends the Board approve Routine Action Items H 1-12 as printed.

- \* 1. Purchase Orders (Mrs. Lauzon)
- \* 2. Disbursements (Mrs. Lauzon)
- \* 3. Agreements (Mr. Edmunds)
- \* 4. Approve at First Informational Reading Revised Board Policy 3511, Transportation of Adult Education Students (Mr. Taylor)  
The District's present Policy 3511, Transportation of Adult Education Students, was adopted May, 1990. The policy has been revised to reflect current needs. A copy of revised Policy 3511 is included in the supporting documents.

Administration recommends that the Board approve at first informational reading revised Board Policy 3511, Transportation of Adult Education Students.

- \* 5. Approve at First Informational Reading Revised Board Policy 3520, Criteria for Locating Bus Stops (Mr. Taylor)  
The District's present Policy 3520, Criteria for Locating Bus Stops, was adopted May, 1990. The policy has been revised to reflect an additional safety consideration. A copy of revised Policy 3520 is included in the supporting documents.

Administration recommends that the Board approve at first informational reading revised Board Policy 3520, Criteria for Locating Bus Stops.

- \* 6. Approve at First Informational Reading Revised Board Policy and Regulation 6800.1, Growth Impact Guidelines (Mr. Taylor)  
The District's present Policy and Regulation 6800.1, Growth Impact Guidelines, were adopted September, 1990. The policy and regulation have been revised to reflect appropriate target dates and student growth projections. Copies of revised Policy and Regulation 6800.1 are included in the supporting documents.

Administration recommends that the Board approve at first informational reading revised Board Policy and Regulation 6800.1, Growth Impact Guidelines.

- \* 7. Adopt at Second Reading Revised Board Policy 3115, District Records (Mr. Taylor)  
At the January 21, 1997 meeting, the Board approved at first reading revised Board Policy 3115, District Records. A copy of revised Policy 3115 is included in the supporting documents.

Administration recommends the Board adopt at second reading revised Board Policy 3115, District Records.

- \* 8. Adopt at Second Reading Revised Board Policy 3116, Access to District Records (Mr. Taylor)  
At the January 21, 1997 meeting, the Board approved at first reading revised Board Policy 3116, Access to District Records. A copy of revised Policy 3116 is included in the supporting documents.

Administration recommends the Board adopt at second reading revised Board Policy 3116, Access to District Records.



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

- \* 9. Adopt at Second Reading Revised Board Policy 6204, Disposal of Obsolete Instructional Materials (Mr. Taylor)  
At the January 21, 1997 meeting, the Board approved at first reading revised Board Policy 6204, Disposal of Obsolete Instructional Materials. A copy of revised Policy 6204 is included in the supporting documents.

Administration recommends the Board adopt at second reading revised Board Policy 6204, Disposal of Obsolete Instructional Materials.

- \* 10. Adopt at Second 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 adopt at second reading, revised Board Policies 4111, 4211, 4311 and 4711.

### **11. Approve Out-Of-State Travel Requests**

- \* a. Comprehensive Teacher Education Institute (CTEI) (Mr. Taylor)  
The Comprehensive Teacher Education Institute (CTEI), which is a partnership between several secondary schools in the area and the University of California, Riverside, has been selected as a finalist to receive the Distinguished Program in Teacher Education Award, sponsored by the Association of Teacher Educators. The CTEI partnership provides inservice and training for student teachers at Mission Middle School and Rubidoux High School. Roberta Pace, Susan Ridder from Mission Middle School and Larry Porter, Rubidoux High School, are requesting permission to travel to Washington, D.C. from Saturday, February 15 through Wednesday, February 19, 1997 on behalf of the partnership. All costs will be paid by CTEI.

Administration recommends approval of the out-of-state travel request from Roberta Pace, Susan Ridder, Mission Middle School and Larry Porter, Rubidoux High School, to travel to Washington, D. C. on Saturday, February 15 through Wednesday, February 19, 1997 on behalf of the Comprehensive Teacher Education Institute (CTEI) partnership and participate as a finalist for the 1997 Distinguished Program in Teacher Education Award by the Association of Teacher Educators.

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

### **11. Approve Out-Of-State Travel Requests (Cont'd)**

#### **\* b. Personnel Recruitment**

(Mrs. Roberts)

For several years, we have limited out-of-state recruitment. First, because our growth was manageable and secondly, because of severe financial problems. With the new Class Size Reduction Program requiring increased numbers of teachers, Assistant Superintendent Personnel Services, Mr. Kent Campbell, has requested that we send staff to a few of the larger out-of-state recruiting fairs. The following principals and administrators were selected and have been scheduled to attend the Utah Job Fair: Ron Needham, Jim Owen and Donna Henderson; the Colorado Job Fair: Jim Taylor, Ellen French and Gary Hale; the Spokane Job Fair, Ron Needham, Alan Young and Michelle Johnson; the Tacoma Job Fair: Jim Taylor, Ron Needham and Ellen Kinnear. Additional recruiting trips may have to be scheduled later this year, once staffing needs are more clearly known.

Administration recommends that out-of-state recruiting trips for the 1996-97 school year be authorized to the Utah Teacher Recruiting Fair, the University of Northern Colorado Teacher Employment Days, the Spokane Educator Fair and the Tacoma Educator Fair.

#### **\* 12. Approve Non-Routine Field Trip Request from Rubidoux High School**

(Mr. Taylor)

Ms. Rhonda Fuller, Teacher at Rubidoux High School, is requesting permission to travel to Indio on Monday, February 17 through Sunday, February 23, 1997 with approximately thirty (30) students to participate in the annual National Date Festival. This event will offer students an opportunity to exhibit and sell their class projects. Costs will be paid by fund-raising activities and parent booster club. Transportation will be by district and parent vehicles and supervision will be by staff members and parent volunteers. 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. Rhonda Fuller, Teacher at Rubidoux High School, to travel to Indio on Monday, February 17 through Sunday, February 23, 1997 with approximately thirty (30) students to participate in the annual National Date Festival.

## **I. Review Routine Information Reports**

### **\* 1. Hear Report on Schools of Choice**

(Mr. Taylor)

In accordance with Board Policy 5117.1, parents will be notified, beginning February 3, 1997, of the Schools of Choice Open Enrollment Policy and Procedure. A copy of the parents' information brochure has been included in the supporting documents. Information only.

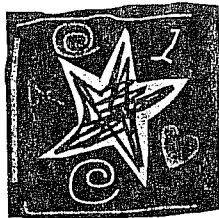
**I. Review Routine Information Reports (Cont'd)**

**\* 2. Annual Report on Pesticide Use**

(Mr. Edmunds)

Business and Non-Instructional Operations Policy 3401 requires an annual report to the Board of Education, citing the kind and amount of pesticide used by location. The supporting documents contain a memo from Steve Dickinson, Supervisor of Grounds, summarizing pesticide use districtwide for the period January 1, 1996 to December 31, 1996. Daily pesticide use logs by location are on file in the Grounds Supervisor's office. In addition, monthly districtwide use reports are sent to the Riverside County Agricultural Commissioner's Office with a copy going to the California Department of Food and Agriculture Headquarters in Sacramento. Copies are also kept on file in the Grounds Supervisor's office. MSD's for all pesticides are available in the Grounds Supervisor's office. Information only.

ADJOURNMENT



**EISS**

Early Intervention  
for School Success

December 11, 1996

Benita B. Roberts, Superintendent  
Jurupa USD  
3924 Riverview Dr.  
Riverside, CA 92509

Title: Early Intervention for School Success  
Type: Demonstration Grant  
Period: July 1, 1996 through June 30, 1997  
Amount: \$1500  
District: Jurupa USD  
School(s): Granite Hill Elementary

Dear Ms. Roberts:

Early Intervention for School Success is pleased to recognize the classroom(s) of:

Tamara Concannon, Claudia Penaloza

as a model demonstration site. Demonstration classrooms exhibit exemplary practices in implementing EISS programs and serve as models for interested educators, California Department of Education personnel, and other visitors interested in the program.

We are please to award a stipend of \$750 to each classroom teacher. Funds are awarded for the teacher to use in the classroom to support model demonstration site status. It is intended that materials purchased with these funds remain with this teacher under the following conditions. If the recipient transfers to another school or grade level and continues to implement EISS in the new setting, then these materials may be retained by the teacher. If the recipient leaves the EISS program, then the materials purchased with Demonstration Site funds are intended to remain with the school where the award was received.

Addressing the needs of young students and providing developmentally appropriate instruction in the primary grades is the goal of the Early Intervention for School Success program. We appreciate the support and leadership you and your staff have shown in achieving this award.

Sincerely,

Dean Hiser, Program Director  
Early Intervention for School Success

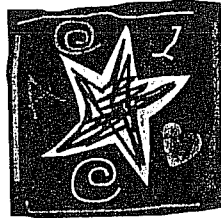
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cc: Michelle Johnson, Principal  
K. William Marshall, Financial Officer  
Tamara Concannon, Claudia Penaloza

John F. Dean, Ed.D.  
Orange County Superintendent of Schools

200 Kalmus Drive, P.O. Box 9050  
Costa Mesa, CA 92628-9050  
(714) 966-4145 FAX (714) 966-4124





**EISS**

Early Intervention  
for School Success

December 11, 1996

Benita B. Roberts, Superintendent  
Jurupa USD  
3924 Riverview Dr.  
Riverside, CA 92509

Title: Early Intervention for School Success  
Type: Demonstration Grant  
Period: July 1, 1996 through June 30, 1997  
Amount: \$1500  
District: Jurupa USD  
School(s): Sunnyslope Elementary

Dear Ms. Roberts:

Early Intervention for School Success is pleased to recognize the classroom(s) of:

Lorayne Corcoran, Deborah Dallas

as a model demonstration site. Demonstration classrooms exhibit exemplary practices in implementing EISS programs and serve as models for interested educators, California Department of Education personnel, and other visitors interested in the program.

We are please to award a stipend of \$750 to each classroom teacher. Funds are awarded for the teacher to use in the classroom to support model demonstration site status. It is intended that materials purchased with these funds remain with this teacher under the following conditions. If the recipient transfers to another school or grade level and continues to implement EISS in the new setting, then these materials may be retained by the teacher. If the recipient leaves the EISS program, then the materials purchased with Demonstration Site funds are intended to remain with the school where the award was received.

Addressing the needs of young students and providing developmentally appropriate instruction in the primary grades is the goal of the Early Intervention for School Success program. We appreciate the support and leadership you and your staff have shown in achieving this award.

Sincerely,

Dean Hiser, Program Director  
Early Intervention for School Success

DH:mjj

cc: Gary Hale, Principal  
K. William Marshall, Financial Officer  
Lorayne Corcoran, Deborah Dallas

John F. Dean, Ed.D.  
Orange County Superintendent of Schools

200 Kalmus Drive, P.O. Box 9050  
Costa Mesa, CA 92628-9050  
(714) 966-4145 FAX (714) 966-4124



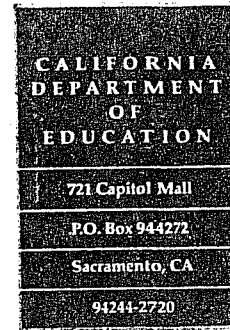


DELAINE EASTIN  
State Superintendent of Public Instruction

RECEIVED

JAN 27 1997

OFFICE OF THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
SACRAMENTO, CALIFORNIA



January 15, 1997

Benita B. Roberts, Superintendent  
Jurupa Unified School District  
3924 Riverview Drive  
Riverside, CA 92509

Dear Superintendent Roberts:

The purpose of this letter is to provide information about your California Partnership Academy grant application.

One hundred sixty-one applications were received November 25, 1996. During the week of December 9-11, 1996, a team of readers reviewed and rated each application. The team included Academy teachers, administrators, and business partners. Staff from the California School Boards Association, the National Center for Research in Vocational Education, and the California Department of Education also participated. Readers examined the components of the Academy model, the requirements of the RFA, and were trained in the use of a rubric.

Each application was independently read and rated by three reviewers, and scores were averaged across the three. A reader rater reliability program was also utilized. Reviewers used as the rubric in their ratings the exact criteria of the RFA and scored each application by section. As explained in the RFA, an application had to receive a rating of at least 75 points to be considered for funding. However, because of the high quality of the requests and the competitive nature of the RFA, applications actually had to score above 85 in order to qualify for funding.

With pleasure I am informing you that your application for a Jag-Ag Academy at Jurupa Valley High School scored 85.5 points and, therefore, qualified for a \$15,000 planning grant. In February you will receive a funding letter.

Your Academy team should plan to attend the annual California Partnership Academy Conference to be held April 20-22, 1997, at the Anaheim Marriott. A pre-conference meeting of all newly funded sites is planned for Sunday, April 20, from one until four pm at the Marriott. Conference information and registration materials will be mailed later this month.

26  
P51

Teams should also plan to attend the Summer Institute to be held in June. Information about the Summer Institute will be sent directly to your Academy team. Two regional Institutes are planned: one in Southern California and one in Northern California. Teams may attend the one that is more convenient.

In the meantime, if you have questions regarding your grant, please call Susan Tidyman, Consultant for the Partnership Academies. Her phone number is 510 - 942 - 3413, and her fax number is 510 - 934 - 1057.

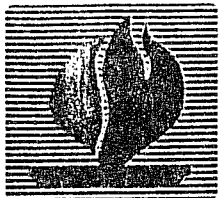
Congratulations to you and your staff!

Sincerely,



Stuart Greenfeld  
Assistant Superintendent and Director  
High School Teaching and Learning Division

c: Project Director  
Susan Tidyman



DR. DALE S. HOLMES  
Riverside County Superintendent of Schools

3939 Thirteenth Street  
P.O. Box 868  
Riverside, California  
92502-0868

January 15, 1997

47-336 Oasis Street  
Indio, California  
92201

To: Benita B. Roberts, District Superintendent  
John Chavez, Board President  
Rollin Edmunds, Assistant Superintendent, Business Services  
Jurupa Unified School District

From: Jerry J. Kurr, Assistant Superintendent *J. Kurr*  
Division of Administration and Business Services

Subject: **1996-97 FIRST INTERIM FINANCIAL REPORT**

We have received and reviewed your 1996-97 First Interim Financial Report. We have also notified the California Department of Education of your positive certification. I commend you and your staff for your efforts in the preparation of your district's First Interim Financial Report.

The district's First Interim Financial Report indicates that salary negotiations have not been concluded. Government Code Section 3547.5 requires the major provisions of a proposed agreement, including the projected cost of the agreement, be disclosed at a public meeting prior to board approval. Please provide a copy of this information, including revised multi-year projections, to our office ten days prior to approval of a collective bargaining agreement.

Riverside County  
Board of Education

Gerald P. Colapinto  
President

Curtis E. Grassman  
Vice President

Marilyn Baumer

Charles H. Brugh

Betty Gibbel

Milo P. Johnson

William R. Kroonen

If you have any questions or require further assistance, please call me at (909) 788-6568 or JoAnn Davenport at (909) 788-6575. Our FAX number is [909] 274-0659.

JJK/TK/NS:lt

3-a



**JURUPA UNIFIED SCHOOL DISTRICT  
RIVERSIDE, CALIFORNIA  
MINUTES OF THE REGULAR MEETING  
TUESDAY, JANUARY 21, 1997**

**OPEN PUBLIC SESSION**

**CALL TO ORDER**

The Regular Meeting of the Jurupa Unified School District Board of Education was called to order by Clerk of the Board, Mrs. Mary Burns, at 6:02 p.m. on Tuesday, January 21, 1997, in the Multi-Purpose Room at West Riverside Elementary School, 3972 Riverview Drive Riverside, California.

**ROLL CALL**

Members of the Board present were:

**Mrs. Mary Burns, Clerk  
Mrs. Carolyn Adams, Member  
Ms. Holly Hanke, Member  
Mr. Sam Knight, Member**

Members of the Board absent were:

**Mr. John Chavez, President (arrived at 6:17 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  
Mrs. Pam Lauzon, Director of Business Services  
Mr. Memo Mendez, Director Curriculum & Categorical Projects  
Dr. Bill Hendrick, Administrator Education Support Services**

**CLOSED SESSION**

**RECESS TO CLOSED  
SESSION**

-Motion #194

MS. HANKE MOVED THE BOARD RECESS TO CLOSED SESSION IN THE LIBRARY 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 #12; EXPULSION CASES #97-030, #96-004, #96-077, #96-102, #97-013, #97-014, #97-019, #96-046 AND #96-054. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY, 4-0.

At 6:03 p.m., the Board recessed to Closed Session in the Library.

At 6:51 p.m., the Board adjourned from Closed Session.

**OPENING OF REGULAR BOARD MEETING**

**CALL TO ORDER**

At 7:00 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.

JVHS STUDENT  
REPRESENTATIVE  
REPORT

COMMUNICATIONS SESSION

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

SPORTS - The boys' basketball team defeated Rubidoux High School 64-45 on January 10 for the first time in the school's history, and went on to defeat La Sierra 68-65 on January 17. Joey Balough was the leading scorer in both games. At the CIF Water Polo Banquet, Greg Lonzo and Brady Kocher were selected to play on the High School All American Water Polo Team. Girls' Soccer Team - 8 victories, 2 ties, and 1 defeat. Brook Braunschweig and Veronica Zepeda were selected to take part in the Olympic Development Program State Team Trials in Bakersfield on February 8. The girls' Water Polo Team defeated Poly High 24-8. The concluding tournament is scheduled for February 13, 14 & 15.

ASB - is sponsoring a Pep Rally on January 24 to recognize winter sports and the Winter Formal Court. The Winter Formal will be held on January 25 with a half-time show at the January 22 Basketball Homecoming Game, also featuring the Winter Formal Court.

STAFF - teachers have been busy learning about technology, AVID, verbal judo, new math approaches, CPR and preparing for the next WASC review. Teacher of the Month is Mr. Steve Eimers, Psychologist.

ROTC - received positive comments on their annual inspection held on January 10.

TALENT SHOWCASE - January 23 at 7:00 p.m.; tickets are \$2.00.

FINALS - January 29 and 30 to conclude the semester.

RHS STUDENT  
REPRESENTATIVE  
REPORT

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

Jostens hosted an assembly and parent night to provide information concerning graduation packages.

Jennifer Culhan was awarded a \$50.00 Savings Bond as one of the three finalists for her essay entry in the *Press Enterprise Young Columbus Essay Contest*.

Golden State Tests in Economics and Writing Composition were administered last week. Students were also involved in week-long activities leading up to the Basketball Homecoming, topped off with the announcement of Homecoming King and Queen, Darryl Tolbert and Melissa Wilson, and the Mid-Winter Ball at Edward's Mansion.

The CTEI Project with Rubidoux High School, Mission Middle and the University of California, Riverside, will be honored next month in Washington, D.C. for excellent work nationally.

January 24 - Staff Inservice Day

Finals will be held next week during three, four-hour days.

WELCOME TO WEST  
RIVERSIDE  
ELEMENTARY

Dr. Ellen Kinnear, Principal of West Riverside Elementary, welcomed the Board and highlighted the Extended Day Program, in its third year at the school. The program offers before and after school classes for all students to foster literacy, math and computer skills, and provide students with homework assistance. Dr. Kinnear provided a tape recording of several students sharing their success in academics due to participation in the Extended Day Program.

RECOGNIZE GOLDEN  
STATE EXAMINATION  
SCHOLARS

The Director of Curriculum and Categorical Projects reported that the number of students in the district taking the Golden State Examination continues to increase each year. Last year, the test was administered to 2,322 students; this year, participants numbered 2,420. He noted that 36 Jurupa Valley, 40 Rubidoux High, 2 Jurupa Middle, 13 Mira Loma Middle and 9 Mission Middle students received High Honors and Honors recognition in designated subject areas as listed on the Agenda, and 225 Jurupa students were honored with "school recognition" certificates.

President Chavez suggested that in the future, several of Jurupa's honored students be asked to share, the next time that these students are honored, concerning their achievements and participation on the Golden State Examination.

RECOGNIZE SCHOOL  
HEALTH WEEK

The Administrator of Education Support Services announced recognition of School Nurse Week, January 20-24, 1997. He introduced School Nurse Coordinator, Ms. Kathleen Carter, one of the district's eight nurses, to share information concerning the district's health program and to recognize local service agencies for providing medical assistance to students.

Nurse Carter noted that during School Nurse Week, School Nurse Day has been designated as January 22, 1997. She highlighted vision, hearing, scoliosis screening, emergency care, and health education in classrooms as just a few of the services that school nurses provide. Ms. Carter commended the Lions Club, for their outstanding vision care assistance to needy students who would otherwise not be able to afford such services; the Jurupa Lionesses for their clothing assistance to students; Operation School Bell for providing complete school outfits for students, and Project K.I.N.D. (Kids In Need of Doctors) who assist students not covered by health insurance. She personally thanked each organization and each school nurse for promoting health to all students in the district.

ACCEPT DONATIONS  
-Motion #195

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

MRS. BURNS MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: \$950.00 FROM THE GLEN AVON PTA FOR SCHOOL FIELD TRIPS AT GLEN AVON; \$5,757.02 FROM THE INDIAN HILLS PTA FOR THE RIF PROJECT, SUPPLIES, FIELD TRIPS AND A BALL LOCKER; \$2,325.00 FROM THE INDIAN HILLS PTA NOTING \$75.00 PER CLASSROOM AT INDIAN HILLS FOR FIELD TRIPS/INSTRUCTIONAL SUPPLIES; \$1,000.00 FROM MISSION BELL PTA FOR FIELD TRIPS; \$175.00 FROM MR. OAKS TO PURCHASE SOUND EQUIPMENT AT STONE AVENUE; \$175.00 FROM MS. CARSON, PHILADELPHIA RECYCLING MINE, FOR SOUND EQUIPMENT AT STONE AVENUE; \$690.36 FROM JURUPA MIDDLE PTA FOR THE RIF PROGRAM AT JURUPA MIDDLE; \$50.00 FROM MR./MRS. OAKS FOR THE SCIENCE IS FUN CLASS AT JURUPA MIDDLE; AN ADMIRAL VCR VALUED AT \$150.00 FOR MIRA LOMA MIDDLE; TWO SYCAMORE TREES AND STATIONERY FOR MIRA LOMA MIDDLE VALUED AT \$2,200.00 FROM MR. ROSAS; PHOTOGRAPHIC EQUIPMENT FOR RUBIDOUX HIGH VALUED AT \$750.00 FROM MR. MORSE; TWO UPRIGHT PIANO DOLLIES FOR THE RUBIDOUX HIGH CHOIR, BAND, AND COLOR GUARD FROM MR./MRS. STOCKBERGER; SEVERAL DONATIONS, AS LISTED ON THE AGENDA, FOR THE HOST READING PROGRAM AT RUSTIC LANE. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

BOARD MEMBER  
REPORTS & COMMENTS

Mrs. Burns thanked Dr. Kinnear for her warm welcome, and encouraged Board members to attend the upcoming presentation of "Annie" by Stone Avenue students on January 22 and 23. She noted that the New Board Member Orientation Session that she recently attended provided by the Riverside County Office of Education with new Board member, Mrs. Carolyn Adams, was very informative. Mrs. Burns commented that her visit to Troth Street Elementary to provide a rock program was a heartwarming experience for her and her mother who is visiting, and she felt welcome in each classroom.

Mrs. Adams stated that the learning session for new board members was very informative, particularly with regards to the Budget Act and the Brown Act. She noted that she has been visiting several school sites and is looking forward to a great experience serving as a Board member.

Ms. Hanke thanked Dr. Kinnear for her welcome to West Riverside, and thanked members of the audience for their dedicated attendance at Board meetings.

Mr. Knight thanked Dr. Kinnear for her fine presentation that demonstrated student involvement in before-and-after-school activities. He thanked the high school student ambassadors and Nurse Kathleen Carter for their presentations, and he commended the Golden State Examination scholars for their achievements. Mr. Knight thanked President Chavez for his leadership.

President Chavez apologized for being late. He explained that he had just returned from Washington, D.C. today after attending the Inauguration Ball. President Chavez shared his wonderful experiences while in Washington, D.C. and was grateful for the opportunity to attend. He thanked Dr. Kinnear for her hospitality, and noted that unfortunately he was not able to attend the New Board Member Orientation due to illness; however, he indicated that he is looking forward to attending the Stone Avenue play, "Annie."

Mrs. Burns mentioned that while attending the orientation, she learned that the National School Boards Association conference is scheduled for April. The Superintendent indicated that information has been requested for Board members and it has been determined that the conference will be held in Anaheim. President Chavez and Mrs. Burns both expressed interest in attending.

President Chavez submitted information from CSBA concerning the upcoming conference, "Fulfilling the Promise of the African-American Student, The Vision and the Reality," February 21-22, in San Francisco. He noted the importance of a Board member attending, and asked that a discussion item be placed on the Agenda concerning Board member conference expenses.

ACTION SESSION

APPROVE MINUTES  
-Motion #196

MR. KNIGHT MOVED THE BOARD APPROVE MINUTES OF THE REGULAR MEETING JANUARY 6, 1997. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE AB 3482 SITE  
GRANT PROPOSALS  
-Motion #197

The Superintendent outlined two separate areas of new funding for school districts that the State has provided: AB 3482 site-based funding, and One-Time Block grant. She indicated that each school principal prepared an expenditure plan for their proposed portion of both grants, as requested by the Board at the November 12 Study Session. She noted that although the exact amount of funding for site-based grants will not be received until late February according to the P-2 apportionment, schools prepared their proposals with School Site Council approvals, based on \$60.00 per ADA. Principals' One-Time Block grant proposals list the needs at each school site based on the five areas specified by the legislature, and at the suggestion of President Chavez, were prepared after their proposals for AB 3482 site-based expenditures were defined.

The Superintendent indicated that following the development of expenditure plans and justifications for site-based funding by parents, School Site Council members and staff, the State requires Board review and approval with funds encumbered by May, 1997. She added that Peralta Elementary School will not receive site-based funding, as the school was not yet open during the time of 1996 P-2 attendance reporting in April of last year; however, the Board may wish to designate funding for Peralta from the One-Time Block Grant allocation. The Superintendent added that with the number of purchase orders required to obtain the requested items in each site's expenditure plan, the purchasing department staff may need to be augmented for a short period of time.

Mr. Knight asked whether or not school's requesting copiers took into consideration the need for on-going maintenance agreements.

The Superintendent responded that principals will be advised that they must consider funding maintenance costs through various sources of school funding, such as their basic instructional allocation and other funds such as categorical, school improvement or Title I funding. However, she commented that sites have determined that with the number of schools, there is a definite need for site-level copiers to handle the immediate requests at each school.

MR. KNIGHT MOVED THE BOARD APPROVE AB 3482 ONE-TIME SITE GRANT EXPENDITURE PROPOSALS, AS OUTLINED IN THE SUPPORTING DOCUMENTS. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

SET TIMELINE FOR  
ALLOCATING ONE-  
TIME BLOCK GRANT  
FUNDING  
-Motion #198

The Superintendent indicated that although a method for allocating One-Time Block Grant Funds has not yet been determined, as per the Board's request, each site prepared for review, expenditure proposals for the second Board meeting in January. The One-Time Block Grant combined expenditure requests total \$3,058,144, which exceeds the State's allocation of \$1,498,000 by \$1,560,144. She noted that a summary of requests is provided in the supporting documents to highlight the areas of focus from each school as they pertain to textbooks and instructional materials, library/media, technology, deferred maintenance and other non-recurring costs.

Mrs. Burns requested that in the decision-making process, the Board receive a status report concerning the district's previously adopted technology plan, since the greatest number of requests fall within the category of technology. Board members reached consensus that a completed report from the district's consultant, AIDCO, will be included as part of a planned workshop to review wiring needs/costs at each school to avoid duplication and promote consistency with the overall technology plan.

SET TIMELINE FOR  
ALLOCATING ONE-  
TIME BLOCK GRANT  
FUNDING  
-Motion #198  
(CONT'D)

Following extensive input by each Board member, the Superintendent summarized their discussion by stating that an expenditure plan will be developed by the Board, and based on Mrs. Burns request, a technology status report will be provided first, followed by an analysis of requests in the four other areas outlined by the Legislature. This will aid the Board in determining the amount they wish to allocate in each category. Two Study Sessions were selected as the best way for administration to present the information requested. The topic for the first Study Session will be Technology Status Report. The topic for the second Study Session will be Textbooks and Instructional Materials, Library/Media, Technology, Deferred Maintenance and Other Non-Recurring Costs Status Report.

MR. KNIGHT MOVED THE BOARD SET A STUDY SESSION FOR FEBRUARY 24, 1997 AT 6:00 P.M. IN THE BOARD ROOM, FOLLOWED BY A STUDY SESSION ON MARCH 24, 1997 WITH A DECISION ON THE ALLOCATION OF ONE-TIME BLOCK GRANT FUNDS AT THE APRIL 21, 1997 REGULAR BOARD MEETING. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AFFIRM SUBMITTAL OF  
PARTICIPATION  
APPLICATION FOR  
SCHOLASTIC READING  
DONATION OF BOOKS  
Motion #199

The Assistant Superintendent Education Services announced that Scholastic, Inc. plans to donate one million books and other reading materials in the State of California. It has not yet been determined the specific number of books that Jurupa will receive; however an application was submitted requesting participation in the distribution program.

MS. HANKE MOVED THE BOARD AFFIRM SUBMITTAL OF THE APPLICATION TO PARTICIPATE IN THE CSBA SCHOLASTIC, INC. READING MATERIALS DISTRIBUTION PROGRAM. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT AT 2ND  
READING, REVISED  
BP 1317, VISITORS ON  
CAMPUS  
-Motion #200

The Assistant Superintendent Education Services noted that Board members approved the revised Policy at first informational reading at the last Board meeting. He noted for President Chavez that he will encourage principals to consistently require all visitors to sign in when visiting campuses, and remind them to contact him if any unauthorized distribution of materials to students is occurring. He stated that according to Board Policy, all materials must first be approved by his office.

The Superintendent emphasized that consistency in implementation is more difficult to control at the high school level; however, new signs are being posted on all campuses to remind visitors to adhere to this policy.

Mrs. Burns commented that she will be voting "No" on this Policy as she did not feel that it promoted a "Visitor Friendly Campus." She felt that additional designated parking spaces for visitors should be added, and indicated that the very last paragraph concerning "no electronic listening or recording devices" on campus was added to this policy without being highlighted in any way, and this was of concern to her.

The Superintendent noted that the revisions to the Policy are consistent with the Education Code, the Penal Code and CSBA's sample policy, which all emphasize as the foremost issue, the safety of students.

MR. KNIGHT MOVED THE BOARD ADOPT AT SECOND READING REVISED BOARD POLICY 1317, VISITORS ON CAMPUS. MS. HANKE SECONDED THE MOTION. A VOTE WAS TAKEN, AYES: PRESIDENT CHAVEZ, MRS. ADAMS, MS. HANKE, MR. KNIGHT. NAYE: MRS. BURNS. THE MOTION CARRIED 4-1.

ADOPT AT 2ND  
READING NEW BP  
1317.1, MEDIA ACCESS  
TO CAMPUSES  
-Motion #201

The Assistant Superintendent Education Services requested adoption of Board Policy 1317.1, Media Access to Campuses, at second reading.

PRESIDENT CHAVEZ MOVED THE BOARD ADOPT AT SECOND READING NEW BOARD POLICY 1317.1, MEDIA ACCESS TO SCHOOL CAMPUSES. MS. HANKE SECONDED THE MOTION . Mrs. Burns voiced a concern that common verbiage in both policies, 1317 and 1317.1, should have been used. A VOTE WAS TAKEN WHICH CARRIED UNANIMOUSLY.

ADOPT AT 2ND  
READING REVISED BP  
1318, PROHIBITED  
ACTIVITIES ON  
SCHOOL GROUNDS  
-Motion #202

The Assistant Superintendent Education Services stated that Board Policy 1318, Prohibited Activities on School Grounds, is presented for adoption at second reading, following a first informational reading at the January 6, 1997 Board meeting.

MR. KNIGHT MOVED THE BOARD ADOPT AT SECOND READING REVISED BOARD POLICY 1318, PROHIBITED ACTIVITIES ON SCHOOL GROUNDS. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING  
NEW BP & R 3115,  
DISTRICT RECORDS  
-Motion #203

The Assistant Superintendent Education Services noted that Policy and Regulation 3115 outlines the maintenance of district records as well as classifying which are permanent, optional or disposable according to law and the California Department of Education.

MS. HANKE MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING NEW BOARD POLICY & REGULATION 3115, DISTRICT RECORDS. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING  
REVISED BP 3116,  
ACCESS TO DISTRICT  
RECORDS  
-Motion #204

The Assistant Superintendent Education Services stated that revised Policy 3116, Access to District Records, allows reasonable access to school and district records for review by any person in the presence of responsible district personnel.

MR. KNIGHT MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING REVISED BOARD POLICY 3116, ACCESS TO DISTRICT RECORDS. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST READING  
REVISED BP 6204,  
DISPOSAL OF  
OBSOLETE  
INSTRUCTIONAL  
MATERIAL  
-Motion #205

The Assistant Superintendent Education Services commented that this policy has been updated to reflect the change in the law which allows school districts to now sell obsolete instructional materials to interested parties, once they have not been claimed by other specified sources.

MR. KNIGHT MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING REVISED BOARD POLICY 6204, DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT HIGH SCHOOL  
TEXTBOOK  
-Motion #206

The Director of Curriculum and Categorical Projects reported that the textbook, Communication Technology Today and Tomorrow for grades 9-12 has completed the second phase of the review process, by being available at the local libraries for a specified number of days, and is now ready for formal adoption.

MR. KNIGHT MOVED THE BOARD ADOPT "COMMUNICATION TECHNOLOGY TODAY AND TOMORROW" FOR USE AT THE HIGH SCHOOL LEVEL. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY. -104-

ACT ON ONE (1)  
DISCIPLINE CASE: #97-030  
-Motion #207

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 discipline cases listed in the Agenda.

PRESIDENT CHAVEZ MOVED THE BOARD EXPEL THE STUDENT IN THE FOLLOWING DISCIPLINE CASE: #97-030, AS PRINTED: EXPEL 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. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ACT ON  
READMITTANCE IN SIX  
(6) DISCIPLINE CASES:  
#96-004; #96-077; #96-102,  
#97-013; #97-014; #97-019  
-Motion #208

PRESIDENT CHAVEZ MOVED THE BOARD READMIT THE PUPILS IN THE FOLLOWING DISCIPLINE CASES: #96-004, #96-077, #96-102, #97-013, #97-014, AND #97-019 AS PRINTED: READMIT THE PUPIL IN DISCIPLINE CASE #96-004 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; READMIT THE PUPIL IN DISCIPLINE CASE #96-077 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; READMIT THE PUPIL IN DISCIPLINE CASE #96-102 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; READMIT THE PUPIL IN DISCIPLINE CASE #97-013 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; READMIT THE PUPIL IN DISCIPLINE CASE #97-014 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT; READMIT THE PUPIL IN DISCIPLINE CASE #97-019 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT. MR. KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ACT ON DENIAL OF  
TWO (2) READMISSION  
CASES:  
#96-046 & #96-054  
-Motion #209

PRESIDENT CHAVEZ MOVED THE BOARD DENY READMISSION TO THE PUPILS IN THE FOLLOWING DISCIPLINE CASES: #96-046 AND #96-054 AS PRINTED: DENY THE READMISSION OF THE PUPIL IN DISCIPLINE CASE #96-046 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT, AND DENY THE READMISSION OF THE PUPIL IN DISCIPLINE CASE #96-054 TO THE SCHOOLS OF THE JURUPA UNIFIED SCHOOL DISTRICT. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE PERSONNEL  
REPORT #12 W/INSERT  
-Motion #210

The Assistant Superintendent Personnel Services asked that the Board approve Personnel Report #12 as printed, with Insert N-1, Pages 4-7.

MRS. BURNS MOVED THE BOARD APPROVE PERSONNEL REPORT #12 AS PRINTED, WITH INSERT N-1, PAGES 4-7. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST  
INFORMATIONAL  
READING  
BOARD POLICIES #4111,  
#4211, #4311 & #4711  
-Motion #211

The Assistant Superintendent Personnel Services reported that a study committee was formed, consisting of three principals and three NEA-J members, to scrutinize and update the policies concerning employee complaint procedures. He noted that the committee's recommendations mainly involve changes to the following areas: extending the timelines for appeals of employee complaints, with a provision included for the complainant to address the Board regarding their concerns.

MS. HANKE MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING, REVISED BOARD POLICIES #4111, #4211, #4311 AND #4711. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.



APPROVE ROUTINE  
ACTION ITEMS  
-Motion #212

PRESIDENT CHAVEZ MOVED THE BOARD APPROVE ROUTINE ACTION ITEMS O 1-7 AS PRINTED: PURCHASE ORDERS; DISBURSEMENTS; AGREEMENTS; PAYROLL REPORT; APPROPRIATION TRANSFERS; AUTHORIZED AGENTS; NON-ROUTINE FIELD TRIP REQUEST FOR 20 JURUPA VALLEY HIGH STUDENTS TO TRAVEL TO PALM SPRINGS TO ATTEND A RETREAT JANUARY 30-31, 1997 TO PRACTICE FOR THE UPCOMING MOCK TRIAL COMPETITION. MS. HANKE SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ROUTINE INFO.  
REPORTS

The Board reviewed the following information reports: Review Proposal for Youth Accountability Program; Review 1996-97 Board Meeting Locations, and Review Staff Development Days (SIP).

#### ADJOURNMENT

There being no further business, President Chavez adjourned the Regular Meeting from Public Session at 8:56 p.m.

**MINUTES OF THE REGULAR MEETING OF JANUARY 21, 1997 ARE APPROVED AS**

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President

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Clerk

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Date

# 1996-97 Class Size Reduction Program (SB 1777) - K-3 Revised Certification of Implementation

California Department of Education

Education Finance Division

**Do not submit until the Class Size Reduction Program has been implemented**

*Purpose:* This page is to declare the district's (*charter school's*) implementation of class size reduction for the 1996-97 K-3 Class Size Reduction Program.

<b>A</b> Identification	District/CD code:	3	3	6	7	0	9	0	<b>B</b> Contact	Contact Person:	Rollin Edmunds	
	Charter school:									Title:	Assistant Superintendent Business Services	
	Submission:	<input checked="" type="checkbox"/> original	02 / 03 / 97		date					Address:	3924 Riverview Drive	
<b>C</b> Mailing	The original and one copy must be received in this office by February 21, 1997	Categorical Programs Unit Education Finance Division California Department of Education 560 J Street, Suite 150 Sacramento, CA 95814							City:	Riverside		
								County:	RIVERSIDE	Zip:	92509	
								Telephone:	( 909 ) 222-7757	ext.	--	
								FAX:	( 909 ) 275-0328			

## D Certification

As a condition for receiving Class Size Reduction funds (Chapter 6.10, commencing with Section 52120, of Part 28 of the Education Code), the Governing Board of the above named school district (*charter school*) certifies through a board resolution that the following statements are true and accurate.

1. The school district Class Size Reduction Program (SB1777) K-3 has been implemented for 1996-97. The program was implemented not later than February 16, 1997.
2. The school district has complied with all conditions and assurances contained in the 1996-97 Class Size Reduction Program (SB 1777) Application.
3. Initial funding for the school district's program will be at the level specified in the Application. The school district will submit final year-end enrollment counts to the Education Finance Division by May 1, 1997 on the Report of Enrollment J-7CSR form.

Funding differences between Application counts and J-7CSR counts will be computed and adjustments to 1996-97 levels will be made in the final apportionment period.

## E Signature

To the best of my knowledge and belief, the information in this application is true and correct and is in compliance with statutes and administrative provisions of the California Department of Education. The Governing Board of the above named school district (*charter school*) has authorized me to sign this certification of Implementation on its behalf.

Signature of District Superintendent  
(or charter school Chief Administrative Officer)

Benita B. Roberts

Printed name

Date

CSR-CI-1 (9/96)

C

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

When recorded, return to:

Jurupa Unified School District  
Purchasing Department  
3924 Riverview Drive  
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

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

Project title or description of work: P.O. 90689, Two (2) Portables at Mot/Food Service

Date of completion: January 31, 1997

Nature of owner: Public School District

Interest or estate of owner: Jurupa Unified School District

Address of owner: 3924 Riverview Drive, Riverside Ca., 92509

Name of contractor: Modtech Inds.

Street address or legal description of site: MOT, 4740 Pedley Road, Riverside, Ca 92509

Dated: February 4, 1997

Owner: Jurupa Unified School District  
(Name of public entity)

By: 

Rollin Edmunds

Title Assistant Superintendent, Business Services

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss

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

Executed at Riverside, California on February 4, 1997

By: \_\_\_\_\_

Benita B Roberts

Title

Secretary of the Board

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

When recorded, return to:

Jurupa Unified School District  
Purchasing Department  
3924 Riverview Drive  
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

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

Project title or description of work: P.O. 93357, Playground Improvements at Sky Country School

Date of completion: January 9, 1997

Nature of owner: Public School District

Interest or estate of owner: Jurupa Unified School District

Address of owner: 3924 Riverview Drive, Riverside Ca., 92509

Name of contractor: T D Constrution

Street address or legal description of site; Sky Country School, 5520 Lucretia, Mira Loma, Ca 91752

Dated: February 4, 1997

Owner: Jurupa Unified School District  
(Name of public entity)

By: 

Rollin Edmunds

Title Assistant Superintendent, Business Services

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss

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

Executed at Riverside, California on February 4, 1997

By: \_\_\_\_\_

Benita B Roberts

Title: \_\_\_\_\_

Secretary of the Board

E-2

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

When recorded, return to:

Jurupa Unified School District  
Purchasing Department  
3924 Riverview Drive  
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

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

Project title or description of work: A#61171, F#33-19, Six(6) Portables at Three(3) Sites  
Date of completion: January 22, 1997  
Nature of owner: Public School District  
Interest or estate of owner: Jurupa Unified School District  
Address of owner: 3924 Riverview Drive, Riverside Ca., 92509  
Name of contractor: Aurora Modular Industries  
Street address or legal description of site: Ina Arbuckle Cahool, Van Buren School, Rustic Lane School

Dated: February 4, 1997

Owner: Jurupa Unified School District  
(Name of public entity)

By: Rollin Edmunds

Title Assistant Superintendent, Business Services

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss

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

Executed at Riverside, California on February 4, 1997

By: \_\_\_\_\_

Benita B Roberts

Title: Secretary of the Board

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

When recorded, return to:

Jurupa Unified School District  
Purchasing Department  
3924 Riverview Drive  
Riverside, CA 92509

NOTICE OF COMPLETION

(Civil Code § 3093 - Public Works)

(For Recorder's use)

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

Project title or description of work: A#65184, F#33-19, P.O. 90689, Three(3) Portables at Rustic Lane and Two(2) portables at Troth School

Date of completion: January 31, 1997

Nature of owner: Public School District

Interest or estate of owner: Jurupa Unified School District

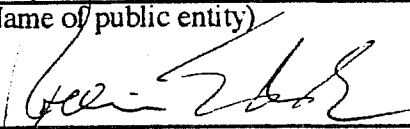
Address of owner: 3924 Riverview Drive, Riverside Ca., 92509

Name of contractor: Modtech Inds.

Street address or legal description of site; Troth Street Elementary School, Rustic Lane School

Dated: February 4, 1997

Owner: Jurupa Unified School District  
(Name of public entity)

By:   
Rolin Edmunds  
Title Assistant Superintendent, Business Services

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss

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

Executed at Riverside, California on February 4, 1997

By: \_\_\_\_\_  
Benita B Roberts  
Title Secretary of the Board

JURUPA UNIFIED SCHOOL DISTRICT  
Education Center  
3924 Riverview Drive  
Riverside, CA 92509

ENERGY EFFICIENT LIGHTING RETROFIT CONSULTING  
AGREEMENT

ADDENDUM #1

This agreement is made and entered into this 4th day of February, 1997 by and between the JURUPA UNIFIED SCHOOL DISTRICT (herein called DISTRICT) and DIGITAL ENERGY, a business authorized to operate under the laws of the State of California with a place of business as DIGITAL ENERGY (herein called CONSULTANT).

1. The compensation for the Agreement shall be increased by \$121,759 per Article A, Section 4 of the Agreement.
2. The Scope of Work for the construction support phase is as detailed on the attached Exhibit "A".

\_\_\_\_\_  
Rollin Edmunds  
Assistant Superintendent  
Business Services

\_\_\_\_\_  
Jairam R. Agaram  
Digital Energy

Date:\_\_\_\_\_

Date:\_\_\_\_\_



## EXHIBIT A

### DETAILED SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

#### Inspection of work and field quantities Twice a week

Construction Manager's technician shall visit the job site twice a week to inspect work performed by the Contractor. The technician shall inform the District and Engineer if the work is not per specification. In addition, the technician shall sample check quantities of materials stacked by the Contractor to verify that the quantities entered by the Contractor in the daily log sheets are consistent with the quantities found in the field. Quantities that will be verified are:

- Lamp disposed
- Ballasts disposed
- New lamps and ballasts installed
- New controls installed
- New fixtures installed
- Field devices installed
- AI and DI points controlled

Quality control inspection will include walking the job site with the construction foreman twice a week to confirm that fixtures have been cleaned properly, lenses have not been damaged, ballasts are tandem wired where possible, and sensors have been properly calibrated, PCB ballasts are stored following the stated procedure, etc. The Field Technician will prepare a "Quality Control Report" at every visit. This report will state the nature of sample checks performed, problems noted if any, and the corrective strategies that the contractor must implement. These reports shall be reviewed in Periodic Progress meetings. Field Technician will also note coordination or other technical problems that could be slowing down the Contractor's performance of the work. Construction Manager shall review these reports and recommend procedural changes to the District, if needed, to enhance job efficiency.

#### Resolution of Field problems and Request for Clarifications

Construction Manager, through its Field Technician, shall assist in resolving technical issues, if any, during the construction phase. Issues that can not be resolved will be communicated to the Engineer. the Field Technician will coordinate all communication between the Contractor and the Engineer so that field issues are addressed in a timely manner. All RFI's will be originated by the Contractor and sent to the Field Technician first. Any problem that can not be



resolved by the Field Technician shall be sent to the Engineer. Construction Manager shall review these issues in the bi-weekly meetings.

#### **Routine progress meetings, project schedule management, and problem resolution**

Construction Manager shall arrange, coordinate, and conduct meetings at a location acceptable to the District. The purpose of the meetings is to review the progress of the project, problems associated with safety, specifications, material procurement, installation, and overall schedule. Meeting minutes will be prepared at the conclusion of each meeting and distributed to all attendees, including all designated personnel in the District.

Construction Manager shall track the project schedule with the original schedule, and shall alert the District of potential deviations, if any. Construction Manager shall also develop and propose potential remedies, should the deviation not be acceptable to the District. In addition, Construction Manager shall establish procedures and guidelines for the Contractor in the day to day coordination and performance of work.

#### **Tracking Project Budget With Actual**

Construction Manager shall use the Contractor provided as-built logs to compute "Budget" versus "Actual" costs by school, based on Contractor provided unit prices for various types of retrofits. On a monthly basis, the Construction Manager shall submit to the District, a Cost Variance Summary showing the sources of deviation, and advise the District if any contingency planning is required if costs exceed budget limits.

Specific items that will be tracked for determining cost variations include:

- Lamp disposed
- Ballasts disposed
- New lamps and ballasts installed
- New controls installed
- New fixtures installed
- Field devices installed
- Digital and Analog Points controlled
- Special equipment
- Special repairs not envisioned
- Scope changes during construction

### **Review and Negotiation of Change Orders**

Construction Manager shall review the RFI's and Change Orders that may be submitted from time to time by the Contractor. The RFI's or Change Orders shall be discussed with the Field Technician and the District shall be advised on whether the said changes should be approved. Construction Manager, in Consultation with the District Personnel and the Engineer, may negotiate Change Orders, or propose alternatives to the Contractor.

### **Tracking Punch Lists**

Construction Manager shall track the punch lists as they are generated by the Field Technician or District personnel. the Construction Manager shall issue a "Punch List Report" every month during the construction phase to track the open items and make sure that they are completed in a timely manner.

### **Development of As-Built Database Based on Actual Logs Filled Out By The Contractor**

Construction Manager shall log the as-built lighting fixture logs provided by the Contractor into the database. The database shall be made available to the District at the completion of the Construction Period. The database will serve as an "intelligent" long term query system for maintenance personnel to track future lamp and ballast specifications and requirements on a per school basis. The as-built database shall also provide the District Personnel the actual location of the various lighting as well as EMS controls installed as part of the project.

### **Verification of Energy Savings Over a 12-month period**

The Construction Manager review and analyze energy bills at all the District Facilities for the "12-month cycle" immediately preceding and following the construction activity. On a quarterly basis, the Construction Manager shall report to the District the difference between the "before" and "after" periods, and indicate if the savings are reasonably close to the original projections. This "Post-Installation Savings" report shall also include areas (such as new buildings, more hours) that may have contributed to changes in the base case energy. the report shall also quantify cost savings based on the prevailing energy rates.

Jurupa Unified School District

Personnel Report #13

February 3, 1997

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Granite Hill Elementary: \_ to coordinate and assist Chapter I students with ASTRO Reading; September 1, 1996 through June 30, 1997; not to exceed 61 hours total; appropriate hourly rate of pay.

Ms. Miriam Kim

Granite Hill Elementary: \_ to provide inservices regarding science concepts and science fair; January 21, 1997 through January 24, 1997; not to exceed two (2) hours each; appropriate hourly rate of pay.

Mr. Sergio Infante

Ms. Tricia Ramer

West Riverside Elementary: \_ to assist at-risk students in math; January 30, 1997; not to exceed eight (8) hours total; appropriate hourly rate of pay.

Ms. Emma Garza  
Ms. Liz Miller

Ms. Kathy Hanson  
Mr. Hector Sanchez

Ms. Mayra McClain

West Riverside Elementary: \_ to encourage students to participate in annual Science Fair, Math Field Day, field trips and assemblies; January 23, 1997; not to exceed four (4) hours total; appropriate hourly rate of pay.

Ms. Janet Garcia-Hudson  
Ms. Judy Van Train

Ms. Mary Golden

Ms. Liz Miller

Mission Middle School: \_ to coordinate Math Demo Plan; August 29, 1996 through June 13, 1997; not to exceed 151 hours total; appropriate hourly rate of pay.

Ms. Terri Stevens

Mission Middle School: \_ to attend Parent Math Night; January 15, 1997; not to exceed 2 1/2 hours total; appropriate hourly rate of pay.

Ms. Debra Brown  
Ms. Terri Stevens

Mr. Humberto Lizarraga  
Ms. Chris Metzger

Mr. Andrew Scherrer

Jurupa Valley High School: \_ after school tutoring in support of 9th and 10th grade special education students; January 6, 1997 through June 13, 1997; not to exceed 35 hours each; appropriate hourly rate of pay.

Ms. Robin Thompson

Ms. Marcia Rivero

Ms. Keri Colgan



Personnel Report #13

CERTIFICATED PERSONNEL

Substitute Assignment

Teacher	Ms. Stephanie Grutzmacher 7600 Ambergate Riverside, CA 92504	As needed 30-Day Emergency Permit
Teacher	Mr. Ronald Holman 5475 Canyon Crest #18 Riverside, CA 92507	As needed 30-Day Emergency Permit
Teacher	Ms. Thuy Nguyen 1118 Linden Street #105 Riverside, CA 92507	As needed 30-Day Emergency Permit

Leave of Absence

Teacher	Ms. Gladys Schrom 3380 Second Street Riverside, CA 92501	Maternity Leave effective January 22, 1997 through March 5, 1997 with use of sick leave benefits.
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CLASSIFIED PERSONNEL

Short-Term/Extra Work

Instructional Services: \_ to provide assistance to Preschool Class; January 14, 1997; not to exceed four (4) hours total; appropriate hourly rate of pay.

Activity Supervisor      Ms. Narianna Rhoads

Mission Middle School: clerical assistance for the Math Demo Plan; August 1, 1996 through June 30, 1997; not to exceed 80 hours total; appropriate hourly rate of pay.

Secretary-M.S. Prin.      Ms. Jeanie Fortin

Substitute Assignment

Custodian	Mr. James Craig 4985 Jones Avenue Riverside, CA 92505	As needed
Clerk-Typist	Ms. Jacalyn Matthews 25115 Gloria Moreno Valley, CA	As needed

Personnel Report #13

CLASSIFIED PERSONNEL

Leave of Absence

Instructional Aide

Roxanne Case  
26250 E. 9th Street  
Highland, CA 92346

Maternity Leave effective  
December 20, 1996 through  
January 31, 1997 with use of  
sick leave benefits.

OTHER PERSONNEL

Short-Term Assignment

Learning Center; to serve as a Student Aide; January 14, 1997 through February 28, 1997;  
not to exceed 63 hours total; \$4.75 per hour.

Student Aide

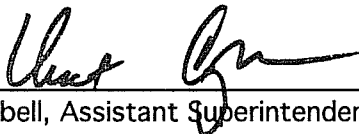
Ms. Esther Espinoza

Learning Center; to serve as a JTPA Peer Counselor; January 9, 1997 through June 30, 1997;  
not to exceed 12 hours per week; \$6.75 per hour.

JTPA Peer Counselor

Ms. Robin Alexander

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



# RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE  
DISTRICT: 46 JURUPA UNIFIED

## REPORT OF PURCHASES

01/01/97 - 01/17/97  
PURCHASES OVER \$200

REPORT: APS/APS550/01  
RUN DATE: 01/23/97  
PAGE: 1

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93468	100	178 00	GENERAL SUPPORT OPERATIONS CU HILLYARD FLOOR CARE			MAINT-SUPPLIES	2,016.34
P93484	100	178 00	GENERAL SUPPORT GROUNDS	ROSEBERRY TREE SERVICE		MAINT-TRIM TREES AT VARIOUS SITES	1,850.00
P93510	100	178 00	GENERAL SUPPORT OPERATIONS CU CALLAHAM HARDWOOD FLOORS			MAINT-MMS-SAND AND FINISH STAGE	1,585.00
P93516	100	180 99	FACILITIES ACQUISITION - CAPI J. L. BIBER CONSTRUCTION			MAINT-IA-REMOVE & RELOCATE CABINETS	650.00
P93517	100	180 99	FACILITIES ACQUISITION - CAPI CONTRACT CARPET COMPANY			MAINT-IA-CARPET AND MINI-BLINDS	2,645.00
P93603	100	183 00	PLANT MAINTENANCE	G.S. SYSTEMS, INC.		MAINT-PED-REPAIR ROOF	14,850.00
P93604	100	178 00	DISTRICT WAREHOUSE	WAXIE SANITARY SUP. 334773		WHSE-STOCK	1,584.57
P93605	100	178 00	DISTRICT WAREHOUSE	NATIONAL SANITARY SUPPLY CO		WHSE-STOCK	672.09
P93606	100	178 00	DISTRICT WAREHOUSE	PIONEER CHEMICAL COMPANY		WHSE-STOCK	2,025.70
P93696	100	178 00	GENERAL SUPPORT GROUNDS	AA EQUIPMENT		MAINT-GROUNDS EQUIPMENT RENTALS	290.93
P93697	100	178 00	GENERAL SUPPORT OPERATIONS CU HILLYARD FLOOR CARE			MAINT-SUPPLIES	1,274.67
P93884	100	178 00	DISTRICT WAREHOUSE	BURTRONICS (MARTIN BUS. MAC		WHSE-STOCK	11,012.38
P93890	100	197 00	SCIENCE	FISHER SCIENTIFIC COMPANY		JVHS-INSTRUCTIONAL MATERIALS	901.94
P93891	100	197 00	SCIENCE	NASCO WEST INC		JVHS-INSTRUCTIONAL MATERIALS	413.28
P93900	100	000 00	SELF-CONTAINED CLASSROOM	UNIVERSAL STUDIOS		CR-FIELD TRIP	1,024.00
P93903	100	197 00	GENERAL EDUCATION - SECONDARY WRESTLING ONE			JVHS-INSTRUCTIONAL MATERIALS	457.18
P93908	100	197 00	SCIENCE	FREY SCIENTIFIC CO.		JVHS-INSTRUCTIONAL MATERIALS	983.01
P93918	100	196 00	GENERAL EDUCATION - SECONDARY EDUCATIONAL SYSTEMS INTERNA			RHS-INSTRUCTIONAL MATERIALS	228.09
P93921	100	178 00	PUPIL SERVICES HEALTH	DIATEK INSTRUMENTS, INC.		WR-MEDICAL SUPPLIES	386.82
P93927	100	000 00	SELF-CONTAINED CLASSROOM	DIANES CUSTOM TROPHIES & AW		MLMS-INSTRUCTIONAL MATERIALS	420.23
P93934	100	178 00	GENERAL SUPPORT GROUNDS	CORONA CLAY COMPANY		MAINT-GROUNDS SUPPLIES	3,663.50
P93972	100	192 00	SCHOOL ADMINISTRATION	GRANT ENTERPRISES		MLMS-FILE CABINETS	384.65
P93976	100	192 00	SCHOOL ADMINISTRATION	OAK TREE PRODUCTS (BOB FARE		MLMS-BOOKCASES	237.05
P93982	100	622 00	GEN SUPPORT DISTRICT ADMIN IN PATTON'S OFFICE FURNITURE			EC-FURNITURE EQUIPMENT	377.07

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01  
 RUN DATE: 01/23/97  
 PAGE: 2

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES  
 01/01/97 - 01/17/97  
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P94003	100	197 00	GENERAL EDUCATION - SECONDARY	TOMARK SPORTS INC	JVHS-SOCCER GOALS AND ANCHORS		5,971.27
P94004	100	196 00	VOC-ED FOODS	STATER BROTHERS	RHS-OPEN PO-INSTRUCTIONAL MATERIALS		750.00
P94005	100	196 00	VOC-ED FOODS	JOSEPH WEBB FOODS	RHS-OPEN PO-INSTRUCTIONAL MATERIALS		2,000.00
P94008	100	000 00	SELF-CONTAINED CLASSROOM	KING SIGN COMPANY	RHS-SIGN EQUIPMENT		13,376.00
P94013	100	196 00	VOC-ED FOODS	SMART & FINAL IRIS CO	RHS-OPEN PO-INSTRUCTIONAL MATERIALS		750.00
P94022	100	178 00	GEN SUPP DIST ADMIN FISCAL SE	CORPORATE EXPRESS (HANSON O	EC-OFFICE SUPPLIES		305.68
P94026	100	178 00	PUPIL SERVICES HEALTH	AUDIOMETRICS	EC-SERIVCE AUDIOMETER		296.45
P94064	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	U.S.A. PUBLISHING CO	EC-SUBSCRIPTION		348.16
P94066	100	178 00	GENERAL SUPPORT OPERATIONS CU	WAXIE SANITARY SUP. 334773	MAINT-SUPPLIES		1,000.00
P94067	100	178 00	GEN SUPPORT DISTRICT ADMIN IN	RADIO COMMUNICATIONS SERVIC	MAINT-OPEN PO-MOBILE RADIO REPAIRS		1,000.00
P94068	100	197 00	GENERAL EDUCATION - SECONDARY	J.W. PEPPER OF LOS ANGELES	JVHS-INSTRUCTIONAL MATERIALS		352.34
P94069	100	197 00	GENERAL EDUCATION - SECONDARY	WINGERT-JONES MUSIC, INC.	JVHS-INSTRUCTIONAL MATERIALS		233.82
-----							
FUND TOTAL							76,317.22
TOTAL NUMBER OF PURCHASE ORDERS							36
P93707	101	179 00	S.I.P. (SCHOOL IMPROVEMENT PR	MIDWEST DATA	GA-OFFICE SUPPLIES		347.56
P93887	101	184 00	E.C.I.A. TITLE 1	AMERICAN ACADEMIC SUPPLIERS	RL-EASEL/INSTRUCTIONAL MATERIALS		394.80
P93888	101	184 00	E.C.I.A. TITLE 1	TROXELL COMMUNICATIONS INC.	RL-INSTRUCTIONAL MATERIALS		595.86
P93894	101	187 00	E.C.I.A. TITLE 1	ZENITH COMMERCIAL PRODUCTS	WR-VCR'S		810.28
P93897	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	OFFICE DEPOT	PED-INSTRUCTIONAL MATERIALS		325.09
P93907	101	186 00	SB1274 RESTRUCTURING/PLANNING	BURTRONICS (MARTIN BUS. MAC	VB-EQUIPMENT		6,619.65
P93909	101	192 00	S.I.P. (SCHOOL IMPROVEMENT PR	BUREAU OF EDUCATION & RESEA			238.00
P93912	101	182 00	E.C.I.A. TITLE 1	VIRCO MANUFACTURING COMPANY	PA-MOBILE CABINETS		4,474.02
P93923	101	186 00	SB1274 RESTRUCTURING/PLANNING	WRIGHT GROUP, THE	VB-BOOKS		310.32

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01  
 RUN DATE: 01/23/97  
 PAGE: 3

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

01/01/97 - 01/17/97  
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93926	101	186 00	S.I.P. (SCHOOL IMPROVEMENT PR SCOTT FORESMAN			VB-REFERENCE BOOKS	409.62
P93928	101	173 00	S.I.P. (SCHOOL IMPROVEMENT PR EDUCATIONAL TEACHING AIDS			GH-INSTRUCTIONAL MATERIALS	252.62
P93963	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR IMAGINE THAT			SA-INSTRUCTIONAL MATERIALS	675.00
P93969	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR CM SCHOOL SUPPLY CO.			SA-INSTRUCTIONAL MATERIALS	955.00
P93970	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR SCHOLASTIC BOOK CLUBS, INC.			SA-INSTRUCTIONAL MATERIALS	317.04
P93971	101	184 00	E.C.I.A. TITLE 1 LAKESHORE LEARNING MATERIAL			RL-INSTRUCTIONAL MATERIALS	764.13
P93973	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR LANGUAGE CIRCLE ENTERPRISE			RL/SA-INSTRUCTIONAL MATERIALS	1,346.34
P93977	101	178 00	TEACHER READING INSTR DEVELOP SCHOLASTIC, INC.			PER-INSTRUCTIONAL MATERIALS	450.47
P93978	101	180 00	E.C.I.A. TITLE 1 D & D SECURITY			IA-INSTRUCTIONAL MATERIALS	963.18
P93981	101	177 00	S.I.P. (SCHOOL IMPROVEMENT PR BOOKSOURCE, THE			PER-INSTRUCTIONAL MATERIALS	3,987.28
P94006	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR STEPHAN'S SCREEN PRINTING			WR-INSTRUCTIONAL MATERIALS	201.55
P94012	101	175 00	EISS-EARLY INTERVENTION/SCHOO ZOO-PHONICS, INC			SS-OPEN PD-INSTRUCTIONAL MATERIALS	250.00
P94016	101	178 00	EDUC TECHNOLOGY LOCAL ASSISTA FOLLETT SOFTWARE COMPANY			MMS-LIBRARY EQUIPMENT	1,131.38
P94017	101	178 00	MENTOR TEACHER PROGRAM - SUPP WESTERN TROPHY MFG			EC-INSTRUCTIONAL MATERIALS	234.25
P94019	101	178 00	TEACHER READING INSTR DEVELOP MCCracken EDUCATIONAL SER.			PER-INSTRUCTIONAL MATERIALS	209.04
P94021	101	180 00	E.I.A. (ECONOMIC IMPACT AID) SWINTEC WEST			IA-WORD PROCESSOR	1,982.60
P94027	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR CROWN BOOKS			SA-INSTRUCTIONAL MATERIALS	223.29
P94028	101	173 00	ACADEMIC VOLUNTEER & MENTOR S VIRCO MANUFACTURING COMPANY			GH-STORAGE CABINET	884.43
P94030	101	180 00	S.I.P. (SCHOOL IMPROVEMENT PR CALCULATORS, INC.			IA-INSTRUCTIONAL MATERIALS	617.95
-----							
FUND TOTAL						29,970.75	
-----							
TOTAL NUMBER OF PURCHASE ORDERS						28	
-----							
P93599	103	178 00	GEN SUPPORT TRANS-HOME TO SCH VALLEY DETROIT DIESEL			TRANS-ENGINE REPAIRS	1,000.00
P93699	103	178 00	GEN SUPPORT TRANS-HOME TO SCH A-Z BUS SALES			TRANS-REPAIR BUS	4,200.00

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE  
DISTRICT: 46 JURUPA UNIFIED

## REPORT OF PURCHASES

01/01/97 - 01/17/97  
PURCHASES OVER \$200

REPORT: APS/APS550/01  
RUN DATE: 01/23/97  
PAGE: 4

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P93701	103	178	00	GEN SUPPORT TRANS-HOME TO SCH DIETERICH INTERNATIONAL TRU		TRANS-VEHICLE REPAIRS	549.23
P93702	103	178	00	GEN SUPPORT TRANS-HOME TO SCH PACIFIC COAST		TRANS-REPAIR ENGINE ON BUS	600.00
P93881	103	178	00	FACILITIES ACQUISITION - CAPI SCREENFLEX PARTITIONS INC.		IH-LIBRARY DIVIDERS	1,337.18
P93902	103	178	00	INSTRUCTION MATERIALS 9 - 12, EVERBIND BOOKS		RHS-TEXTBOOKS	1,474.65
P93905	103	178	00	GEN SUPPORT TRANS-HOME TO SCH FIRE-BANN CORP.		TRANS-OPEN PO-PARTS AND LABOR	2,000.00
P93906	103	178	00	GEN SUPPORT TRANS-HOME TO SCH GOSLIN TIRE SERVICE		TRANS-OPEN PO-TIRES	10,000.00
						FUND TOTAL	21,161.06
						TOTAL NUMBER OF PURCHASE ORDERS	8
P93953	106	196	00	PHYSICAL EDUCATION	ASICS CORPORATION	RHS-INSTRUCTIONAL MATERIALS	1,854.38
P93983	106	196	00	PHYSICAL EDUCATION	WESTERN ATHLETIC SUPPLY	RHS-INSTRUCTIONAL MATERIALS	947.00
						FUND TOTAL	2,801.38
						TOTAL NUMBER OF PURCHASE ORDERS	2
P93386	119	178	00	GENERAL SUPPORT, MAINTENANCE	PORTER BOILER SERVICE	MAINT-RHS-JVHS-REPAIR BOILERS	1,992.00
P93600	119	178	00	GENERAL SUPPORT MAINTENANCE,	EMPIRE GLASS & MIRRORS	MAINT-RL-SUPPLIES	367.40
P93601	119	178	00	GENERAL SUPPORT, MAINTENANCE	CONTRACT CARPET COMPANY	MAINT-GH-REPAIR BOYS RESTROOM	350.00
P93698	119	178	00	GENERAL SUPPORT, MAINTENANCE,	INLAND PUMPING COMPANY	MAINT-JVHS-PUMP & CLEAN WASTE TRAP	385.00
P93870	119	178	00	GENERAL SUPPORT, MAINTENANCE	ELROD FENCING CO.	MAINT-PED-REMOVE & REPLACE CHAIN LIN	1,980.00
P93871	119	178	00	GENERAL SUPPORT, MAINTENANCE	ELROD FENCING CO.	MAINT-RHS-INSTALL CHAIN LINK FENCE	300.00
P93874	119	178	00	GENERAL SUPPORT, MAINTENANCE,	HEASLETT SALES INC.	MAINT-SUPPLIES	1,194.95
P93878	119	178	00	GENERAL SUPPORT, MAINTENANCE,	SOUTHERN CALIF. AIR COND. DIS	MAINT-COMPRESSOR	583.06
P93929	119	178	00	GENERAL SUPPORT, MAINTENANCE,	INLAND LIGHTING	MAINT-SUPPLIES	576.35
						FUND TOTAL	7,728.76

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# RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE  
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

01/01/97 - 01/17/97  
PURCHASES OVER \$200

REPORT: APS/APS550/01  
RUN DATE: 01/23/97  
PAGE: 5

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	TOTAL NUMBER OF PURCHASE ORDERS	
PURCHASE ORDERS TO BE RATIFIED							
P94029	560	771	00	FACILITIES ACQUISITION - CAPI OAK TREE PRODUCTS (BOB FARE PER-LIBRARY EQUIPMENT		9	1,546.21
FUND TOTAL							1,546.21
TOTAL NUMBER OF PURCHASE ORDERS						1	
P94065	700	178	00	STATE PRESCHOOL AB-451	RIVERSIDE COUNTY OFFICE OF EC-REGISTRATION FEES		1,025.00
FUND TOTAL							1,025.00
TOTAL NUMBER OF PURCHASE ORDERS						1	
P93007	979	178	00	FACILITIES ACQUISITION - CAPI CHJ CONSTRUCTION SERVICES I	MAINT-COMPACTION TESTING		1,106.04
P93372	979	178	00	FACILITIES ACQUISITION - CAPI MODERN INDUSTRIAL SUPPLY	MAINT-SUPPLIES FOR PORTABLES		752.70
P93379	979	178	00	FACILITIES ACQUISITION - CAPI CONSOLIDATED ELECTRICAL DIS	MAINT-SUPPLIES		1,941.76
P93503	979	178	00	FACILITIES ACQUISITION - CAPI FOURTH STREET ROCK CRUSHER	MAINT-RL-PORTABLE SUPPLIES		267.22
NO RATIFIED P.O.'S FOUND							
FUND TOTAL							4,067.72
TOTAL NUMBER OF PURCHASE ORDERS						4	
89	PURCHASE ORDERS OVER				\$200.00 FOR A TOTAL AMOUNT OF		144,618.10
79	PURCHASE ORDERS UNDER				\$200.00 FOR A TOTAL AMOUNT OF		7,276.71
168	PURCHASE ORDERS				FOR A GRAND TOTAL OF		151,894.81

RECOMMEND APPROVAL:

*[Signature]*  
Director of Purchasing

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P95

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01  
RUN DATE: 01/17/97  
PAGE: 1

COUNTY: 33 RIVERSIDE  
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES  
01/01/97 - 01/17/97  
PURCHASES OVER \$200

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64485	100	173 00	GENERAL SUPPORT OPERATIONS	UT MUTUAL WATER CO	D27553 WATER BILLS FOR 12-96	1,347.95
D64632	100	178 00	GEN SUPPORT DIST ADMIN	SUPERI ROBERTS, BENITA	D27558 MILEAGE	300.00
D64662	100	172 00	GENERAL SUPPORT OPERATIONS	UT SD CALIFORNIA EDISON	D27479 PYMT FOR ELECTRIC SERVICE 12/	116,495.18
D64676	100	172 00	GENERAL SUPPORT OPERATIONS	UT JURUPA COMMUNITY SERVICES	D27480 PYMT FOR WATER SERVICE	8,202.75
D64781	100	178 00	GENERAL SUPPORT BOARD OF EDUC	SCHOOL SERVICES OF CALIF. I	D27248 CONF 2/11/97 2 EMPS	600.00
D64791	100	178 00	GEN SUPP DIST ADMIN	FISCAL SE POSTMASTER	D27572 REIMB POSTAL MACHINE	2,500.00
D64884	100	172 00	GENERAL SUPPORT OPERATIONS	UT SD CALIFORNIA GAS	D27498 PYMT FOR GAS SERV.	14,980.08
D64897	100	197 00	GENERAL SUPPORT OPERATIONS	UT CHEVRON, U S A	D27500 PYMT FOR GAS CHARGES	324.48
D64899	100	000 00	SELF-CONTAINED CLASSROOM	KAREN RAE KRAUT/STORYTELLER	D26239 PYMT FOR PROF SERVICES	250.00
D64903	100	177 00	GENERAL SUPPORT OPERATIONS	UT RUBIDOUX COMMUNITY SERVICES	D27580 12-96 WATER BILLS	8,999.52
D64917	100	178 00	GENERAL SUPPORT OPERATIONS	CU HILLYARD FLOOR CARE	D27512 PYMT FOR GYM FLOOR SUPPLIES	280.01
D64945	100	001 00	NON SPECIFIC	STATE BOARD OF EQUALIZATION	D27513 2ND QTR SALES TAX	4,632.34
D64972	100	196 00	GENERAL SUPPORT OPERATIONS	UT SD CALIFORNIA EDISON	D27518 PYMT FOR NEW SERVICE	26,211.12
D64973	100	178 00	GEN SUPP DIST ADMIN	FISCAL SE GOLDWARE & TAYLOR INS. SERV	D27519 PYMT FOR ADDTL INSURED	250.00
D65003	100	178 00	INSTRUCTION SUPP	ELEMENTARY E NELSEN, GREGG	D27590 MILEAGE	211.30
FUND TOTAL						185,584.73
TOTAL NUMBER OF DISBURSEMENTS						15
D64513	101	180 00	S.I.P. (SCHOOL IMPROVEMENT	PR BUREAU OF EDUCATION & RESEA	D27232 CON 1/14/97 3 EMP	327.00
D64668	101	173 00	S.I.P. (SCHOOL IMPROVEMENT	PR DUNN, STEVE	D27485 PYMT FOR PROFFESIONAL SERVICE	1,000.00
D64786	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	T C M SEMINARS	D27244 CONF 4/22/97 3 EMPS	327.00
D64872	101	197 00	SB 1882-CA PROFESSIONAL DEVEL	CSUSB EXTENDED EDUCATION	D27253 CONF 2/1/97 5 EMPS	750.00
D64875	101	178 00	ECONOMIC IMPACT AID - L E P	PRE-REGISTRATION CABE '97	D27250 CONF 2/28/97 6 EMPS	720.00
D64877	101	178 00	EESA MATH & SCIENCE TCHR	TRNG SAN BERNARDINO COUNTY SCHOO	D27239 CONF 2/4/97 1 EMP	725.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APSS90/01  
 RUN DATE: 01/17/97  
 PAGE: 2

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

01/01/97 - 01/17/97  
 PURCHASES OVER \$200

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64878	101	178	00	TEACHER READING INSTR DEVELOP ZOO-PHONICS, INC.	D27241 CONF 1/24/97 2 EMPS	724.84
D64879	101	195	00	SB 1082-CA PROFESSIONAL DEVEL DISTRICT VIII C.C.E.A.	D27240 CONF 1/10/97 9 EMPS	210.00
D65030	101	178	00	TOBACCO USE PREVENTION EDUCAT IMAGINATION MACHINE	D27520 PYMT FOR PROF SERV	600.00
					FUND TOTAL	5,383.84
					TOTAL NUMBER OF DISBURSEMENTS	9
D64892	103	178	00	GEN SUPPORT TRANS-HOME TO SCH AIRTOUCH CELLULAR	D27499 PYMT FOR CELL PHONE CHARGES	650.87
D64946	103	178	00	GEN SUPPORT TRANS-HOME TO SCH STATE BOARD OF EQUALIZATION	D27585 FUEL TAX FOR 2ND QTR	508.32
D64968	103	178	00	FACILITIES ACQUISITION - CAPI DIVISION OF STATE ARCHITECT	D27517 PYMT FOR ARCH FEES FOR CLS RE	1,480.14
D64969	103	178	00	FACILITIES ACQUISITION - CAPI DIVISION OF STATE ARCHITECT	D27516 PYMT FOR ARCH FEES FOR CLS SZ	1,954.44
D64970	103	178	00	FACILITIES ACQUISITION - CAPI DIVISION OF STATE ARCHITECT	D27514 PYMT FOR ARCH FEES,CLS SZ RED	2,903.04
D64971	103	178	00	FACILITIES ACQUISITION - CAPI DIVISION OF STATE ARCHITECT	D27515 PYMT FOR ARCH FEES,CLS SZ RED	2,148.66
					FUND TOTAL	9,645.47
					TOTAL NUMBER OF DISBURSEMENTS	6
D64914	106	196	00	PHYSICAL EDUCATION	D27584 PMT FOR USE OF BUSES	781.30
					FUND TOTAL	781.30
					TOTAL NUMBER OF DISBURSEMENTS	1
D64794	900	178	00	GENERAL SUPPORT DISTRICT ADMN STUTZ, GALLAGHER & ARTIANO	D27565 PROF SERVICES	1,325.80
D64798	900	178	00	GENERAL SUPPORT DISTRICT ADMN WARD-THG	D27566 PROF SERVICES	262.23
D64907	900	178	00	GEN SUPP DIST ADMIN FISCAL SE WARD-THG	D27581 PROF SERVICES RENDERED	304.12
					FUND TOTAL	1,892.15
					TOTAL NUMBER OF DISBURSEMENTS	3
D64671	979	178	00	FACILITIES ACQUISITION - CAPI DIVISION OF STATE ARCHITECT	D27489 PYMT FOR CONST FEES FOR RHS	408.79

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01  
 RUN DATE: 01/17/97  
 PAGE: 3

COUNTY: 33 RIVERSIDE  
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES  
 01/01/97 - 01/17/97  
 PURCHASES OVER \$200

DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D64867	979 196 00	FACILITIES ACQUISITION - CAPI	JURUPA UNIFIED	D27579 REIMB REVOLVING FUND	450.00
				FUND TOTAL	859.79
				TOTAL NUMBER OF DISBURSEMENTS	2
36	DISBURSEMENTS OVER			\$200.00 FOR A TOTAL AMOUNT OF	204,146.28
77	DISBURSEMENT ORDERS UNDER			\$200.00 FOR A TOTAL AMOUNT OF	4,832.36
113	DISBURSEMENT ORDERS			FOR A GRAND TOTAL OF	208,978.64
				TOTAL PURCHASES	361,126.02

Recommended for Approval:

*[Signature]*

Director of Business Services

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B3

Jurupa Unified School District

1996/1997 AGREEMENTS

AGREEMENT NUMBER	CONTRACTOR	AMOUNT	FUND/PROGRAM TO BE CHARGED	PURPOSE
<b>Consultant or Personal Service Agreements</b>				
97-1				
97-1-QQ	Imagination Machine	\$560.00	PTA	Two performances of student writings by Imagination Machine for students and staff of Sky Country Elementary School.
		Travel NTE \$45.00		
97-1-RR	Reynolds Consulting Group	NTE \$20,800.00	Business Services	Administer mandated cost claims program and preparation of science lab chemical inventories for 1996/1997 school year.
97-1-SS	Caroline Arnold	\$500.00	SIP	Assembly on book writing for students of Granite Hill Elementary School.
97-1-TT	Karen Rae Kraut	\$200.00	SIP	Two story telling presentations for Good Guys assembly at Pedley Elementary School.
97-1-UU	Dr. Cheryl Fischer	\$800.00	Instruction Support - Administration	Two clerical inservices for District clerical staff.
<b>Architectural or Inspector Agreements</b>				
97-7				
97-7-C	Porter, Stinson, Miller	\$75,220.00	Facilities	Architectural services for placement of twenty-four new Class Size Reduction portable classroom buildings at thirteen elementary school sites.

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

RE/dc  
2/3/97

**P R O P O S E D**

Business and Non-  
Instructional Operations  
Policy 3511

**TRANSPORTATION OF ADULT EDUCATION STUDENTS**

The Board may contract for the transportation of matriculated or enrolled adults, or provide transportation to adults in District-owned equipment for educational purposes other than to and from school.

The Board may charge adults all or part of the costs of contracting for or providing transportation.

Legal Reference:  
EDUCATIONAL CODE  
39801.5

Adopted 4/16/79  
Readopted 5/21/90  
Revised

H-4  
P31

C U R R E N T

Business and Non-  
Instructional Operations  
Policy 3511

TRANSPORTATION OF ADULT BASIC EDUCATION STUDENTS

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

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

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

Adopted 4/16/79  
Readopted 5/21/90

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pg 2



P R O P O S E D

Business and Non-  
Instructional Operations  
Policy 3520

CRITERIA FOR LOCATING BUS STOPS

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

1. Conditions are safe at the designated stop for pupils awaiting the bus.
2. The number of students assigned to be picked up and/or dropped off at each designated stop should not exceed the number which can safely assemble at that stop.
3. A minimum number of stops is established for each route.
4. Bus stops serving grades 9-12 shall not be located closer than 3 miles to the school.
5. Bus stops serving grades 7-8 (middle school) shall not be located closer than 2 miles to the school.
6. Bus stops serving grades K-6 (elementary school) shall not be located closer than 1 mile to the school.

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

Legal References  
EDUCATION CODE  
35350-35351  
39800-39860

Adopted 4/19/71  
Revised 4/17/78, 9/18/78, 7/6/81, 7/20/87  
Revised/Readopted 5/21/90  
Revised

CURRENT

Business and Non-  
Instructional Operations  
Policy 3520

CRITERIA FOR LOCATING BUS STOPS

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

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

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

Adopted 4/19/71  
Revised 4/17/78, 9/18/78, 7/6/81, 7/20/87  
Revised/Readopted 5/21/90

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P33

**P R O P O S E D**

Instruction  
Regulation 6800.1

**GROWTH IMPACT GUIDELINES**

1. The optimum organizational pattern is K-6 elementary schools, 7-8 middle schools and 9-12 high schools.
2. Optimum school sites for simultaneous use of a school facility are approximately 650 capacity elementary schools, 1,080 capacity middle schools, 2,160 capacity comprehensive high schools and 400 capacity continuation high schools. Larger school enrollments are a preferred option to year-round school or double sessions.
3. The district will operate on a traditional year schedule (September-June) at all levels except for temporary overloading which might result in double sessions or a year-round school schedule.
4. Construction of a central education support service facility should take place.
5. Necessary desegregation zone adjustments should be made to reduce total minority percentages below the Board adopted desegregation level.
6. Insofar as practical, district operated special education classes generally should be assigned equitably to all schools.
7. The integrity of a school attendance zone should be maintained as long as possible without transferring a portion of school population to less crowded schools.
8. Insofar as practical, follow the "feeder school concept" of every elementary school attendance zone being entirely within a single middle school's attendance boundaries and every middle school's attendance zone being entirely within a single comprehensive high school's attendance boundaries.
9. Following State Department of Education guidelines, a five-year plan to handle growth needs shall be maintained and periodically updated.
10. When school buildings reach thirty years of age, insofar as practical through the use of State funds, such buildings shall be placed into the State's modernization program.

Adopted 7/19/82  
Revised 1/20/87, 1/19/88  
Revised/Readopted 9/4/90  
Revised



P R O P O S E D

Instruction  
Policy 6800.1

GROWTH IMPACT GUIDELINES

The Board of Education recognizes that basic long-range organizational guidelines are essential to provide consistent direction to the District as short-range steps are taken to meet the impacts of periodic population growth. The recommendations in the following regulations are targeted toward the year 2002 or a student population of 20,000, whichever comes first.

Legal References:

EDUCATION CODE

10902

12093

Adopted 7/19/82  
Revised 1/19/88  
Readopted 9/4/90  
Revised

H-6  
Pg 2

GROWTH IMPACT GUIDELINES

1. The optimum organizational pattern is K-6 elementary schools, 7-8 middle schools and 9-12 high schools.
2. Optimum school sites for simultaneous use of a school facility are approximately 650 capacity elementary schools, 1,080 middle schools, 2,160 comprehensive high schools and 400 capacity continuation high schools. Larger school enrollments are a preferred option to year-round school or double sessions.
3. The district will operate on a traditional year schedule (September-June) at all levels except for temporary overloading which might result in double sessions or a year-round school schedule.
4. Construction of a central education support service facility should take place.
5. Space should be reserved at middle schools for the maximum predicted number of 7th and 8th grade students.
6. Remaining space in middle schools should be utilized as fully as possible to house 6th grade students. Whenever 6th grade students are held in an elementary school, however, all 6th grade students from that school should be retained. The program for 6th grade at the two levels should be consistent as possible.
7. Necessary desegregation zone adjustments should be made to reduce total minority percentages below the Board adopted desegregation level.
8. District operated special education classes generally should be assigned equitably to all schools.
9. The integrity of a school attendance zone should be maintained as long as possible without transferring a portion of school population to less crowded schools.
10. Insofar as practical, follow the "feeder school concept" of every elementary school attendance zone being entirely within a single middle school's attendance boundaries and every middle school's attendance zone being entirely within a single comprehensive high school's attendance boundaries.
11. Following State Department of Education guidelines, a five-year plan to handle growth needs shall be maintained and periodically updated.
12. When school buildings reach thirty years of age, insofar as practical through the use of State funds, such buildings shall be placed into the State's modernization program.

Adopted 7/19/82  
Revised 1/20/87, 1/19/88  
Revised/Readopted 9/4/90

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P53

C U R R E N T

Instruction  
Policy 6800.1

GROWTH IMPACT GUIDELINES

The Board of Education recognizes that basic long-range organizational guidelines are essential to provide consistent direction to the District as short-range steps are taken to meet the impacts of periodic population growth. The recommendations in the following regulations are targeted toward the year 1995 or a student population of 19,100, whichever comes first.

Adopted 7/19/82  
Revised 1/19/88  
Readopted 9/4/90

**PROPOSED**

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:

H-7

**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:

H-8  
21



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

P R O P O S E D

Instruction  
Policy 6204  
Page 1 of 2

**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

H-9  
PS 2

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.

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.

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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pg 1

## 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

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## 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



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

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

DEFINITIONS

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

PROCEDURE

Informal Level

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

Level I

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

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level I (continued)

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

Level II

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

Level I&I

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



ALL COSTS WILL BE PAID FOR BY C.T.E.I. UCR

Jurupa Unified School District  
TRAVEL REQUEST

Fund ~~\_\_\_\_\_~~  
Location ~~\_\_\_\_\_~~  
Program ~~\_\_\_\_\_~~  
Object ~~\_\_\_\_\_~~  
Mission Middle School  
Rubidoux High School

Name(s) \_\_\_\_\_ Site \_\_\_\_\_

Title of Activity Distinguished Teacher Preparation Program by the  
Association of Teacher Educators

Location of Activity Washington D.C.

Depart: Day \_\_\_\_\_ Date 2/15/97 Time \_\_\_\_\_ am/pm From \_\_\_\_\_

Return: Day \_\_\_\_\_ Date 2/19/97 Time \_\_\_\_\_ am/pm

Purpose of Trip: Conference ☒ Recruiting ☐ Administrative ☐ Other ☐  
(explain below)

	Estimated Cost	For Business Office Use Only	
		Actual Cost	Mode of Payment
Number of days of substitute time required: <del>XXXXXXXX</del>	\$ _____	\$ _____	_____
Registration Fees \$165.00 ea	\$ _____	\$ _____	_____
Banquet Fees	\$ _____	\$ _____	_____
Mode of Travel: (Air) \$400 ea	\$ _____	\$ _____	_____
Meals - Number: _____ B       L       D	\$ _____	\$ _____	_____
Lodging: \$138.00/nite (double) (Name of Hotel)	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	_____
TOTAL COST	\$ _____	\$ _____	_____

Will a cash advance be needed? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks/Rationale (Required for Categorical Projects):

Our C.T.E.I. Program has been selected as one of three national finalists.

A team will be traveling to Washington D.C. to display our exhibit and make a presentation at the national conference and except an award.

I have read Business Services Procedure #124 and fully understand district travel requirements.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor's  
Signature \_\_\_\_\_

Date 1/21/97

Distribution: White/Yellow - Business Office  
Pink - Return Copy  
Goldenrod - Originator

H-11-a

Jurupa Unified School District  
TRAVEL REQUEST

Fund 100  
Location 178  
Program 400 9145  
Object 5201

Name(s) Ron Needham, Donna Henderson, Jim Owen site Ed Center

Title of Activity Utah Teachers Fair

Location of Activity Salt Lake City, Utah (Univ. of Utah)

Depart: Day Tuesday Date 4/8/97 Time 3:00 am/pm From Ontario

Return: Day Friday Date 4/11/97 Time 11:00 am/pm

Purpose of Trip: Conference ☐ Recruiting ☒ Administrative ☐ Other ☐  
(explain below)

	Estimated Cost	Actual Cost	Mode of Payment
Number of days of substitute time required: _____	\$ _____	\$ _____	_____
Registration Fees 3 x \$10.00	\$ <u>30.00</u>	\$ _____	_____
Banquet Fees	\$ _____	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>375.00</u>	\$ _____	_____
Meals - Number: <u>9</u> x <u>3</u> <u>3</u> B <u>3</u> L <u>3</u> D	\$ <u>315.00</u>	\$ _____	_____
Lodging: _____ (Name of Hotel)	\$ <u>330.00</u>	\$ _____	_____
Other: <u>Car rental and parking</u>	\$ <u>125.00</u>	\$ _____	_____
<b>TOTAL COST</b>	\$ <u>1175.00</u>	\$ _____	_____

Will a cash advance be needed? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks/Rationale (Required for Categorical Projects):  
\_\_\_\_\_  
\_\_\_\_\_

I have read Business Services Procedure #124 and fully understand district travel requirements.

[Signature]  
Employee's Signature

1/6/97  
Date

[Signature]  
Principal/Supervisor's  
Signature

1/7/97  
Date

Distribution: White/Yellow - Business Office  
Pink - Return Copy  
Goldenrod - Originator





**Jurupa Unified School District  
TRAVEL REQUEST**

Fund 100  
Location 178  
Program 400 9145  
Object 5201

Name(s) Jim Taylor, Gary Hale, Ellen French Site Ed Center

Title of Activity Colorado Education Fair

Location of Activity Greeley, Colorado (Univ. of North Colorado)

Depart: Day Monday Date 4/14/97 Time 3:00 am/pm From Ontario

Return: Day Thursday Date 4/17/97 Time 11:00 am/pm

Purpose of Trip: Conference ☐ Recruiting ☒ Administrative ☐ Other ☐  
(explain below)

	Estimated Cost	For Business Office Use Only	
		Actual Cost	Mode of Payment
Number of days of substitute time required: _____	\$ _____	\$ _____	_____
Registration Fees _____	\$ <u>125.00</u>	\$ _____	_____
Banquet Fees _____	\$ _____	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>675.00</u>	\$ _____	_____
Meals - Number: <u>9 x 3</u> <u>3</u> B <u>3</u> L <u>3</u> D	\$ <u>315.00</u>	\$ _____	_____
Lodging: <u>Ramkote (Best Western)</u> (Name of Hotel)	\$ <u>330.00</u>	\$ _____	_____
Other: <u>Rental Car and Parking</u>	\$ <u>100.00</u>	\$ _____	_____
<b>TOTAL COST</b>	\$ <u>1545.00</u>	\$ _____	_____

Will a cash advance be needed? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks/Rationale (Required for Categorical Projects):  
\_\_\_\_\_  
\_\_\_\_\_

I have read Business Services Procedure #124 and fully understand district travel requirements.

[Signature]  
Employee's Signature

1-6-97  
Date

[Signature]  
Principal/Supervisor's  
Signature

1/7/97  
Date

Distribution: White/Yellow - Business Office  
Pink - Return Copy  
Goldenrod - Originator



**Jurupa Unified School District  
TRAVEL REQUEST**

Fund 100  
Location 178  
Program 400 9145  
Object 5201

Name(s) Ron Needham, Alan Young, Michelle Johnson Site \_\_\_\_\_

Title of Activity Spokane Education Fair

Location of Activity Spokane Washington (Convention Center)

Depart: Day Monday Date 4/14/97 Time 8:00 ~~am~~/pm From Onatario

Return: Day Wednesday Date 4/16/97 Time 4:00 am/~~pm~~

Purpose of Trip: Conference ☐ Recruiting ☒ Administrative ☐ Other ☐  
(explain below)

	<u>Estimated Cost</u>	<u>For Business Office Use Only</u>	
		<u>Actual Cost</u>	<u>Mode of Payment</u>
Number of days of substitute time required: _____	\$ _____	\$ _____	_____
Registration Fees	\$ <u>*250.00</u>	\$ _____	_____
Banquet Fees	\$ _____	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>840.00</u>	\$ _____	_____
Meals - Number: <u>6 x 3</u> <u>2</u> B <u>2</u> L <u>2</u> D	\$ <u>210.00</u>	\$ _____	_____
Lodging: <u>Cavanaugh's Inn at the Park</u> (Name of Hotel) <u>Park</u>	\$ <u>450.00</u>	\$ _____	_____
Other: <u>Rental Car, Pkg.</u>	\$ <u>90.00</u>	\$ _____	_____
<b>TOTAL COST</b>	\$ <u>1840.00</u>	\$ _____	_____

Will a cash advance be needed? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks/Rationale (Required for Categorical Projects):

\*Registration for combined Spokane and Tacoma Fairs is \$550.00

I have read Business Services Procedure #124 and fully understand district travel requirements.

[Signature] 1/6/97 [Signature] 1/7/97  
Employee's Signature Date Principal/Supervisor's Signature Date

Distribution: White/Yellow - Business Office  
Pink - Return Copy  
Goldenrod - Originator



**Jurupa Unified School District  
TRAVEL REQUEST**

Fund 100  
Location 178  
Program 400 9145  
Object 5201

Name(s) Ron Needham, Jim Taylor, Ellen Kinnear Site \_\_\_\_\_

Title of Activity Tacoma Education Fair

Location of Activity Tacoma, Washington (Tacoma Dome)

Depart: Day Wed. Date 4/23/97 Time 8:00 am/pm From Ontario

Return: Day Fri. Date 4/25/97 Time 4:00 am/pm

Purpose of Trip: Conference ☐ Recruiting ☒ Administrative ☐ Other ☐  
(explain below)

	Estimated Cost	For Business Office Use Only	
		Actual Cost	Mode of Payment
Number of days of substitute time required: _____	\$ _____	\$ _____	_____
Registration Fees	\$ <u>*300.00</u>	\$ _____	_____
Banquet Fees	\$ _____	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>540.00</u>	\$ _____	_____
Meals - Number: <u>6 x 3</u> <u>2 B 2 L 2 D</u>	\$ <u>210.00</u>	\$ _____	_____
Lodging: <u>La Quinta</u> (Name of Hotel)	\$ <u>390.00</u>	\$ _____	_____
Other: <u>Rental Car/Pkg.</u>	\$ <u>80.00</u>	\$ _____	_____
<b>TOTAL COST</b>	\$ <u>1520.00</u>	\$ _____	_____

Will a cash advance be needed? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks/Rationale (Required for Categorical Projects):

\*Registration for combined Spokane and Tacoma Fairs is \$550.00.

I have read Business Services Procedure #124 and fully understand district travel requirements.

[Signature]  
Employee's Signature

4/6/97  
Date

[Signature]  
Principal/Supervisor's  
Signature

4/7/97  
Date

Distribution: White/Yellow - Business Office  
Pink - Return Copy  
Goldenrod - Originator



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

DATE(S): Feb. 17-23, 1997

LOCATION: Indio, Calif.

TYPE OF ACTIVITY: National Date Festival

PURPOSE/OBJECTIVE: To exhibit and sell class projects

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

Rhonda Fuller, Teacher, Paula Germain, teacher, Ron & Kathy Hills, parents,

Joe Duran, volunteer, Gary Banks, student teacher.

EXPENSES:	Transportation	\$ 0	Number of Students	<u>30</u>
	Lodging	<del>\$ 800.00</del>		
	Meals	\$ 1500.00		
	All Other	\$ _____		
		<i>} combined</i>		
	TOTAL EXPENSE	\$ 1500.00	Cost Per Student	<u>50.00</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>Student generated</u>	<u>1500.00</u>	<u>0.00</u>
_____	_____	_____
_____	_____	_____
TOTAL:	\$ 1500.00	0.00

Arrangements for Transportation: School trucks and parents

Arrangements for Accommodations and Meals: Best Western Hotel, Indio

Planned Disposition of Unexpended Funds: Returned to students

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

Signature: *R. Fuller* (Instructor) Date: 1/15/97 School: RHS

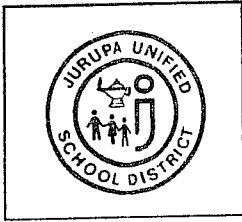
All persons making the field trip shall be determined to have waived all claims against the District, the teachers, and the Board of Education for injury, accident, illness, or death occurring during or by reason of the field trip. All adult volunteers taking out-of-state field trips shall sign a statement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

Approvals: Principal: *[Signature]* Date: 1/16/97  
Date approved by the Board of Education *[Signature]* Date: \_\_\_\_\_

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

4-12

Este folleto esta disponible en español. Pida una copia a su oficina escolar.



## Jurupa Unified School District Schools of Choice

### Notification of Open Enrollment Application Period

Dear Parent/Guardian:

The Jurupa Unified School District has an open enrollment policy for schools within the district. Our sixteen elementary, three middle schools and two comprehensive high schools offer a variety of programs designed to meet the needs of children and their families. There are situations which make it desirable for a family to select a school outside of the attendance area designated for their residence. As such, we offer this transfer opportunity through the Open Enrollment process.

Again this year, parents may choose to have their children attend a school, other than the school of residence, provided there is space. The district staff determines how many transfer spaces are available at each school. Some schools have very few spaces; others can accommodate a number of new students. If there are more requests for transfers to a particular school than available spaces, district policy requires the use of a random selection procedure.

If you wish to have your child continue to attend the school serving your residence, you do not need to notify the school. Students currently attending a school on an open enrollment transfer need not complete a new application for the 1997/98 school year. However, if you wish your child to attend a school other than the one he/she is currently attending, please follow the instructions on page three.

Your involvement in your child's education is one of the most critical factors in his/her school success. I urge you to visit your child's school and talk to the staff; volunteer when you have the time and join the PTA or other parent organization.

Sincerely,

---

Benita B. Roberts, Superintendent

February 3, 1997

Board Policy 5117.1



## **BEFORE YOU APPLY, PLEASE CONSIDER:**

Parents who wish incoming kindergarteners to attend the same transfer school as other siblings must apply for a transfer.

If you are anticipating a move prior to next school year which will change your school of residence and you wish your child to remain at his or her present school, you must apply for a transfer.

Parents of secondary students need to decide about transfers during the open enrollment period. After school starts in September, it is extremely difficult to transfer high school students because of the concern of matching class schedules and the potential for credit loss. For students in athletics, CIF eligibility may be in jeopardy if transferring after the opening of school. You may check your student's status by contacting the Assistant Principal for Athletics at either high school.

## **Meeting Residency Requirements: (Education Code 48204)**

A student shall be deemed to have complied with the residency requirements for school attendance provided he or she:

- a. is living with a parent/guardian or caregiver within the district, or
- b. is an emancipated minor living in the district, or
- c. is living in a licensed foster home, family home, state hospital, or licensed children's institution within the district, or
- d. is granted an interdistrict transfer based on the parent/guardian being employed within the boundaries of the school district.

## **Program Options in the District:**

A variety of programs are available in the Jurupa District. A description of each program is provided below. The directory pages that follow list which programs are offered at each school site.

Special Education - Programs and services are available at each school for students with exceptional needs. Enrollment in these classes will be based on IEP placement and space availability.

School Improvement - This state-funded program supports and guides schoolwide improvements to meet the needs of all students in a timely and effective manner. (Offered at all elementary and middle schools.)

Title I/EIA - These state and federally-funded programs support grades one through six students who need additional academic support in the areas of reading, language, or math.

Bilingual Classrooms - Limited-English Proficient students receive daily English-as-a-Second Language instruction, academic instruction in English, or the primary language based on oral language assessment results, positive reinforcement of the student's self-concept, and cross-cultural understanding.

Bilingual Tutorial Program - Limited-English Proficient students receive English-as-a-Second Language instruction and primary language support through a bilingual language tutor.

Gifted and Talented Education (GATE) - The GATE program is available at each school (K-12) to serve identified gifted and talented students in grades kindergarten through twelve.

Title IV - These federal funds assist each school (K-12) establish, operate, and improve local programs of drug, alcohol, and tobacco use prevention, early intervention, rehabilitation, referral and education.

Title VI - These federal funds assist the school in purchasing school library books and instructional materials, and providing crisis counseling at each elementary school.

Crisis Counseling - An Outreach Counselor from the Youth Service Center of Riverside provides crisis counseling, classroom presentations, and conflict management instruction for students one day a week.

Elementary Instrumental Music - Three traveling instrumental music teachers provide band instruction at each elementary school.

Year Round School - A single-track year round school schedule of 45 days on and 15 days off track is offered at this elementary site.

Math Renaissance Project - The foundations of pre-algebra, pre-geometry, algebra and geometry are taught through emphasis on hands-on activities and practical application.

**PROCEDURE FOR APPLYING FOR A TRANSFER:**  
**APPLICATIONS DUE FEBRUARY 28, 1997**

1. Applications may be obtained in the office of any school in the District.
2. Completed applications must be mailed to the Assistant Superintendent Education Services, 3924 Riverview Drive, Riverside, CA 92509 no later than **FEBRUARY 28, 1997**. Because our schools are continuing to grow at a rapid pace, **meeting the application deadline is critical**. If your application is received after the close of the open enrollment period, your chances of receiving a transfer are greatly reduced.
3. Transfer and admission to a school of choice shall be granted if the District determines that space is available.
4. Parents will be notified by mail after the close of the enrollment period as to the status of their request.
5. **Transportation is the responsibility of the parent.**

**CALENDAR**

February 3, 1997	Applications available in the office of any school in the District.
February 28, 1997	Completed applications must be received at the address above.
March 21, 1997	Public Lottery, District Office, Room #3, 3924 Riverview Drive, Riverside. (A lottery will only be held in cases where the number of applicants exceeds the available space.)

**ELEMENTARY SCHOOLS**

**Camino Real Elementary School**

4655 Camino Real, Riverside, CA 92509  
360-2714

Programs Offered: Special Education, School Improvement,  
Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental  
Music.

**Glen Avon Elementary School**

4352 Pyrite Street, Riverside, CA 92509  
360-2764

Programs Offered: Special Education, School Improvement,  
Title I, Bilingual Tutorial, GATE, Title IV, Title VI,  
Instrumental Music.

**Granite Hill Elementary School**

9371 Granite Hill, Riverside, CA 92509  
360-2725

Programs Offered: Special Education, School Improvement,  
Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title  
IV, Title VI, Instrumental Music.

**Ina Arbuckle Elementary School**

3600 Packard Street, Riverside, CA 92509  
222-7788

Programs Offered: Special Education, School Improvement,  
Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title  
IV, Title VI, Instrumental Music.

**Indian Hills Elementary School**

7750 Linares, Riverside, CA 92509  
360-2724

Programs Offered: Special Education, School Improvement,  
Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

**Mission Bell Elementary School**

4020 Conning Street, Riverside, CA 92509  
360-2748

Programs Offered: Special Education, School Improvement,  
Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI,  
Instrumental Music.

**Pacific Avenue Elementary School**

6110 45th Street, Riverside, CA 92509  
222-7877

Programs Offered: Special Education, School Improvement, Title I,  
Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV,  
Title VI, Instrumental Music.

**Pedley Elementary School**

5871 Hudson Street, Riverside, CA 92509  
360-2793

Programs Offered: Special Education, School Improvement,  
Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI,  
Instrumental Music.

(Continued on the Next Page)

## ELEMENTARY SCHOOLS (Continued)

### **Peralta Elementary School**

6450 Peralta Place, Riverside, CA 92509

222-7703

Programs Offered: Special Education, School Improvement, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

### **Rustic Lane Elementary School**

6420 Rustic Lane, Riverside, CA 92509

222-7837

Programs Offered: Special Education, School Improvement, Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

### **Sky Country Elementary School**

5520 Lucretia, Mira Loma, CA 91752

360-2816

Programs Offered: Special Education, School Improvement, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

### **Stone Avenue Elementary School**

5111 Stone Avenue, Riverside, CA 92509

360-2859

Programs Offered: Special Education, School Improvement, Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

### **Sunnyslope Elementary School**

7050 38th Street, Riverside, CA 92509

360-2781

Programs Offered: Special Education, School Improvement, Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

### **Troth Street Elementary School**

5565 Troth Street, Mira Loma, CA 91752

360-2866

Programs Offered: Special Education, School Improvement, Title I, Bilingual Classrooms, GATE, Title IV, Title VI, Instrumental Music.

### **Van Buren Elementary School**

9501 Jurupa Road, Riverside, CA 92509

360-2865

Programs Offered: Special Education, School Improvement, Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music, Year Round School.

### **West Riverside Elementary School**

3972 Riverview Drive, Riverside, CA 92509

222-7759

Programs Offered: Special Education, School Improvement, Title I, Bilingual Classrooms, Bilingual Tutorial, GATE, Title IV, Title VI, Instrumental Music.

## MIDDLE SCHOOLS

Course offerings at the middle schools are equivalent with few exceptions. In most cases, programs are identical; however, parents may check with school personnel about specific courses.

### **Jurupa Middle School**

8700 Galena Street, Riverside, CA 92509

360-2846

Programs Offered: Special Education, School Improvement, Bilingual Services, GATE, Title IV, Title VI, Math Renaissance.

### **Mira Loma Middle School**

5051 Steve Street, Riverside, CA 92509

360-2883

Programs Offered: Special Education, School Improvement, Bilingual Services, GATE, Title IV, Title VI.

### **Mission Middle School**

5961 Mustang Lane, Riverside, CA 92509

222-7842

Programs Offered: Special Education, School Improvement, Bilingual Services, GATE, Title IV, Title VI, Math Renaissance.

## HIGH SCHOOLS

Course offerings at both high schools are equivalent with few exceptions. In most cases, programs are identical; however, parents may check with school personnel about specific courses. ROTC, Band and Agriculture programs are offered at both sites.

High school students are subject to California Interscholastic Federation guidelines as they relate to athletic eligibility. There is an additional form which must be completed prior to participation in any sport. Please contact the Assistant Principal for Athletics at either high school for this additional form, or if you have additional questions.

### **Jurupa Valley High School**

10551 Bellegrave, Mira Loma, CA 91752

360-2600

### **Rubidoux High School**

4250 Opal Street, Riverside, CA 92509

222-7821



# JURUPA UNIFIED SCHOOL DISTRICT

MAINTENANCE AND OPERATIONS 4740 Pedley Road Riverside, CA 92509 (909) 360-2761



TO: Rollin Edmunds, Assistant Superintendent of Business Services

FROM: Steve Dickinson, Supervisor of Grounds

DATE: January 9, 1997

SUBJECT: Annual Pesticide use report

The J.U.S.D. Business and Non-Instructional Operations Policy 3401 requires an annual report to the board of Education, citing the kind and amount of pesticide used at each site.

The following is a list of pesticides used "in-house" per location for the 12 month period from January 1, to December 31, 1996:

<u>SITE</u>	<u>PESTICIDE/AMOUNT</u> <u>ROUNDUP</u>	<u>PESTICIDE/AMOUNT</u> <u>WILCO SQUIRREL BAIT</u>	<u>PESTICIDE/AMOUNT</u> <u>COOKE'S GOPHER BAIT</u>
IA	176 Oz.		
WR/IMC	96 Oz.	5 Lbs.	
PA	100 Oz.		
RHS	1,936 Oz.		
MMS	734 Oz.	2 Lbs.	
RL	196 Oz.		
NV	156 Oz.		.5 Lbs.
CR	186 Oz.		
IH	138 Oz.		
GA	156 Oz.		12 Lbs.
JMS	484 Oz.	28 Lbs.	
MOT	244 Oz.		
GH	72 Oz.		
MB	74 Oz.		
VB	46 Oz.		
TS	32 Oz.		
JVHS	291 Oz.		9 Lbs.
SC	32 Oz.		
PED.	64 Oz.		
ED. CTR.	32 Oz.		
SS	134 Oz.		1 Lbs.
MLMS	258 Oz.	1 Lbs.	
SA	64 Oz.		
	<u>44.54 Gal. *</u>	<u>36 Lbs.</u>	<u>22.5 Lbs.</u>

Totals for the last two years:

1995	32.94 Gal.	48 Lbs.	78.0 Lbs.
1994	35.01 Gal.	28 Lbs.	129.0 Lbs.

\* 9 gallons were used on Hawkins field renovation project

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The following is a list of pesticides used by WESTERN EXTERMINATOR per site for all of 1996:

<u>SITE</u>	<u>CHEMICAL</u> TEMPO 20 WP	<u>CHEMICAL</u> BORID	<u>CHEMICAL</u> DURSBAN WSP	<u>CHEMICAL</u> DURSBAN PT 270
IA	0.7 Oz.			3.0 Oz.
WR/IMC	0.1 Oz.			
PA	0.4 Oz.			
RHS	0.35 Oz.			
MMS	0.8 Oz.			
RL	0.2 Oz.			0.1 Oz.
CR	0.2 Oz.			
IH				
GA	0.4 Oz.			
JMS	0.6 Oz.			
MOT	2.95 Oz.	4.0 Oz.	1.0 Oz.	
GH	0.4 Oz.			
MB	0.2 Oz.			
VB	0.1 Oz.			
TS.	0.2 Oz.			
JVHS	0.3 Oz.			
SC	0.2 Oz.			
PED	0.2 Oz.			
ED CTR	0.2 Oz.			
SS	0.2 Oz.			
MLMS	0.5 Oz.			
SA	0.1 Oz.			
NV	0.2 Oz.			
TOTALS	9.5 Oz.	4.0 Oz.	1.0 Oz.	3.1 Oz.