

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 Sam Knight, President Carolyn Adams, Clerk Mary Burns John Chavez Ray Teagarden
SUPERINTENDENT Benita B. Roberts

TUESDAY, FEBRUARY 16, 1999

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

PEDLEY ELEMENTARY SCHOOL MULTI-PURPOSE
5871 Hudson Street, Riverside, CA 6:00 p.m.

OPEN PUBLIC SESSION 6:00 P.M.

Call to Order in Public Session

(President Knight)

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

HEARING SESSION 6:00 P.M.

PUBLIC VERBAL COMMENTS

This communication opportunity is included on the agenda to allow members of the public to comment on matters listed on the Agenda for Closed Session. A second opportunity for public comments is included on the Public Session agenda as well. California law states that there shall be no action on items not shown on the published Board agenda.

CLOSED SESSION 6:00 P.M.

The Board will adjourn to Closed Session in the Teachers' 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 #14, and public employee discipline/dismissal.

STUDENT DISCIPLINE: Pursuant to Education Code Sections 48900 and 48915, the Board will be discussing Expulsion Cases #99-034, #99-035, #99-036, #98-091.

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 Knight, Mrs. Adams, Mrs. Burns, Mr. Chavez, Mr. Teagarden

Flag Salute

(Dain Zylstra, Pedley Elementary Sixth Grade Student)

Invocation

(Mr. Chavez)

COMMUNICATIONS SESSION

1. Report of Student Representatives

a. High School Student Reports (Mrs. Roberts)

The Board welcomes Candice Laurman, Jurupa Valley High School Student Representative, and Anica McKesey, Rubidoux High School Student Representative. Student representatives may wish to address the Board regarding student achievements, interests, or other matters.

b. Welcome to Pedley Elementary (Mrs. Roberts)

Interim Principal, Ms. Elizabeth Sawley, will welcome the Board to Pedley Elementary School. Under the direction of Ms. Irene Espinoza, teacher, students from the following classrooms will perform patriotic songs they have learned.

<u>Teacher</u>	<u>Grade</u>
Mrs. Irene Espinoza	Kindergarten
Mrs. Lourdes Ruelas	Kindergarten
Mrs. Lucia Sagasta-Chavez	First Grade
Mr. Nick Cornejo	First Grade
Ms. Jill VanHofwegen	Third Grade
Ms. Emily Fowler	Fifth Grade

Decorations for the Multi-Purpose Room were provided by Ms. Pat Balteria's fourth grade students and Ms. Kelly WySocki's sixth grade students.

2. Recognition

a. Recognize 1998/99 Spelling Bee Participants (Dr. Mason)

On Thursday, January 21, 1999, the Jurupa Unified School District's Twenty-Second Annual Spelling Bee was held at Mira Loma Middle School. After nineteen rounds, Andrew (Andy) Odell, a 7th grader at Mira Loma Middle School, was declared the winner. Andy was the winner of the Spelling Bee for the past two years as well. The 1998/99 runner-up was Eric Barrett, a 5th grade student at Indian Hills Elementary School. Andy will represent the district in the 1998/99 Riverside County Spelling Bee to be held at the Chaparral High School in Temecula on March 23, 1999, and Eric will serve as the alternate.

Congratulations to all of the participants in the 1998/99 Spelling Bee. The following students were the participants and alternates who represented their school in the district's Spelling Bee:

2. Recognition (Continued)

a. Recognize 1998/99 Spelling Bee Participants

(Dr. Mason)

<u>Participants</u>	<u>Alternate</u>	<u>School</u>
Amber Howard	Robert Leis	Camino Real Elementary
Felix Bermudez	Raymond Bravo-Carmona	Glen Avon Elementary
Tien Ma	Thomas Erickson	Granite Hill Elementary
Linda Santos-Torres	Dankeeka Simmons	Ina Arbuckle Elementary
Eric Barrett	Kristin Blank	Indian Hills Elementary
Oscar Macias	Paul Godoy	Mission Bell Elementary
Giselle Romero	Tammy Kidd	Pacific Avenue Elementary
Matthew Hicks	Aaron George	Pedley Elementary
Justin Kiernan	Celina Pedersen	Peralta Elementary
Andrea Dominguez	Elizabeth Lamas	Rustic Lane Elementary
Erin Armstrong	Christina Derabin	Sky Country Elementary
Erika Cornejo	Julie Johnson	Stone Avenue Elementary
Whitney Sevesind	Brittany Fegan	Sunnyslope Elementary
Jacquelyn Hoover	Christina Gomez	Troth Street Elementary
Alexis Smith	Jesse Bueno	Van Buren Elementary
Jason Young	Sonia Salto	West Riverside Elementary
Heather Haber	Brian Goulbourn	Jurupa Middle School
Andrew (Andy) Odell	Tommy Hanson	Mira Loma Middle School
Denise Veloria	John Sosa	Mission Middle School

Information only.

- b. Recognize "Best of the Best" for December–Employee Recognition Program (Mrs. Roberts)
Many outstanding nominations were received from employees throughout the District, recommending a colleague for December's "Best of the Best" employee. Nominations continue to be received each month for outstanding service, accomplishments, achievement, or for ongoing excellence. Those selected for honorable mention are:

Toni Fletcher	Teacher	Mission Middle School
Sam Gee	Teacher	Mission Middle School
Ray Marisnick	SDC Teacher	Rubidoux High School
America Najarro	Translator Clerk Typist	Education Center
Jim Neill	Custodian	Education Center
Sandra Rainsbury	Translator Clerk Typist	Education Center
George Ramos	Teacher	Jurupa Valley High School
Frances Schlegel	Teacher	Granite Hill Elementary
Craig Sevey	Teacher	Glen Avon Elementary
Basil Slaymaker	Teacher	Glen Avon Elementary

Selected, as the "Best of the Best" of Jurupa's employees for December is Raul Marez, custodian at Jurupa Middle School. Raul's colleagues describe him as always friendly and helpful. He does an excellent job keeping the rooms spotless and goes the extra mile to do things that make a difference in the long run, such as changing the trash can liners frequently, helping to move furniture and vacuuming thoroughly. He has been observed on several occasions around campus picking up even the tiniest piece of trash. He has an uncommon work ethic and a great attitude. Information only.

2. Recognition (Continued)

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 Sky Country Elementary School PTA wishes to donate \$7,814.00, with the request the funds be used to help defray the costs of student field trips (\$4,808.00), to purchase classroom supplies (\$2,500.00) and for an assembly in March (\$506.00).

Through a school fundraising program whereby parents use a Target Guest Card for 1% of the purchase to go to a school, Target Stores raised \$77.72 to donate to Sunnyslope Elementary School. The funds will be used to help defray the costs of student field trips.

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

The Staff Club at Jurupa Middle School wishes to donate \$500.00, with the request it be used toward the purchase of voice mail for the school. These funds are the profits of the Disneyland ticket sales.

The Yearbook Club of Mission Middle School wishes to donate two new IMAC Computers and two super disk drives, with the request they be used by the Yearbook Club. The approximate value of this donation is \$2,904.94.

Mr. Terry Gluckman, on behalf of T&S Auto Repair in Riverside, wishes to donate a Sun Automotive Scope and Exhaust Gas Analyzer, with the request it be used in the Automotive Department at Jurupa Valley High School. The approximate value of the donation is \$3,000.

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

3. Administrative Reports and Written Communications

a. Hear Report on Child Lures Program

(Mrs. Roberts)

The Jurupa Unified School District, in conjunction with the Riverside County Office of Education, and the Jurupa Council PTA, will begin an important program for students in the district, the *Child Lures* program. This program is designed to provide children the necessary tools to keep them safe in the community. A preliminary meeting was held February 2, 1999 at Mira Loma Middle, and principals at each school were given the materials to develop their own models of how best to present the program to the students and families of their respective schools. This evening, Jurupa's *Child Lures* liaison representatives, Ms. Carmen Hernandez, Principal on Special Assignment, Ms. Lynne Craig, and Ms. Marsha Rozell, will provide a brief overview of the program and present a video explaining the goals of the *Child Lures* program. Information only.

3. Administrative Reports and Written Communications

- * b. Cast Ballot for 1999 CSBA Delegate Assembly Election (Mrs. Roberts)
A copy of the ballot for the 1999 CSBA Delegate Assembly election is included in the supporting documents for Board members along with biographical sketches of the candidates. Ballots must be postmarked on or before March 15, 1999 to be valid. The Board may vote for up to six candidates in Subregion 18-A. All delegates will serve a two-year term. Following is a list of nominees. Incumbents are shown with an asterisk.

Carolyn A. Adams (Jurupa USD)	Ed Elder (Temecula Valley USD)
Donald T. Aikens (Palm Springs USD)*	Gisela Gosch (Hemet USD)
John J. Chavez (Jurupa USD)*	Daniel R. Perez (Palo Verde USD)
Robert L. Cooley (Perris Un. HSD)	Raymond Pinero (Perris ESD)
W. Allan Cornett (San Jacinto USD)	Elaine Rowen (Menifee Un. SD)
Bruce N. Dennis (Nuview Un. SD)	Barbara Tooker (Temecula Valley USD)*
Kenneth C. Dickson (Murrieta Valley USD)	Virginia Wyatt Denney (Val Verde USD)
K. R. Zack Earp (Alvord USD)	

- c. Other Reports and Written Communications (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 Routine Action Items by Consent

Administration recommends the Board approve/adopt Routine Action Items A 1-8 as printed.

- * 1. Approve Minutes of February 1, 1999 Regular Meeting
- * 2. Purchase Orders (Mrs. Lauzon)
- * 3. Disbursement Orders (Mrs. Lauzon)
- * 4. Payroll Report (Mrs. Lauzon)
- * 5. Agreements (Mr. Edmunds)
- * 6. Approve Out-of-State Travel Requests - Personnel Recruitment (Mrs. Roberts)

For the past two years, the district sent recruiters to some of the larger out-of-state recruiting fairs. This was necessary because of the increased need for new teachers due to class-size reduction and the addition of the sixth period at the middle school level. Next school year, we will need additional high school teachers as well. Assistant Superintendent Personnel Services, Mr. Kent Campbell, is requesting to again send principals and administrators to out-of-state recruiting fairs to recruit teachers for the 1999-2000 school year.

A. Approve Routine Action Items by Consent

- * 6. Approve Out-of-State Travel Requests - Personnel Recruitment (Mrs. Roberts)
(Continued)

The following persons were selected and have been scheduled to attend the Pennsylvania Job Fairs, the Delaware Job Fair, the Indiana Job Fairs, the Spokane Job Fair, and the Atlanta area Job Fair. Mr. Campbell will attend the Pennsylvania job fairs, while Dr. Ron Needham will attend the Delaware, Spokane, Indiana and Atlanta job fairs. Dr. Needham will be accompanied by Jan Moorehouse and Ben Bunz to the Indiana job fairs and by Michelle Johnson and Carolyn Adams to the Atlanta fairs. 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 1999-2000 school year be authorized to the Pennsylvania Job Fairs, the Delaware Job Fair, the Indiana Job Fairs, the Spokane Job Fair and the Atlanta Job Fairs.

- * 7. Approve Non-Routine Field Trip Request from Jurupa Valley High School (Dr. Mason)
Mr. Donald Wade, Teacher at Jurupa Valley High School, is requesting permission to host the second annual "Twenty-Four Hour Rehearsal Marathon" on February 27 through February 28, 1999. He would be accompanied by approximately eighty students on the campus of Jurupa Valley High School. This event provides students an opportunity to work with guest conductors and clinicians in preparation for the second semester activities. Supervision will be provided by staff members and volunteer parents who are members of the band boosters. All costs for this activity will be paid through the band booster club and fundraising activities. 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 Student Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request from Mr. Donald Wade to host the second annual "Twenty-Four Hour Rehearsal Marathon" on February 27 through February 28, 1999 with approximately eighty students.

- * 8. Approve Non-Routine Field Trip Request from Rubidoux High School (Dr. Mason)

Ms. Kristina Moore, Ms. Devi Curtis, Mr. Gene Erickson, Ms. Karen Shaw, and Ms. Ni'Cole Mukes, teachers at Rubidoux High School, are requesting approval to travel to various college campuses in Northern California with approximately thirty-one AVID students on Wednesday, March 10 through Saturday, March 13, 1999. Students will be given an opportunity to become more knowledgeable about colleges and the majors available to them. Supervision will be provided by staff, transportation will be by chartered bus, and all costs will be paid through AVID funds and fundraisers. 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 Student Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request by Ms. Moore, Ms. Curtis, Mr. Erickson, Ms. Shaw, and Ms. Mukes to travel to various college campuses in Northern California with approximately thirty-one AVID students on Wednesday, March 10 through Saturday, March 13, 1999.

* **B. 1999/2000 Preliminary Budget Projection**

(Mr. Edmunds)

On Friday, January 8, 1999, Governor Davis released his budget proposal for the 1999/2000 fiscal year. The Governor's budget proposal includes a 1.83% COLA and growth funding for Revenue Limits and Special Education. In addition, he has proposed to reduce the Revenue Limit deficit by 0.8%, bringing the increase in Revenue Limit funding to 2.72%. As in prior years, the proposed budget contains the categorical "mega-item" – a comprehensive single appropriation used to fund most categorical programs. Categorical "mega-item" programs will receive a proposed 3.25% increase for COLA and growth, so that the block grant of \$12.13 per ADA which was received in 1998/99 will continue in 1999/2000 at \$12.45 per ADA.

Class-size reduction for grades K – 3 is continued with a COLA increase of 1.83% - \$847 per student.

The 1999/2000 Preliminary Budget Projection has been prepared using the 1998/99 Budget as a base, then rolling the budget forward and modifying it using a set of assumptions concerning revenue (based on the Governor's Proposed Budget) and expenditures for next year. The preliminary budget projection and the assumptions used to generate it are included in the supporting documents.

The first step in developing the 1999/2000 Preliminary Budget Projection was to project a Beginning Balance, which essentially consists of the 1998/99 Ending Balance carried over into the next fiscal year. The Ending Balance estimate is prepared by analyzing and revising current year revenues and expenditures. As a result of this analysis, the Unrestricted Beginning Balance for 1999/2000 is estimated to be \$5,221,291 and the estimated Restricted Beginning Balance is \$39,602.

Revenue has been estimated using a projected enrollment of 18,778 students, which represents an increase of 385 students (2.09%) over the current year. As noted above, the Revenue Limit funding includes a 1.83% COLA with a deficit factor of 8.001%. The COLA for 1999/2000 was originally estimated to be 2.3% with a deficit factor of 8.801%. The 2.3% COLA was used in the multi-year budget projection presented to the Board in December in the First Interim Report. The combination of the lower COLA and the Deficit Reduction results in a \$291,282 increase in Revenue Limit funding from the First Interim projection. Special Education and Class Size Reduction funding includes growth and a 1.83% COLA. All other sources of funding are assumed to remain the same as this year. Based on these assumptions, revenue for 1999/2000 is estimated to be \$94,216,250. Adding this figure to the Beginning Balance results in Total Resources of \$99,477,143.

Expenditures have been projected by applying standard budget allocation formulas for staffing and supplies to the projected enrollment. In addition, assumptions have been made concerning anticipated expenditure increases in the areas of payroll costs, personnel, utilities and capital outlay. Using this method, the Estimated Expenditures for 1999/2000 are \$91,837,102.

Comparing Total Resources to Total Expenditures, the District's **Unrestricted Reserve** is estimated to be \$7,450,439 or 8.1% of total expenditures. The District is required to carry a 3% Unrestricted Reserve or \$2,755,113. It is important to note that any negotiated salary increases for 1998/99 or 1999/2000 are not known at this time, and therefore have not been included in this projection.

Summarized below are several items in the Governor's budget proposal which have not been included in this preliminary budget projection.

CONTINUING PROGRAMS

Staff Development Buy Back:

In the 1999/2000 school year all staff development days must be outside of the required 180 days of instruction. The budget proposes "buying back" three staff development days for certificated personnel, funded at \$270 per employee. Funding is proposed to "buy back" one staff development day for classified personnel at \$140 per employee.

Instructional Materials:

\$250 million is proposed statewide for a second year of funding for standards based instructional materials. This funding is in addition to the usual Instructional Materials funds for grades K – 8 and 9 – 12.

Library Materials:

A second year of funding for the purchase of school library materials is proposed at the same statewide funding level as 1998/99. Funding is estimated at \$29.25 per ADA, based on 1998/99 P-2 ADA.

NEW PROGRAMS

The Governor focused his education reform budget - \$444 million – on three areas: improving reading skills (\$186 million); enhancing professional quality (\$51 million); and increasing school accountability (\$207 million). Each of these proposals has many components and the Governor has called a special session of the legislature to consider his reform proposals. Actions taken in this session may be effective in 90 days.

Since there is not projected to be a large increase in State revenues next year, the Governor's reform proposals are funded partially from reductions in other programs. Significantly, the Governor proposes to reduce funding for the Deferred Maintenance program by \$115 million statewide – resulting in funding that is less than 15% of the matching requirement. This reduction raises a high level of concern, since many school districts do not have sufficient funds to adequately maintain school facilities.

Another area of concern is the requirement that effective in the 1999/2000 budget, school districts participating in the State School Building program will be required to commit at least 2.5% of their general fund expenditures towards routine maintenance. The current requirement is 2.0%. Although we are not currently in the State School Building program, it is anticipated that we could be in the near future.

As is customary, the Business Office will monitor State finance trends as well as District revenues and expenditures. This information will then be used to develop the 1999/2000 Budget that will be presented to the Board for adoption in June. Information only.

* **C. Approve Course Plan: Jazz Band**

(Dr. Kinnear)

The supporting documents contain the newly developed Course Plan for the following course:

Jazz Band

Jazz Band provides instruction and practice on the various jazz band instruments. This class takes a broader look into the musical literature of jazz as well as the various jazz styles. Attendance of all rehearsals and performances is required.

Administrative staff at both Jurupa Valley High School and Rubidoux High School have reviewed the plan and given approval. This plan was also reviewed and approved by the Instructional Council at its regularly scheduled meeting on January 25, 1999.

Administration recommends approval of the following course plan: Jazz Band.

D. Review and Act on Timely School Facility Matters

(Mr. Edmunds)

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

E. Act on Student Discipline Cases

(Dr. Needham)

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 #99-034 for violation of Education Code Sections 48900 (a & k) for the remainder of the current semester and the semester following; and that the pupil be referred to the Community Day School, operated at the District Learning Center. This case will be referred to the **S**chool and **C**ommunity **O**ut**R**each Team (SCORE) for follow-up. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before January 18, 2000.
- ** 2. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #99-035 for violation of Education Code Sections 48900 (a & k) for the remainder of the current semester and the semester following; and that the pupil be referred to the Community Day School, operated at the District Learning Center. This case will be referred to the **S**chool and **C**ommunity **O**ut**R**each Team (SCORE) for follow-up. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before January 18, 2000.

E. Act on Student Discipline Cases (Continued)

(Dr. Needham)

SUSPENDED EXPULSION:

- ** 1. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #99-036 for violation of Education Code Sections 48900 (b & k) for the remainder of the current semester. However, the Governing Board may wish to consider that the enforcement of the expulsion order be suspended and the student be placed in school probation for the term of the expulsion order. This case will be referred to the **School and Community OutREach Team (SCORE)** for follow-up. This case shall be reviewed for possible reinstatement or before June 7, 1999.

SUSPENDED EXPULSION REVOKED:

- ** 1. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #98-091, for the remainder of the current semester, for violation of the Suspended Expulsion Order, dated May 18, 1998. The pupil is referred to the Jurupa Community School, operated by the Riverside County Office of Education, for the period of the expulsion. This case will be referred to the **School and Community OutREach Team (SCORE)** for follow-up. This case shall be reviewed for possible readmission to the Jurupa Unified School District on or before June 7, 1999.

Administration recommends the discipline actions as described and listed above.

F. Act on Personnel Matters

- * 1. Ratify Tentative Agreement with CSEA (Mr. Campbell)

A tentative agreement has been reached with CSEA on the terms and conditions of the collective bargaining agreement to cover the period July 1, 1998 through June 30, 2001. Specifically, it has been agreed to increase the "1998-99 Classified Salary Schedule" by the same percentage that the Board increases the 1998-99 salary schedule covering Classified Managers. It has been agreed to reopen negotiations on the salary schedule, as well as health and welfare benefits, for both the 1999-2000 and 2000-2001 school years. Along with changes in the Salary Schedule Article, changes were made in a number of other articles, ranging from Vacations to Grievance Procedures to Absences and Leaves. A summary of those changes, along with the actual entire Tentative Agreement itself, is included in the supporting documents. A completed copy of the 'Disclosure of Collective Bargaining Agreement' form is also in the supporting documents.

CSEA leadership has informed us that its membership ratified the tentative agreement on January 25, 1999. Public Disclosure requirements have been satisfied. It is recommended that the Board ratify the tentative agreement with CSEA.

- * 2. Approve Personnel Report #14 (Mr. Campbell)

Administration recommends approval of Personnel Report #14 as printed subject to corrections and changes resulting from review in Closed Session.

G. Review Routine Information Reports

1. Review Schedule to Conduct Board Meetings for the 1998-99 School Year (Mrs. Roberts)
Sites have been selected for regular board meetings for the 1998-99 school year in various areas of the community. A presentation from each school will be scheduled at the beginning of each Board meeting with a relevant student performance, speaker or other presentation. Information only.

February 22, 1999

March 1, 1999

March 15, 1999

April 5, 1999

April 19, 1999

May 3, 1999

May 17, 1999

June 7, 1999

June 21, 1999

Study Session - Board Room - 3:00 p.m.

Board Room

Rustic Lane Elementary

Board Room

Peralta Elementary

Board Room

Mira Loma Middle

Pacific Avenue

Board Room

2. Review Staff Develop Day

(Dr. Mason)

Rustic Lane Elementary

March 5, 1999

Information only.

ADJOURNMENT

February 1, 1999

MEMORANDUM

TO: All Board Presidents and Superintendents
CSBA Member Boards of Education

FROM: Leslie DeMersseman, President

SUBJECT: 1999 CSBA Delegate Assembly Election – Ballots due March 15, 1999

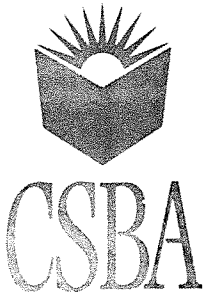
Enclosed is the election material for representatives to CSBA's Delegate Assembly from your region or subregion. The material consists of the ballot on red paper, the required biographical sketch, and if submitted, a resume for each candidate. In addition we are including a "copy" of the ballot on white paper so that it may be copied for inclusion in board agenda packets. However, only the ballot on red paper is to be completed and returned.

The board as a whole votes using the red ballot. The board may vote for up to the number of vacancies in the region or subregion, as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the clerk or secretary to the board and returned in the enclosed envelope. Only the members of the CSBA Elections Committee may open the envelopes, which is why it is important to use the envelope provided. If for some reason the envelope is misplaced, please write **DELEGATE ELECTION** prominently on your envelope. **Envelopes with the ballots must be postmarked on or before Monday, March 15. No exceptions are allowed.**

All districts and candidates will be notified following the counting of the ballots. If there is a tie vote, a run-off election shall be held within 30 days. All re-elected and newly elected candidates are eligible to attend the Delegate Assembly on May 1-2, 1999 in Sacramento.

The names of newly elected delegates will be published and disseminated to the membership by May 1. Please do not hesitate to contact Dollye Breshears, board consultant, in the Administration and Governance department at (800) 266-3382 should you have any questions.



THIS COMPLETE, **ORIGINAL** BALLOT MUST BE SIGNED BY THE SUPERINTENDENT/BOARD CLERK AND RETURNED IN THE ENCLOSED ENVELOPE POSTMARKED BY THE POSTOFFICE NO LATER THAN **March 15, 1999**. ONE BALLOT PER BOARD. A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 1999 DELEGATE ASSEMBLY BALLOT
SUBREGION 18-A
(Riverside County)

Number of vacancies: 6 (Vote for no more than 6 candidates)

*denotes incumbent

____ Carolyn A. Adams (Jurupa USD)	____ Ed Elder (Temecula Valley USD)
____ Donald T. Aikens (Palm Springs USD)*	____ Gisela Gosch (Hemet USD)
____ John J. Chavez (Jurupa USD)*	____ Dariel R. Perez (Palo Verde USD)
____ Robert L. Cooley (Perris Un. HSD)	____ Raymond Pinero (Perris ESD)
____ W. Allan Cornett (San Jacinto USD)	____ Elaine Rowen (Meniffee Un. SD)
____ Bruce N. Dennis (Nuview Un. SD)	____ Barbara Tooker (Temecula Valley USD)*
____ Kenneth C. Dickson (Murrieta Valley USD)	____ Virginia Wyatt Denney (Val Verde USD)
____ K. R. Zack Earp (Alvord USD)	

____ WRITE-IN NAME AND DISTRICT

____ WRITE-IN NAME AND DISTRICT

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____ WRITE-IN NAME AND DISTRICT

____ SCHOOL DISTRICT

____ SIGNATURE OF SUPERINTENDENT/CLERK

____ TITLE

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California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. Only this form and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Carolyn A. Adams Region/Subregion 18A
Address 2625 Rubidoux Boulevard City Riverside Zip 92509
Bus. Phone _____ Res. Phone 909-683-7699 E-mail carolyn@dreamsoft.com
District Jurupa Unified School District ADA 18,400+ Years on Board 2

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. I volunteer in "Reading Partners" at Pacific Avenue Elementary, 3+ years. Served on interview panel for one Asst. Supt., one high school principal, three elementary principals, one middle school Asst. Princ. Substitute teacher, early 70's for JUSD. Accompanied a District Administrator, Director and a principal to Atlanta, Georgia to recruit African American teachers for JUSD. Served on the District Advisory Comm., Technology Use Plan Comm., Leadership Team Comm., "Grandmother" Room Mother, 3 yrs. I have been instrumental in District hiring more African American teachers. Served on Library Task Force Committee.

Please describe any other education-related activities/involvement. I have attended many conferences and workshops such as: NABSE Educational Leadership Conference for Reading, Feb. 97. BCSEA "Open the Door" Partnership with Parents, 97. EdSource 20th Anniversary Conference on California Schools, 97. PTA Convention, San Diego, 98. NSBA Conference, Anaheim, 97. Volunteered in Head Start Program, 100+ hours. P.R.I.C.E. Parenting Workshop, received certificate. Participated in "Jurupa Goes Back To School" Program, 98. Attended the "Parent Institute Program" designed to offer assistance to parents so that they can help their children toward a better future, Sept-Nov. 98. "Reading By Nine Summit", Dec. 98. Continue to meet with "parent Institute" graduates one time per month, beginning Jan. 99.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA

Delegate. Within one year, I received my Master or Boardsmanship Award (2/28/98).

Attended CSBA Conference, Anaheim, 97; CSBA Conference, San Diego, 98. Attended CSBA "Back to School" Conference, 97 & 98. Attended CSBA Boardsmanship Workshop for New and Continuing School Board Members and two-day reading workshop, "Learning to Read", at the Riverside County Office of Education and at Mira Loma Middle School.

Carolyn A. Adams
Signature

1-8-99
Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



CAROLYN A. ADAMS
JURUPA UNIFIED SCHOOL DISTRICT

CURRENT

Clerk of the Board of Education, Jurupa Unified School District
 Leadership Team Committee, Pacific Avenue Elementary
 District Library Task Force Committee
 District Assessment Committee
 District Technology Use Plan Committee

AWARDS

Outstanding Volunteer Service, Pacific Avenue Elementary, 1995-1998
 Outstanding Volunteer Service, Jurupa Unified School District, 1995-1998
 Outstanding Literacy Volunteer, Riverside County Literacy Network, 1997
 District Advisory Council Certificate, 1997-98
 CSBA Master of Boardsmanship Award, February, 1998
 Parent Institute Certificate, 1998

EDUCATIONAL ACTIVITIES/INVOLVEMENT

Volunteer Reading Program, Pacific Avenue Elementary, 1995-present
 NSBA Conference, 1997
 RCSBA "Open the Doors--Partnership with Parents, 1997
 EdSource 20th Anniversary Conference on California Schools, 1997
 NABSE Educational Leadership Conference for Reading, February 1997
 District Advisory Committee, 1997 & 1998
 Annual CSBA Conference, 1997 & 1998
 Reading Workshops, 1997 & 1998
 CSBA Back to School Conference, 1997 & 1998
 Mentoring Plus Workshop, 1998
 Annual PTA Convention, San Diego, May 1998
 Parent Institute Workshops, Sept.-Nov. 1998
 New Teacher Training for Reading Techniques & Strategies
 Boardsmanship Workshop for New and Continuing School Board Members
 Recruitment Opportunity in Atlanta, Georgia - to encourage the hiring of more
 African American teachers, Spring 1998
 Volunteer in the Jurupa Unified School District Head Start Program
 Certificate of Completion, P.R.I.C.E. Parenting Workshop

PROFESSIONAL

K-8 Substitute Teacher, early 1970's, Jurupa Unified School District
 Educational Foundation "EF", Exchange Student Group Representative,
 1981-1989

**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Donald T. Aikens Region/Subregion 18A
Address 368 El Portal City Palm Springs, CA Zip 92264
Bus. Phone (760) 416-8000 Ext. 3103 Res. Phone (760) 327-3059 E-mail psusd.k12.ca.us
President 1997/1998
1996/1997
District Palm Springs Unified ADA 19,414 Years on Board 3

Are you a continuing CSBA Delegate? yes If yes, how long have you served as a delegate? 2

EDUCATION: B.S. - University of Southern California (Business-Marketing)
M.S. - University of Southern California (School Administration)

Please describe your activities/involvement or interests in your local district.

Past President - Palm Springs Rotary Club - Member 20 years

Education Chairperson - United Way of the Desert - 11 years

Board of Directors - Palm Springs In Action (Healthy Cities Project)

President Elect - Riverside County School Boards Association 1998/1999

Please describe any other education-related activities/involvement. Palm Springs Unified School District

Served on the following committees: Board Policy Team Committee,

Fiscal Policy Team Committee, Legislative Network Committee,

and Safe and Drug-Free Schools and Community Funding Advisory Board

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.

Served on the (CSBA) Federal Issues Council for 1997/1998

Earned the Master of Boardsmanship Certificate 1998

Served on the California School Boards Association Delegate Assembly

1997/1998

1996/1997

December 9, 1998

Signature

Donald T. Aikens

Date

Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. Only this form and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name John J. Chavez Region/Subregion 18A

Address 6064 Felspar City Riverside Zip 92509

Bus. Phone _____ Res. Phone 909-685-5603 E-mail _____

District Jurupa Unified ADA 18,400+ Years on Board 22 years

Are you a continuing CSBA Delegate? yes If yes, how long have you served as a delegate? 9 years

Please describe your activities/involvement or interests in your local district. I have served on the Board of Directors for the Home of the Neighborly Service; the United Way of Riverside Board; Founder of the Jurupa Hispanic Association; a Heart Association volunteer, a YMCA Indian Guide Leader, and am currently the President of the Jurupa District Lions Club. My activity in these organizations help to provide scholarships for students in my local district as well as helping to meet the social and health needs of Jurupa's children.

Please describe any other education-related activities/involvement. I am a Past President of the Riverside County School Boards Association, and have received service awards from the Riverside County Board of Supervisors, Riverside Chamber of Commerce, Riverside Hispanic Chamber, Impacto 2000, Inductee, Inland Empire Hispanic Hall of Fame, Life Member of the PTA, the Jurupa Valley ROTC, the Rubidoux Students SOMOS Club, and the Citizen of the Year from the Chamber of Commerce. My involvement in each activity/organization has been to assist students.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. As a 22 year member of the Jurupa Unified School District Board of Education, I have gained broad insight into the needs of students as well as district and school-based programs. I am a Delegate to the California School Boards Association; I have received the CSBA Master of Boardmanship award; I have served on the CSBA Conference Committee, the CSBA Nominating Committee, the Finance Committee, the Legislative Committee, and the Goals 2000 Committee. This background has provided me with the expertise to be an effective advocate for students.

Signature _____

Date 1-12-99

--- Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



3-b
896

JOHN J. CHAVEZ

JURUPA UNIFIED SCHOOL DISTRICT

Married 40 years to Mary with 5 children and 9 grandchildren, 1 great grandchild
 Employed at Rohr Industry 42 years, Tooling Inspector
 22 years as a School Board Member

Current:

Delegate to California School Board Association (9 years)
 Immediate past President of Riverside County School Board
 Regional Director Hispanic Caucus
 President Jurupa District Lions Club
 Negotiator for International Association of Machinists Lodge 964

Past Service:

President of Board of Education, Jurupa School District
 Board of Directors (Home of the Neighborly Service)
 Board Member United Way of Riverside
 Founder Jurupa Hispanic Association
 National Management Junior Achievement Advisor
 Heart Association Volunteer
 Treasurer, Willshare, Rohr Industry
 Y.M.C.A. Indian Guides Leader
 Jurupa American Little League Coach
 Manager of Adult Baseball Team

Appointments:

California School Boards Association
 Master of Boardsmanship
 CSBA Conference Committee
 CSBA Nominating Committee
 Member of CSBA Hispanic Caucus
 Finance Committee
 Legislative Committee
 Goals 2000 Committee
 Riverside County Plan for the Year 2000
 Interagency of Jurupa Representative

Service Awards:

Riverside County Board of Supervisors
 Riverside Chamber of Commerce
 Riverside Hispanic Chamber
 Impacto 2000
 Inductee, Inland Empire Hispanic Hall of Fame
 Life Member PTA
 LULAC
 Jurupa Valley High School ROTC
 Rubidoux Students SOMOS Club
 Jurupa Chamber of Commerce Citizen of the Year

California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Dr. Robert L. Cooley Region/Subregion 18-A

Address 33272 Bellamy Lane City Menifee Zip 92584

Bus. Phone (retired) Res. Phone (909) 679-5587 E-mail coolie@gte.net

District Perris Union High School District ADA 5,519 Years on Board 1 year

Are you a continuing CSBA Delegate? no If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. Prior to my election to the board, I was very active in the district as a teacher and substitute administrator. I developed the Beginning Teacher Support and Assessment (BTSA) program in our district. I was a mentor teacher. I worked with special education students and alternative education programs. I am currently vice-president of our board of education and serve as a board contact person for our middle school. I am aboard representative on the charter school committee. I also regularly visit schools and talk with staff members and community people.

Please describe any other education-related activities/involvement. I belong to the Riverside County Retired Educators organization. We meet monthly to discuss educational issues. We also support the local school districts in educational projects such as promoting facilities improvement, providing volunteers for schools, and providing student scholarships.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA delegate. Immediately after my election to the board, I enrolled in the Master of Boardsmanship program. (I have one course left to complete this program.) I was a speaker at the conference in San Diego this fall. I would like to serve as a delegate because I believe that I could be an effective spokesman for the association and could communicate effectively with regional board members. I also believe that the new leadership in the state provides a great opportunity to promote and enhance the public schools. Our delegate assembly must provide strong leadership in this effort. I believe I can assist in this effort.

Robert L. Cooley 1-7-99
Signature Date

* Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



DR. ROBERT L. COOLEY

Dr. Robert L. Cooley has been a member of the Perris Union High School District Board of Trustees since 1997. Trustee Cooley was employed as a special education teacher in Perris Union High School District for nine years and retired in July 1997. Trustee Cooley has a Doctorate Degree in Education and has had many years of experience working with school budgets, building school facilities, working with staff members and curriculum. He has been a superintendent of schools, a principal, County Education Executive Director, and a teacher in elementary school, high school, and college. He has also served on numerous education committees and has been a board member of several community and professional boards. He is also the past state president of Educational Cooperative Superintendents and the state Adult Education Teacher of the Year. Dr. Cooley believes that a good education is the best chance for our children to have a successful, happy life and that parents, teachers, and school board members must work together to make it possible.

California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. Only this form and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name W. ALLAN CORNETT Region/Subregion 18A

Address 1336 AVENIDA ROULDELAY City SAN JACINTO Zip 92583

Bus. Phone (760) 770-8563 Res. Phone (909) 654-0529 E-mail cornett@ivic.net

District SAN JACINTO UNIFIED ADA 4986 Years on Board 6

Are you a continuing CSBA Delegate? NO If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. _____

Participates in the Healthier Communities Committee; 2 terms as President of the Board of Trustees; member of the Board of Trustees since 1992.

Please describe any other education-related activities/involvement. _____

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. Have presented Tabletalk Workshops at CSBA; attend CSBA Workshops/Seminars

W. Allan Cornett

1/22/99

Signature

Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



3-b
1910

**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. Only this form and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Bruce N. Dennis Region/Subregion 18-A

Address 21181 Macarthur Drive City Nuevo Zip 92567

Bus. Phone 714/217-8988 Res. Phone 909/928-0513 E-mail _____
(Pager)

District Nuvview Union SD ADA 1205 Years on Board 3 1/2

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. _____
Along with the items covered on the attached resume, I was also heavily involved with
implementing Club Live in my district. Prior to my original appointment on the Board,
I was a regular attendee at their meetings.

Please describe any other education-related activities/involvement. _____
Prior to moving into the Nuvview Union School District, I was heavily involved in the
neighboring Val Verde Unified School District. Please refer to my attached resume for
documentation.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. _____
I wish to increase my personal level of service and impact for all children within as
well as outside my district's boundaries. During my tenure, it has been my desire to
make a contribution to the shaping of statewide policies and laws.

Bruce N. Dennis _____
Signature Date January 13, 1999

--- Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



3-b
9511

Bruce N. Dennis
Nuvview School District

Appointed, June 1995
Elected, November 1996
Current Position, President

EDUCATION

California State University, Fullerton
Bachelor of Arts in Business Administration,
with an emphasis in Financial Management

CSBA

Master of Boardsmanship Award, October 1997

EDUCATIONAL INVOLVEMENT

1993-1994 Member, Nuvview School District, Calendar Committee
1989-1990 Vice-president, Val Verde School District, Unification Committee
1989-1990 Member, Val Verde School District GATE Advisory Committee
1989-1990 Vice-Chairperson, Val Verde School District, Facilities Committee

CIVIC ORGANIZATION

1990-1992 Vice-Chairperson, City of Moreno Valley,
Traffic and Safety Committee

EMPLOYER

United States Postal Service

CURRENT POSITION

Analyst, Santa Ana District

AWARDS

USPS - Special Performance Award, August 1998
USPS - Special Achievement Award, March 1995
USPS - Special Achievement Award, May 1994

California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Kenneth C. Dickson Region/Subregion 18-A

Address 41486 Serrai Ct. City Murrieta Zip 92562

Bus. Phone 909.677.9800 Res. Phone 909.677.8177 E-mail kdickson@pc.net

District Murrieta Valley Unified ADA 9961 Years on Board 1 year

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? N/A

Please describe your activities/involvement or interests in your local district. Member of School Bond
Advisory Committee for 4 elections until we passed our bond last year. - Appointed
member of MVUSD Board in January 1998 to fill unexpired term. - Commissioner,
City of Murrieta Community Services Commission - Member Murrieta Steering Committee
Treasurer, U.S. Air Force Academy Parents' Association for Inland Empire

Please describe any other education-related activities/involvement. Juris Doctor, Duke University School
of Law (1973); B.A. (Economics) University of Kansas (1970) - Lt. Col. USAFR Judge
Advocate (retired 1998); related professional education courses in Management,
Communications & Law. - Married to an elementary school teacher for 25
wonderful years!

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. As a new member of the School Board my involvement has been limited to
CSBA conference meetings to date. It is clear that education issues will be a
high priority in California for the foreseeable future. There is also evidence that the
public is not confident that the state government will be able to satisfactorily resolve
these issues. CSBA must play a pivotal role if we are to improve the climate
for academic improvement in our state.

Signature Kenneth C. Dickson

Date 12 Jan 1999

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name K. R. Zack Earp Region/Subregion _____

Address 5327 Sierra Vista Ave City Riverside Zip 92505

Bus. Phone 909-351-9326 Res. Phone 909-352-1278 E-mail zacke5@aol.com

District Alvord Unified School Dist. ADA 17,000 Years on Board 3+

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. Chairman of the committee to pass Measure "D", a bond measure, successfully. Worked closely with the Superintendent to develop a positive relationship with our local government and state legislators. Co-chair of the Alvord Stadium Committee.

Please describe any other education-related activities/involvement. I am a retired educator. I was the Principal of a middle school when I retired. I work closely with our Assistant Superintendent of Educational Services. I visit schools and classrooms frequently; read to students, guest speaker in the classroom.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. I've completed the Master of School Boardmanship program, attended annual CSBA conferences, Forcast conferences and Legislation Day in Sacramento. I believe my interest and relationship with board legislators is an asset to CSBA.

[Signature] 1/12/99
Signature Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



3-b
P314

**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name ED ELDER Region/Subregion 18a
Address 42775 SAN JULIAN City TEMECULA Zip 92592
Bus. Phone (909) 699-0977 Res. Phone (909) 699-1099 E-mail ELDER@E22.NC
District TEMECULA VALLEY USD ADA 16,000 Years on Board 1
Are you a continuing CSBA Delegate? NO If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. _____

COMMUNITY ACTIVIST

PARENT ADVOCATE

Please describe any other education-related activities/involvement. _____

VAIL ELEMENTARY SITE COUNCIL

T.V.H.S. PARENT ADVISORY BOARD

SPORTS BOOSTER CLUB

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. _____

ATTENDED LAST 2 CONVENTIONS. I WANT TO
GET MORE INVOLVED

Ed Elder

Signature

DECEMBER 22, 1998

Date

Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Gisela Gosch Region/Subregion 18A

Address 40415 Twin Springs Road City Hemet Zip 92544

Bus. Phone (909) 658-8321 Res. Phone Same E-mail gisgoschl@pe.net

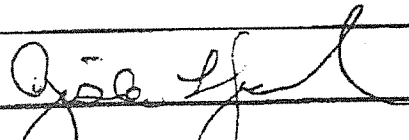
District Hemet Unified School District ADA 16,500 Years on Board 6

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? --

Please describe your activities/involvement or interests in your local district. Served on various board committees including Government Relations, Curriculum, Budget, Marketing, Facilities, Personnel & Technology. Active as parent for 11 years at elementary, middle & high school sites in PTA, Site Councils, classroom parent helper, booster clubs and Grad Nite. Founding member of community volunteer group raising funds, materials, and labor to build new tennis center for Hemet High. Served as ex-officio board member to Hemet Education Foundation and Golden Diggers: Senior Volunteers for Youth.

Please describe any other education-related activities/involvement. Active board member of Hemet-San Jacinto Action Group lobbying local, state & federal legislators on behalf of community improvement, including educational funding issues. Serve as director of Park & Recreation district, which provides after-school & intersession childcare at school sites, as well as community outreach services, including prevention and intervention for at-risk youth. Recipient of Delta Kappa Gamma Distinguished Public Service Award & Hemet Teachers Association Friend of Public Education Award.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. Until now, CSBA involvement limited to QuickNet Legislative Alert participant and conferences. Looking forward to working with other educators through CSBA to expand and strengthen legislative networking to improve educational outcomes in California and create better local representation at the state level.

Signature  Date January 4, 1999

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Daniel R. Perez Region/Subregion 18

Address 310 Alice Lane City Blythe Zip 92225

Bus. Phone (760) 922-5300 x7114 Res. Phone (760) 922-5028 E-mail _____

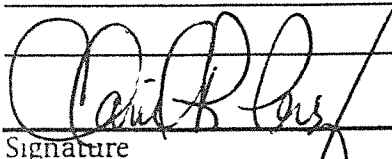
District Palo Verde Unified School District ADA 3800 Years on Board 5

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. Past Board President of Palo Verde Unified School District 1993. Presently serving second year of a 4 yr term on Palo Verde Unified School District Board of Education.

Please describe any other education-related activities/involvement. Curriculum Committee

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. Attended CSBA Conferences in San Francisco in 1991 and San Diego in 1998. Attended "Celebrating Opportunities for Hispanics" in Phoenix, Arizona in 1993. I would like to expand my knowledge and role in being an advocate for California Public Education.


Signature _____ Date January 08, 1999

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Raymond Pinero Region/Subregion 18
Address 411 Bahia St City Perris Zip 92571
Bus. Phone 943-8041 Res. Phone 940-9480 E-mail Pinero@linkline.com
District Perris Elementary ADA _____ Years on Board 1

Are you a continuing CSBA Delegate? NO If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. Currently I reside on the Perris Elementary School Board as a member. I also sit on the District Technology Committee utilizing my technical skills for consulting/training the staff and teachers. Previous to these positions I presided as the FTA President and School Site Co-Chairman

Please describe any other education-related activities/involvement. I am currently working with the City Council on establishing a new Elementary School Site through re-development agencies.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. In my first year on the school board I have been fortunate to attend several CSBA functions. I have found these to be quite beneficial for education members on current legislative issues as well as current state affairs. Being a CSBA Delegate would enable me to broaden communication in the local community as well as the local districts.

Signature Ray Pinero

Date 12/18/98

Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Dr. Elaine Rowen Region/Subregion 18A

Address 28195 West Worcester Road City Sun City Zip 92586

Bus. Phone _____ Res. Phone (909) 672-9359 E-mail _____

District Menifee Union School District ADA 4400 Years on Board 2

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. I have been involved in the Menifee Valley THRIVE Project to develop, plan and expand human services in our community. A resulting grant may provide community centers and playing fields to accommodate school age children. I have been reaching out to senior citizens and members of the business community to form coalitions for mutual benefit.

Please describe any other education-related activities/involvement. I serve on the Editorial Staff of the Coalition for Adequate School Housing (CASH); Court Appointed Special Advocate (CASA) for abused and neglected children; certified mediator for the Department of Community Action, Riverside; Membership Chair, League of Women Voters (S.W. Riverside); Committee Chair, Riverside County Grand Jury (1996-97); Riverside County Strategic Vision Steering Committee (appointed by former Supervisor Kay Cenicerros and currently serving Supervisor Jim Venable). I currently serve on the Workforce Development Board under the County Economic Development Agency.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. As Superintendent of schools for approximately ten years, I have facilitated the mission and goals of CSBA via the Board members with whom I have served. This past year I represented the Board at Supervisor Jim Venable's Third District quarterly workshops. I also earned the Master of Boardsmanship degree and will serve as Board Clerk for 1999.

Elaine Rowen
Signature

12-15-98
Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



**California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form**

Please complete this form in the space provided. Do not use the reverse side. Only this form and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name BARBARA TOOKER Region/Subregion 18a

Address 30135 Via de la Mesa City Temecula Zip 92591

Bus. Phone 909-694-8910 Res. Phone 909-676-0734 E-mail barbtalker@iinet

District Temecula Valley, WD ADA 16,000 Years on Board 9

Are you a continuing CSBA Delegate? Yes If yes, how long have you served as a delegate? 2 1/2 yrs

Please describe your activities/involvement or interests in your local district.

Board President - two terms - 1994-96

Distinguished Schools, two in 1995

Library services

Parent Involvement

Business Partnerships

Please describe any other education-related activities/involvement. Back-on-Track Program Minor Coalition
Board member

CEWAA member

WASC Accreditation team member

RCBA Current President

SW Riverside County Child Abuse Prevention Council member

National Parenting Institute, Executive Director

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. Legislative Action Network

C.R.C. to Sen Raymond Haynes

Validation for Golden Bell Awards

Barbara D. Tooker
Signature

December 9, 1998
Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



California School Boards Association
Delegate Assembly Candidate Biographical Sketch Form

Please complete this form in the space provided. Do not use the reverse side. **Only this form** and a single-sided, one-page resume (should you wish to attach one) will be copied and sent to the districts with the ballots.

Name Virginia Wyatt Denney Region/Subregion 18-A

Address 41 San Felipe Drive City Perris Zip 92571

Bus. Phone (909) 940-6100 Res. Phone (909) 657-0855 E-mail _____

District Val Verde Unified ADA Approx. 9,000 Years on Board 1

Are you a continuing CSBA Delegate? No If yes, how long have you served as a delegate? _____

Please describe your activities/involvement or interests in your local district. "Rolling Readers", music,
arts, spelling bees, band music, government, school to work programs, community college
programs, interaction and cooperation with other districts.

Please describe any other education-related activities/involvement. A member of County Community
Action Commission, involved in addressing poverty issues. Also, former city
councilwoman and mayor. Active in historical and museum society. A member of Community
Investment Corporation, Board of Directors - which encourages and makes loans to
entrepreneurs.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate. I am a senior citizen in good health. I recently completed the CSBA/MBA
program. I want to be an active contributor and participate in the process.

Virginia Wyatt-Denney 12-23-98
Signature Date

*** Your signature indicates your consent to have your name placed on the ballot and to serve as a delegate if elected.



Virginia Wyatt Denney
41 San Felipe Drive
Perris, CA 92571

Born October 3, 1928 in Los Angeles, California, Virginia Estelle Gibbons. Attended L.A. City College and UCLA. Married to Dr. Roy D. Parsons from 1948 to 1966, a Protestant Minister. A lifetime member of Sigma Alpha IOTA, National Music Sorority. Widowed in 1986 upon death of husband Herman H. Wyatt. Married Richard D. Denney in 1990. Retired in 1993 from over 25 years employment as a District Manager for Avon Products, Inc. Elected to Perris City Council in 1993. Widowed again in 1995. Served as Mayor in 1994, 1995 and May, 1997 through November, 1997. Served five years and am presently a member of the Riverside County Community Action Commission. Served two years, 1996 and 1997 as a Commissioner on the March Air Force Base Joint Powers Commission. Represented the City of Perris on Southern California Association of Governments, and over two and one half years on Western Riverside Council of Governments as a member of the Executive Committee. Served on Riverside County Solid Waste Task Force, and on the State Transportation and Public Works policy-setting committee. Elected to Val Verde Unified School District Governing Board in November, 1997. Elected in 1998 to Board of Directors of Community Investment Corporation, a non-profit county organization that makes loans to low-income and moderate income entrepreneurs. Completed CSBA Master of Boardsmanship Program in less than one year.

I can read, write and speak Spanish. I also attended many workshops and seminars during employment and tenure of office as councilwoman and mayor on subjects such as public speaking, government, people management skills and communication and presentation.

12/98

3-b
P22

**JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA**

**MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 1, 1999**

OPEN PUBLIC SESSION

CALL TO ORDER

The Regular Meeting of the Jurupa Unified School District Board of Education was called to order by President Knight at 6:00 p.m. on Monday, February 1, 1999, in the Board Room at the Education Center, 3924 Riverview Drive, Riverside, California.

ROLL CALL

Members of the Board present were:

Mr. Sam Knight, Sr., President
Mrs. Carolyn Adams, Clerk
Mrs. Mary Burns, Member
Mr. John Chavez, Member
Mr. Ray Teagarden, Member

STAFF PRESENT

Staff Advisers present were:

Mrs. Benita B. Roberts, Superintendent
Dr. DeWayne Mason, Assistant Superintendent Education Services
Mr. Kent Campbell, Assistant Superintendent Personnel Services
Mr. Rollin Edmunds, Assistant Superintendent Business Services
Dr. Ron Needham, Director of Administrative Services

HEARING SESSION

**PUBLIC VERBAL
COMMENTS**

President Knight opened the Public Verbal comments session for members of the public to address the Board concerning matters on the Agenda for Closed Session. There were no comments from the public.

CLOSED SESSION

**ADJOURN TO CLOSED
SESSION**

PRESIDENT KNIGHT ADJOURNED THE BOARD TO CLOSED SESSION IN THE SUPERINTENDENT'S OFFICE 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 #13; PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL, AND EXPULSION CASES #99-030, #99-031, #99-032, AND #99-033. At 6:01 p.m., the Board recessed to Closed Session in the Superintendent's Office. At 6:48 p.m., the Board adjourned from Closed Session.

OPENING OF REGULAR BOARD MEETING

CALL TO ORDER
ROLL CALL
FLAG SALUTE
**INSPIRATIONAL
COMMENT**

At 7:00 p.m., President Knight called the meeting to order in Public Session. President Knight, Mrs. Adams, Mrs. Burns, Mr. Chavez, Mr. Teagarden. President Knight led the audience in the Pledge of Allegiance. Mrs. Adams made an inspirational comment.

COMMUNICATIONS SESSION

REPORT: JVHS
STUDENT
REPRESENTATIVE

Candice Laurman, Jurupa Valley High student representative, reported the following: All CIF First Team members in football included: Kendall Edwards, Brian Sanders, Justin Williams, and Troy Fuller. Kendall was also named Most Valuable CIF Offensive Player. The ROTC placed second at the Long Beach Poly Competition and continues to participate in funeral services for Veterans at the Riverside National Cemetery. The girls' soccer team remains undefeated, with the boys' soccer team at two ties, two losses, and two victorious wins. The Fine Arts Department will open in one week with the play, "Anything Goes," a musical comedy. The group of actors took first place as they performed last Saturday with six other schools in Rancho Cucamonga. The Academic Decathlon will be held at the University of California, Riverside on February 6. A Financial Aid workshop for seniors is scheduled for February 4. Justin Garcia had his best basketball game of the season last Thursday, and he was certainly the Most Valuable Player of the Day. Mr. Tapsfield, teacher, will spend the next semester in Africa building a much needed bridge as one of his humanitarian deeds.

REPORT: RHS
STUDENT
REPRESENTATIVE

Anica McKesey, Rubidoux High student representative, reported the following: the girls' and boys' varsity soccer teams compete today against North High; tomorrow they will compete against Arlington High, and on Thursday, against Moreno Valley High. The boys' and girls' basketball teams will play against Arlington tomorrow, and on Thursday, against Moreno Valley. The traditional crowning of the Basketball Homecoming Prince and Princess will occur tomorrow, with a preview of Friday's half-time show sponsored by the ASB. On Friday evening, the Homecoming King and Queen will be announced. The "Pennies for Pasta" fund-raiser begins the week of February 9 with funds going to help leukemia patients.

RECOGNIZE WEST
RIVERSIDE TEACHER

The Assistant Superintendent Education Services reported that the district was recently notified by the Metropolitan Water District of Southern California that Ms. Carole Patty, a sixth grade teacher at West Riverside, was honored at their 15th Annual "Celebrate Water" luncheon for her outstanding support of water education for students. He congratulated Ms. Patty for receiving this prestigious award.

RECOGNIZE "READ
ACROSS AMERICA"
CELEBRATION

The Superintendent announced the NEA-Jurupa "Read Across America" celebration planned for March 2, 1999. She noted that under the coordination of Ms. RaeAnn Brush, teacher at Indian Hills, each school will participate in planned activities to spark and rekindle children's interest in reading. A VIP will be assigned to each campus for a portion of the day to read appropriate selections to students.

RECOGNIZE "BEST OF
THE BEST" EMPLOYEES
FOR NOVEMBER

The Superintendent congratulated the honorable mention "Best of the Best" employees for November: Jake Atencio, Head Custodian, Glen Avon Elementary; Dora Martinez, Secretary, Education Center; Temoc Martinez, Custodian, Troth Street Elementary; Carol O'Dell, teacher, Rubidoux High; Annie Patino, Activity Supervisor, Ina Arbuckle Elementary; Monica Patino, teacher, Mission Middle; Susan Ridder, teacher, Mission Middle; Nanci Sheeran, Principal, Glen Avon Elementary; Sherri Stoddard, Activity Supervisor, Glen Avon Elementary, and Diana Strona, Instructional Materials Tech., Textbook Warehouse. In addition, she commended November's "Best of the Best" employee, Ms. Sylvia Alcantar, Language Tutor at Sunnyslope, for her diligent work with students.

RECOGNIZE TLCC
GRANT AWARD

The Superintendent stated that the District was notified this month that the Technology Literacy Challenge grant application submitted by Mr. Neil Mercurius, Administrator of Education Technology, was successful. Over the next three years, the District will receive annually \$178,000 for the area of technology. She stated that grant funds will be used to integrate technology in a number of activities for students during the spring and summer at four of the District's Title I elementary schools and Mission Middle School. In addition, an exciting piece of the program includes funding for a computer education program for parents to be located at the Parent Center.

ACCEPT DONATIONS
-Motion #118

The Assistant Superintendent Personnel Services requested the Board's approval of the following donations:

MR. CHAVEZ MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: BOOKS VALUED AT \$500.00 FOR THE INDIAN HILLS LIBRARY FROM MR. & MRS. AMOS KRAUSZ; \$500.00 FOR SPORTS EQUIPMENT AT RUSTIC LANE FROM MARKET GROWTH RESOURCES, INC. CONTEST DRAWING; A COMPUTER VALUED AT \$500.00 FOR STONE AVENUE FROM MS. AMANDA ACHESON; \$100.00 FOR A 5TH GRADE FIELD TRIP AT SUNNYSLOPE FROM MR. CARL ZITEK; \$23.35 FROM UNITED WAY FOR PROGRAMS AT SUNNYSLOPE, AND A COMPUTER AND PRINTER VALUED AT \$500.00 FROM MR. GEORGE GAUGER FOR THE ASB OFFICE AT RUBIDOUX HIGH. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ANNOUNCE DISTRICT
SPELLING BEE WINNER

The Superintendent congratulated the 22nd Annual Spelling Bee Winner, Andrew Odell, a seventh grade student at Mira Loma Middle. She noted that Andrew won the District Spelling Bee for the third consecutive year, and she thanked those Board members that were able to attend the Spelling Bee. The Superintendent commended the Assistant Superintendent Education Services, Dr. Mason, for serving as the District Spelling Bee judge due to Dr. Needham's illness. She noted that Andrew will have one more opportunity to participate in the Spelling Bee next year as an eighth grade student, and he, along with all site winners, will receive official recognition for their accomplishments at the next Board meeting.

President Knight requested support of the Spelling Bee at the County level, to be held in Temecula on March 23, 1999.

PUBLIC VERBAL
COMMENTS:

President Knight opened the Public Verbal Comments session and asked that comments be limited to five minutes.

RUBIDOUX HIGH DAC

Ms. Heidi Richey, present on behalf of the Rubidoux High Delta Alliance Corps and Color Guard, reminded the Board that on several occasions they have been presented with information on the needs of students in the band program. She noted that Mr. Charles Gray, Director, has provided information on their need for new band uniforms, and the deadline to order the band uniforms is fast approaching. She asked the Board to please find the money to help the students in this program.

TEACHER SALARIES

Ms. Faye Guerrero, grandparent, stated that if the Board expects to offer students the best education, they need to have the best teachers. She felt that they could only do this by offering teachers the best salaries that they deserve, and by doing so, they will responsibly bring benefit to children and contribute to the future of the community.

TEACHER SALARIES
(CONTINUED)

Ms. J. A. Newton, teacher, spoke to the Board on the topic of respect. She commented that in the past, a give and take relationship was established with the Board and certificated employees. Ms. Newton went on to state that now the district has decided to take, while the teachers give. She remarked that teachers are responsible for educating the future citizens of America, which is a difficult and challenging task. With the shortage of substitutes, Ms. Newton challenged every Board member to experience what it is like to take the place of a teacher in today's classrooms. She stated that if Board members did this just once they would give teachers their due respect in a salary increase, "COLA."

TEACHER SALARIES

Mr. Carl Zitek, teacher, noted that his name is listed on the Board Agenda under donations, which he usually does not do publicly. However, he wished to bring to the Board's attention that more and more teachers are contributing their time and money to students without compensation. Mr. Zitek compared certificated salary increases in surrounding districts and stated that it is nice to learn that other district's are taking care of their teachers.

TEACHER SALARIES

Ms. Fran Rice-Laabs stated that during mediation on February 25, 1999 items still left on the table were discussed, and the next step in the mediation process will occur tomorrow, February 2, 1999. She reviewed that over the past ten years, there has been a 19.6% increase in salaries, less than a 2% increase per year during that time period. Ms. Rice-Laabs reviewed COLA calculations from the Internet, and according to these figures, she found that teachers should now be making an annual income of \$63,000 compared to \$60,000 on the current salary schedule. Ms. Fran Rice-Laabs remarked that she hoped the meeting on February 2 will end this round of labor negotiations, but she felt that "Interest Based Bargaining is dead and gone."

BOARD MEMBER
REPORTS &
COMMENTS

Mr. Chavez thanked student representatives for sharing positive information on student accomplishments in Jurupa. He invited those interested to attend the Lions Club Speech Contest on February 3, 1999 at 5:30 p.m., with three students from each high school participating. He commended the Superintendent, as an officer of the Jurupa Chamber, for the Chamber's outstanding program on January 23, 1999 to honor citizens in the community.

Mrs. Burns thanked Sunnyslope Elementary School teachers and their students for inviting her to their classrooms. She noted her attendance at a conference held last Wednesday and Thursday on Interest Based Bargaining.

Mrs. Adams thanked "Read Across America" district coordinator, Ms. RaeAnn Brush, for inviting her to read at one of the district's schools on March 2, 1999 to celebrate this special date. She stated that a "Parent Institute" follow-up meeting was held last Saturday at Rubidoux High School, and noted that future meetings are being planned at Troth Street and Ina Arbuckle Elementary Schools. In addition, Mrs. Adams stated that she attended a technology meeting last week, and she will keep the Board updated on their progress.

President Knight commended the following individuals: students involved in extra-curricular activities; the two student ambassadors; Metropolitan Water District award recipient and teacher at West Riverside, Ms. Carole Patty; November's "Best of the Best" employees; District Spelling Bee Coordinators, Ms. Theresa Hoag and Ms. Cindy Trask; District Spelling Bee winner, Andrew Odell; Mission Bell Principal, Dr. Kim Moore, and three members of his excellent teaching staff, Dr. Loretta Stevenson, Mrs. Socorro Campbell, and Ms. Elizabeth Hanson, as they welcomed him for a visit to their classrooms.

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pg 4

BOARD MEMBER
REPORTS &
COMMENTS
(CONTINUED)

In addition, President Knight listed his attendance at a Science Camp fund-raiser; a follow-up "Parent Institute" meeting, and the CSEA Installation of Officers Banquet. He encouraged Board members to participate in the CSBA Masters in Governance Program being offered locally at a reduced price thanks to the efforts of Barbara Tooker and David Stine, Riverside and San Bernardino County School Boards Association Presidents respectively. President Knight commended Board member, Mr. John Chavez, for his work and involvement on the Riverside County School Boards Association, and he stated that Ms. Tooker spoke very highly of Mr. Chavez as well.

ACTION SESSION

APPROVE ROUTINE
ACTION ITEMS BY
CONSENT
-Motion #119

MR. CHAVEZ MOVED THE BOARD APPROVE/ADOPT/AFFIRM ROUTINE ACTION ITEMS A 1-7 AS PRINTED: MINUTES OF JANUARY 19, 1999, REGULAR MEETING; PURCHASE ORDERS; DISBURSEMENT ORDERS; AGREEMENTS; NON-ROUTINE FIELD TRIP REQUEST FOR 12 JURUPA VALLEY STUDENTS TO TRAVEL TO TEMPE, ARIZONA FEBRUARY 12-15, 1999 FOR A SOFTBALL TOURNAMENT AND COLLEGE PROGRAM REVIEW; NON-ROUTINE FIELD TRIP REQUEST FOR 80 JURUPA VALLEY STUDENTS TO ATTEND THE NATIONAL DATE FESTIVAL IN INDIO FEBRUARY 12-21, 1999 TO EXHIBIT THEIR FFA PROJECTS; NON-ROUTINE FIELD TRIP REQUEST FOR 40 JURUPA VALLEY STUDENTS TO ATTEND THE ANNUAL LEADERSHIP CONFERENCE IN FRESNO APRIL 15-20, 1999. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

CERTIFY SITE
SUPPORT OF DIGITAL
HIGH SCHOOL TECH
GRANT
-Motion #120

The Superintendent recalled that last fall, the district was notified of Rubidoux High and Nueva Vista Continuation High Schools' eligibility for up to \$700,000 in Digital High School grant funding for the installation of technology at both sites. She indicated that one of the requirements to receive the funding is for the Board to certify that the majority of the certificated staff at each site are supportive of participation in the program. The Superintendent stated that letters in the supporting documents state that certificated staffs at both schools are supportive of their school's participation in the Digital High School program.

MRS. BURNS MOVED THE BOARD CERTIFY THAT A MAJORITY OF THE CERTIFICATED STAFFS OF NUEVA VISTA CONTINUATION HIGH SCHOOL AND RUBIDOUX HIGH SCHOOL INDICATE THEIR SUPPORT FOR PARTICIPATION IN THE DIGITAL HIGH SCHOOL PROGRAM. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ACT ON FOUR
DISCIPLINE CASES:
#99-015, #99-030, #99-
031, #99-032, #99-033
-Motion #121

As a result of the Board's deliberation in Closed Session, the Director of Administrative Services recommended that the Board accept and adopt the Findings of Fact and Conclusions of Law submitted by the Administrative Hearing Panel for the four discipline cases listed:

PRESIDENT KNIGHT MOVED THE BOARD ADOPT THE FINDINGS OF FACT AND CONCLUSIONS OF LAW SUBMITTED BY THE ADMINISTRATIVE HEARING PANEL FOR DISCIPLINE CASES #99-030, #99-031, #99-032, #99-033 AS FOLLOWS: EXPEL THE PUPIL IN DISCIPLINE CASE #99-030 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING; AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JANUARY 18, 2000;

ACT ON FOUR
DISCIPLINE CASES:
#99-030, #99-031, #99-
032, #99-033
-Motion #121
(CONTINUED)

EXPEL THE PUPIL IN DISCIPLINE CASE #99-031 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C, D & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING; AND THAT THE PUPIL BE REFERRED TO THE JURUPA COMMUNITY SCHOOL, OPERATED BY THE RIVERSIDE COUNTY OFFICE OF EDUCATION, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JANUARY 18, 2000; EXPEL THE PUPIL IN DISCIPLINE CASE #99-032 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (A1 & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999; EXPEL THE PUPIL IN DISCIPLINE CASE #99-033 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ANNOUNCE CSEA
RATIFICATION OF
TENTATIVE
COLLECTIVE
BARGAINING
AGREEMENT

The Assistant Superintendent Personnel Services announced that notification was received from the leadership of CSEA that their membership ratified the Tentative Collective Bargaining Agreement, with a copy of the Agreement distributed to Board members. He noted that the document will also be made available in the Superintendent's office, with a ratification vote from the Board scheduled for the February 16, 1999 Board meeting.

APPROVE PERSONNEL
REPORT #13 W/INSERT
-Motion #122

The Assistant Superintendent Personnel Services requested approval of Personnel Report #13, with Insert E2, Pages 7-14. PRESIDENT KNIGHT MOVED THE BOARD APPROVE PERSONNEL REPORT #13, WITH INSERT E2, PAGES 7-14. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REVIEW ROUTINE
INFORMATION
REPORTS

The Board reviewed Routine Information Reports as follows: Review Report on Additional Staff Development Days, and Review Schedule to Conduct Board Meetings for the 1998-99 School Year.

The Assistant Superintendent Business Services indicated that the supporting documents contain the letter from the Riverside County Office of Education certifying the district's First Interim Report, with the recommendation that the Board continue to review updated multi-year financial projections to assist in providing for the long-range financial stability of the District.

The Superintendent stated that the "Schools of Choice Open Enrollment" brochure is now available to parents for the 1999-2000 school year. In addition, she noted that at this time, there is limited space in the district at the kindergarten level. The Superintendent announced that the next Board meeting will be held at Pedley Elementary.

ADJOURNMENT

There being no further business, President Knight adjourned the Regular Meeting from Public Session at 7:52 p.m.

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 1, 1999
ARE APPROVED AS**

President

Clerk

Date



RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 01/29/99
 PAGE: 1

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES

01/16/99 - 01/29/99
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14394	100	178 00	GENERAL SUPPORT GROUNDS	MACHADO IRON & STEEL		MOT-OPERATION SUPPLIES	1,551.66
P15012	100	178 00	GENERAL SUPPORT GROUNDS	EMPIRE MOWERS		MOT-EQUIPMENT	592.60
P15015	100	178 00	GENERAL SUPPORT GROUNDS	ROSEBERRY TREE SERVICE		VARIOUS SITES-TREE REMOVAL DUE TO WI	4,980.00
P15111	100	178 00	GENERAL SUPPORT GROUNDS	FOOTHILL ENGINE AND PUMP CO		MLM-REPAIR BY VENDOR	1,157.10
P15119	100	178 00	GENERAL SUPPORT GROUNDS	OASIS IRRIGATION & LANDSCAP		MOT-OPERATIONS SUPPLIES	759.77
P15121	100	178 00	GENERAL SUPPORT OPERATIONS	CU PIONEER CHEMICAL COMPANY		MOT-REPAIR PARTS/VACUUM	1,057.35
P15124	100	178 00	GENERAL SUPPORT GROUNDS	LERDY'S LANDSCAPE SERVICE		PA, IH, PED-HYDROSEEDING	1,575.00
P15125	100	178 00	GENERAL SUPPORT GROUNDS	WILDLIFE PEST MANAGEMENT *		GH/PER-COYOTE/PIG CONTROL	620.00
P15261	100	178 00	GENERAL SUPPORT GROUNDS	MOBILE SAND AND GRAVEL CO.		GH-SAND	650.08
P15388	100	178 00	WAREHOUSE	PRIVATE LABEL LABS		WHSE-STOCK	1,450.75
P15390	100	178 00	GENERAL SUPPORT GROUNDS	OASIS IRRIGATION & LANDSCAP		MOT-OPERATIONS SUPPLIES	450.12
P15399	100	178 00	GENERAL SUPPORT GROUNDS	ROSEBERRY TREE SERVICE		VARIOUS SITES-TREE TRIM	4,800.00
P15400	100	178 00	GENERAL SUPPORT GROUNDS	PARKVIEW NURSERY		MOT-OPERATIONS SUPPLIES	1,027.35
P15401	100	178 00	WAREHOUSE	RDB ELECTRONICS INC		WHSE-STOCK	2,074.19
P15431	100	178 00	GENERAL SUPPORT GROUNDS	AGRONO-TEC SEED CO.		FIELDS-SUPPLIES	2,629.10
P15443	100	622 00	FACILITIES ACQUISITION - CAPI	DAVE FLANAGAN		EC-TELEPHONE SERVICES	500.00
P15540	100	622 00	FACILITIES ACQUISITION - CAPI	TAYLOR'S APPLIANCE		RHS-REFRIGERATOR FREEZER	668.05
P15547	100	178 88	FACILITIES ACQUISITION - CAPI	DELTA COMMUNICATION GROUP		EC-EQUIPMENT	632.22
P15560	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	TSR WIRELESS		DW-OFFICE SUPPLIES	7,671.80
P15582	100	194 00	SCHOOL ADMINISTRATION	CORPORATE EXPRESS (HANSON O		LC-OFFICE SUPPLIES	274.17
P15595	100	196 00	FINE ARTS - ART	AARDVARK CLAY		RHS-INSTRUCTIONAL MATERIALS	368.11
P15596	100	178 00	ASSESSMENT/TESTING ALL GRADE	ZOO-PHONICS, INC.		CR-TEXTBOOK	387.25
P15597	100	191 00	FINE ARTS - MUSIC	J.W. PEPPER OF LOS ANGELES		MMS-OPQ-INSTRUCTIONAL MATERIALS	400.00
P15610	100	178 00	ASSESSMENT/TESTING ALL GRADE	HOUGHTON MIFFLIN CO-ORDER D		CR-TEXTBOOKS	1,769.99

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES
01/16/99 - 01/29/99
PURCHASES OVER \$200

REPORT: APS/APS550/01
RUN DATE: 01/29/99
PAGE: 2

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
				PURCHASE ORDERS TO BE RATIFIED		
P15612	100	178 00	ASSESSMENT/TESTING ALL GRADE	HOUGHTON MIFFLIN CO-ORDER D	CR-TEXTBOOKS	3,706.84
P15613	100	178 00	ASSESSMENT/TESTING ALL GRADE	HOUGHTON MIFFLIN CO-ORDER D	CR-TEXTBOOKS	3,706.84
P15616	100	191 88	INSTRUCTIONAL MEDIA CENTER	FOLLETT LIBRARY RESOURCES	MMS-INSTRUCTIONAL MATERIALS	1,177.00
P15617	100	191 00	INSTRUCTIONAL MEDIA CENTER	FOLLETT LIBRARY RESOURCES	MMS-INSTRUCTIONAL MATERIALS	1,177.00
P15625	100	196 00	GENERAL EDUCATION - SECONDARY	CORPORATE EXPRESS (HANSON O	RHS-INSTRUCTIONAL MATERIALS	257.52
P15626	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	CORPORATE EXPRESS (HANSON O	MOT-OFFICE EQUIPMENT	1,715.63
P15627	100	178 00	INSTRUCTION GENERAL EDUCATION	MUSIC MIKE'S SERVICE CENTER	MMS-REPAIR FOR INSTRUCTIONAL EQUIPME	619.20
P15628	100	178 00	INSTRUCTIONAL SUPPORT CURRICU	HARCOURT BRACE EDUCATIONAL	EC-TESTS	1,005.04
P15630	100	196 00	AVID	HAMPTON INN	RHS-CONFERENCE	1,196.16
P15631	100	196 00	AVID	DAYS INN	RHS-CONFERENCE	1,014.60
P15633	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	CALIFORNIA ASSOCIATION OF *	CONF/SUPT'S OFFICE	290.00
P15637	100	185 00	SCHOOL ADMINISTRATION	FAX/SUPERSTORE	TS-FAX MACHINE	200.36
P15640	100	000 00	SELF-CONTAINED CLASSROOM	OASIS WATERPARK *	SA-FIELD TRIP/OASIS WATER PARK	895.50
P15644	100	000 00	SELF-CONTAINED CLASSROOM	KNOTT'S BERRY FARM, ED. PRG	SA-FIELD TRIP/INDEPENDENCE HALL	306.00
P15678	100	196 00	AVID	H & L CHARTER CO., INC.	RHS-TRANSPORTATION SERVICE	2,700.00
P15683	100	000 00	SELF-CONTAINED CLASSROOM	BEST COMPUTER SUPPLIES	IH/JVHS/VB-PRINT CARTRIDGES	305.99
P15705	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	BAUDVILLE	EC-OFFICE SUPPLIES	2,830.01
P15710	100	190 00	FINE ARTS - ART	J.W. PEPPER OF LOS ANGELES	JMS-O.P.O.-INSTRUCTIONAL MATERIALS	300.00
P15716	100	196 00	AVID	DAYS INN AT DISCOVERY PARK	RHS-CONFERENCE	954.24
P15719	100	178 00	INSTRUCTION GENERAL EDUCATION	RDB ELECTRONICS INC	CS&R-REPAIRS BY VENDORS	490.00
P15722	100	178 00	INSTRUCTION GENERAL EDUCATION	COMPUTER SERVICE & SALES	CS&R-REPAIRS BY VENDORS	762.56
P15749	100	622 00	FACILITIES ACQUISITION - CAPI	TROXELL COMMUNICATIONS INC.	MMS-EQUIPMENT REPLACEMENT	797.35

					FUND TOTAL	64,454.50
					TOTAL NUMBER OF PURCHASE ORDERS	46
P15442	101	197 00	CALIFORNIA PARTNERSHIP ACADEM	OFFICEMAX	JVHS-COMPUTER EQUIPMENT	2,004.02

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES

01/16/99 - 01/29/99
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15564	101	178 00	E.C.I.A. TITLE VI	FOLLETT LIBRARY RESOURCES	EC-LIBRARY BOOKS	352.00	
P15565	101	180 00	E.C.I.A. TITLE I	AMERICAN GUIDANCE SERVICE	IA-INSTRUCTIONAL MATERIALS	5,608.28	
P15566	101	180 00	E.C.I.A. TITLE I	AMERICAN GUIDANCE SERVICE	IA-INSTRUCTIONAL MATERIALS	5,608.28	
P15567	101	178 00	SCHOOL LIBRARIES 7-12	FOLLETT LIBRARY RESOURCES	EC-LIBRARY BOOKS	235.00	
P15569	101	178 00	E.C.I.A. TITLE VI	FOLLETT LIBRARY RESOURCES	PER-INSTRUCTIONAL MATERIALS	210.26	
P15576	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	STATER BROTHERS	EC-O.P.O.-SUPPLIES	500.00	
P15577	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	COSTCO WHOLESALE	EC-OPO-SUPPLIES	500.00	
P15585	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	PAR TECHNOLOGIES	IA-COMPUTER EQUIPMENT	4,604.16	
P15587	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	BEST COMPUTER SUPPLIES	IA-EQUIPMENT	300.41	
P15590	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	APPLE COMPUTER-SUPPORT CENT	IA-EQUIPMENT	429.92	
P15606	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	VALCOM COMPUTER CENTER	IA-COMPUTER EQUIPMENT	1,331.04	
P15607	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	VALCOM COMPUTER CENTER	IA-COMPUTER EQUIPMENT	1,331.04	
P15620	101	178 00	SCHOOL LIBRARIES 7-12	NATIONAL TEXTBOOK COMPANY	JVHS-LIBRARY BOOKS	321.63	
P15624	101	180 00	S.I.P. (SCHOOL IMPROVEMENT PR	PSYCHOLOGICAL CORPORATION,	IA-INSTRUCTIONAL MATERIAL	457.94	
P15639	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	TOP HAT TRAVEL	CONF-MENDEZ/BACA	210.00	
P15651	101	178 00	ECONOMIC IMPACT AID - L E P	STATER BROTHERS	EC-O.P.O.-SUPPLIES AND REFRESHMENTS	250.00	
P15652	101	181 00	S.I.P. (SCHOOL IMPROVEMENT PR	DIANES CUSTOM TROPHIES & AW	MB-O.P.O.-INSTRUCTIONAL MATERIALS	250.00	
P15653	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	KNOTT'S BERRY FARM, ED. PRG	PED-FIELD TRIP-KNOTTS BERRY FARM	847.50	
P15657	101	185 00	E.C.I.A. TITLE I	CURRICULUM ASSOCIATES, INC.	TS- INSTRUCTIONAL MATERIALS	2,450.24	
P15661	101	178 00	S.I.P. (SCHOOL IMPROVEMENT PR	TIMEWISE	EC-EQUIPMENT	618.38	
P15734	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	MEDICAL PRODUCTS LABORATORI	EC-INSTRUCTIONAL MATERIALS	422.38	
P15735	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	MEDICAL PRODUCTS LABORATORI	EC-INSTRUCTIONAL MATERIALS	422.38	
P15736	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	MEDICAL PRODUCTS LABORATORI	EC-INSTRUCTIONAL MATERIALS	422.38	
P15737	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	MEDICAL PRODUCTS LABORATORI	EC-INSTRUCTIONAL MATERIALS	422.38	

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15738	101	178	00	ECONOMIC OPPORTINTY ACT PL88-4 MEDICAL PRODUCTS LABORATORI	EC-INSTRUCTIONAL MATERIALS		422.38
P15762	101	183	00	E.C.I.A. TITLE 1 HOUGHTON MIFFLIN CO-ORDER D	PED-INSTRUCTIONAL MATERIALS		5,758.38
P15764	101	175	00	S.I.P. (SCHOOL IMPROVEMENT PR CM SCHOOL SUPPLY CO.	SS-O.P.O.-INSTRUCTIONAL MATERIALS		1,000.00
P15765	101	178	00	MENTOR TEACHER PROGRAM - SUPP WESTERN TROPHY MFG	EC-O.P.O.-INSTRUCTIONAL MATERIALS		450.00
P15768	101	178	00	SUBSCRIPTION PARENT INSTITUTE, THE	EC-SUBSCRIPTION RENEWAL		845.00
P15772	101	178	00	ECONOMIC OPPORTINTY ACT PL88-4 STATER BROTHERS	EC-SUPPLIES FOR PARENT WORKSHOPS		300.00
P15775	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR UNIVERSITY OF CALIFORNIA	RL-O.P.O.-BOOKS		500.00
P15778	101	178	00	ECONOMIC IMPACT AID - L E P STAPLES	JVHS-OPEN PG-INSTRUCTIONAL MATERIALS		500.00
FUND TOTAL							39,885.38
TOTAL NUMBER OF PURCHASE ORDERS							33
P15385	103	178	00	GEN SUPPORT TRANS-HOME TO SCH PAINT'N PLACE	MOT-REPAIR VEH #84-6		800.00
P15435	103	178	00	GEN SUPPORT TRANS-HOME TO SCH PACIFIC COAST	MOT-REPAIR TO VEH #89-5		1,248.72
P15619	103	178	00	INSTRUCTIONAL PROGRAM INTELLIGENT PERIPHERAL DEVI	CR-INSTRUCTIONAL MATERIALS		2,025.70
FUND TOTAL							4,074.42
TOTAL NUMBER OF PURCHASE ORDERS							3
P15437	106	178	00	INSTRUCTIONAL MEDIA CENTER SCHOLASTIC BOOK FAIRS	IA-O.P.O.-RIF BOOKS		1,582.20
P15646	106	196	00	ATHLETIC OPERATIONAL SUPPLIES KEN'S SPORTING GOODS	RHS-INSTRUCTIONAL MATERIALS		805.32
P15685	106	178	00	GEN ED- INSTRUCTIONAL MATERIA FOLLETT EDUCATIONAL SERVICE	SS-DICTIONARIES		407.40
P15724	106	197	00	ATHLETIC OPERATIONAL SUPPLIES BOEGES SPORTING GOODS	JVHS-INSTRUCTIONAL MATERIALS		294.10
P15759	106	178	00	INSTRUCTIONAL MEDIA CENTER SCHOLASTIC BOOK FAIRS	PA-O.P.O.-BOOKS		1,582.64
FUND TOTAL							4,671.66
TOTAL NUMBER OF PURCHASE ORDERS							5
P15632	116	178	00	S8813 INSTRUCTIONAL MATERIAL PHOENIX LEARNING CENTER	NV, RV-TEXTBOOKS		718.58

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 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
				PURCHASE ORDERS TO BE RATIFIED		
P15654	116	178 00	AB2041 - INSTRUCTIONAL MATERI	DALE SEYMOUR PUBLICATIONS	JVHS-TEXTBOOKS	2,088.90
P15658	116	178 00	AB2041 - INSTRUCTIONAL MATERI	DALE SEYMOUR PUBLICATIONS	JVHS-TEXTBOOKS	1,174.26
P15664	116	178 00	AB2041 - INSTRUCTIONAL MATERI	LAKE SHORE BASICS	JVHS-TEXTBOOKS	599.04
P15665	116	178 00	AB2041 - INSTRUCTIONAL MATERI	LAKE SHORE BASICS	JVHS-TEXTBOOKS	848.92
P15668	116	178 00	AB2041 - INSTRUCTIONAL MATERI	EVERBOND BOOKS	JVHS-TEXTBOOKS	1,928.02
P15669	116	178 00	AB2041 - INSTRUCTIONAL MATERI	EVERBOND BOOKS	JVHS-TEXTBOOKS	2,068.48
P15670	116	178 00	AB2041 - INSTRUCTIONAL MATERI	GREAT SOURCE EDUCATION GROU	JVHS-TEXTBOOKS	2,629.10
P15671	116	178 00	AB2041 - INSTRUCTIONAL MATERI	ACADEMIC INNOVATIONS	JVHS-TEXTBOOKS	806.51
P15675	116	178 00	AB2041 - INSTRUCTIONAL MATERI	HOLT, RINEHART & WINSTON PU	JVHS-TEXTBOOKS	606.09
P15676	116	178 00	AB2041 - INSTRUCTIONAL MATERI	PERMA-BOUND	JVHS-TEXTBOOKS	1,311.19
P15702	116	178 00	SB813 INSTRUCTIONAL MATERIAL	EDUCATIONAL DESIGN, INC.	NVHS-TEXTBOOKS	622.26
P15703	116	178 00	SB813 INSTRUCTIONAL MATERIAL	NATIONAL TEXTBOOK COMPANY	NVHS-TEXTBOOKS	753.01
P15711	116	178 00	AB2041 - INSTRUCTIONAL MATERI	DELTA X	JVHS-TEXTBOOKS	451.28
P15712	116	178 00	AB2041 - INSTRUCTIONAL MATERI	DOVER PUBLICATIONS INC.	RHS-TEXTBOOKS	754.25
P15714	116	178 00	AB2041 - INSTRUCTIONAL MATERI	DOVER PUBLICATIONS INC.	RHS-TEXTBOOKS	431.00
P15715	116	178 00	SB813 INSTRUCTIONAL MATERIAL	GLENCOE - MCGRAW HILL	RHS-TEXTBOOKS	282.84
P15718	116	178 00	SB813 INSTRUCTIONAL MATERIAL	CPM EDUCATION PROGRAM	RHS-TEXTBOOKS	1,683.06
P15721	116	178 00	AB2041 - INSTRUCTIONAL MATERI	LAKE SHORE BASICS	RHS-TEXTBOOKS	516.39
P15730	116	178 00	AB2041 - INSTRUCTIONAL MATERI	CAROLINA BIOLOGICAL SUPPLY	JVHS-TEXTBOOKS	271.58
P15731	116	178 00	AB2041 - INSTRUCTIONAL MATERI	CAROLINA BIOLOGICAL SUPPLY	JVHS-TEXTBOOKS	334.94
P15742	116	178 00	AB2041 - INSTRUCTIONAL MATERI	SOFTWAREHOUSE	JVHS-TEXTBOOKS	247.34
P15743	116	178 00	AB2041 - INSTRUCTIONAL MATERI	WILLIAM BRADFORD PUBLISHERS	JVHS-	593.16
P15745	116	178 00	AB2041 - INSTRUCTIONAL MATERI	JACOBS PUBLISHING COMPANY	JVHS-TEXTBOOKS	374.54
P15746	116	178 00	AB2041 - INSTRUCTIONAL MATERI	TEACHING FROM THE HEART	JVHS-TEXTBOOKS	325.62

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15747	116	178 00	AB2041 - INSTRUCTIONAL MATERI	NASCO WEST INC	JVHS-TEXTBOOKS		356.28
P15748	116	178 00	AB2041 - INSTRUCTIONAL MATERI	MINDWARE	JVHS-TEXTBOOKS		467.74
P15751	116	178 00	AB2041 - INSTRUCTIONAL MATERI	ADVANTAGE LEARNING SYSTEMS	JVHS-TEXTBOOKS		761.25
P15776	116	178 00	AB2041 - INSTRUCTIONAL MATERI	HIGHSMITH CO., INC., THE	JVHS-MARKERBOARD		797.61
P15779	116	178 00	AB2041 - INSTRUCTIONAL MATERI	GEYER INSTRUCTIONAL AIDS, C	JVHS-TEXTBOOKS		754.09

FUND TOTAL							25,557.33
TOTAL NUMBER OF PURCHASE ORDERS							30
P14933	119	178 00	GENERAL SUPPORT, MAINTENANCE	LYON METAL PRODUCTS, INC.	MAINT-SUPPLIES		1,161.85
P14938	119	178 00	GENERAL SUPPORT, MAINTENANCE	PARSONS AIRGAS	MOT-REPAIRS BY VENDORS		934.79
P14947	119	178 00	GENERAL SUPPORT, MAINTENANCE,	HOWARD INDUSTRIES	MOT-MAINTENANCE SUPPLIES		503.86
P14954	119	178 00	GENERAL SUPPORT, MAINTENANCE	TOMARK SPORTS INC	MAINT-RHS BLEACHER REPAIRS		5,200.00
P14956	119	178 00	GENERAL SUPPORT, MAINTENANCE	PORTER BOILER SERVICE	JVHS-REPAIRS BY VENDORS		1,518.84
P15007	119	178 00	GENERAL SUPPORT, MAINTENANCE	ANTHONY BROTHERS MFG.	MOT-MAINTENANCE SUPPLIES		258.38
P15013	119	178 00	GENERAL SUPPORT, MAINTENANCE,	THOMPSON ENGINEERING CO	MLM-MAINTENANCE SUPPLIES		1,311.26
P15118	119	178 00	GENERAL SUPPORT, MAINTENANCE	FOURTH STREET ROCK CRUSHER	JMPORTABLE-MAINTENANCE SUPPLIES		867.47
P15255	119	178 00	GENERAL SUPPORT, MAINTENANCE	MACHADO IRON & STEEL	JMS-MAINTENANCE SUPPLIES		899.34
P15264	119	178 00	GENERAL SUPPORT, MAINT, REPAI	ELROD FENCING CO.	EC-GATE		340.49
P15271	119	178 00	GENERAL SUPPORT, MAINTENANCE,	BEST ACCESS SYSTEMS	MOT-MAINTENANCE SUPPLIES		631.72
P15391	119	178 00	GENERAL SUPPORT, MAINTENANCE,	CONSOLIDATED ELECTRICAL DIS	MAINT-SUPPLIES		1,693.15
P15393	119	178 00	GENERAL SUPPORT, MAINTENANCE,	BEST ACCESS SYSTEMS	JMS-CYLINDRICAL LOCK		356.44
P15397	119	178 00	GENERAL SUPPORT, MAINTENANCE,	RADIO COMMUNICATIONS SERVIC	MAINT-SUPPLIES		1,012.85
P15541	119	178 00	GENERAL SUPPORT, MAINTENANCE	STONE ROOFING	JMS-REPAIRS BY VENDORS/WIND DAMAGE		2,569.00
P15583	119	178 00	GENERAL SUPPORT, MAINTENANCE,	CONSOLIDATED ELECTRICAL DIS	MAINT-OPO-SUPPLIES		3,000.00

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REPORT OF PURCHASES
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 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF PURCHASE ORDERS
PURCHASE ORDERS TO BE RATIFIED							
P15589	119	178	00	GENERAL SUPPORT, MAINTENANCE, AIR COLD SUPPLY INC	MAINT-OPO-SUPPLIES	3,000.00	
P15777	119	178	00	GENERAL SUPPORT, MAINTENANCE ALL CITIES STEEL & FABRICAT	MAINT-OPO-SUPPLIES	1,000.00	
						26,259.44	18
TOTAL NUMBER OF PURCHASE ORDERS							
P15403	800	194	00	GENERAL EDUCATION - ADULT	FOLLETT EDUCATIONAL SERVICE LC-TEXTBOOKS	235.33	
P15581	800	194	00	GENERAL EDUCATION - ADULT	AMSCO SCHOOL PUBLICATIONS, LC-TEXTBOOKS	356.87	
P15584	800	194	00	GENERAL EDUCATION - ADULT	SADDLEBACK EDUCATIONAL, INC LC-TEXTBOOKS	248.42	
P15611	800	194	00	GENERAL EDUCATION - ADULT	OXFORD UNIVERSITY PRESS LC-TEXTBOOKS	2,680.28	
P15614	800	194	00	GENERAL EDUCATION - ADULT	SOUTHWESTERN ITP DISTRIBUTI LC-TEXTBOOKS	890.23	
P15615	800	194	00	GENERAL EDUCATION - ADULT	SOUTHWESTERN ITP DISTRIBUTI LC-TEXTBOOKS	890.23	
						5,301.36	6
TOTAL NUMBER OF PURCHASE ORDERS							
141 PURCHASE ORDERS OVER						\$200.00 FOR A TOTAL AMOUNT OF	170,204.09
117 PURCHASE ORDERS UNDER						\$200.00 FOR A TOTAL AMOUNT OF	10,495.45
258 PURCHASE ORDERS						FOR A GRAND TOTAL OF	180,699.54

Recommend Approval



Bob Cable, Director of Purchasing

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES

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PURCHASES OVER \$1

DISBURSEMENT ORDERS

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	AMOUNT
D91168	100	178	00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	3,096.85
D91169	100	178	00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	4,612.53
D91170	100	172	00	PLANT OPERATIONS	PACIFIC TELEPHONE	3,647.91
D91190	100	178	00	HEALTH & WELFARE INSURANCE	S.M.A.	29,884.37
D91211	100	178	00	GEN SUPPORT DIST ADMIN SUPERI	JURUPA CHAMBER OF COMMERCE	25.00
D91212	100	178	00	HEALTH & WELFARE INSURANCE	S.M.A.	39,156.73
D91230	100	196	00	INSTRUCTIONAL MEDIA	WHITE MELISSA	18.40
D91231	100	178	00	GENERAL SUPPORT DISTRICT ADMI	WALLACE, BERTHA	14.45
D91232	100	178	00	ASSESS./TEST. TRAINING ALL GR	MENDEZ, MEMO	7.53
D91234	100	175	00	SELF-CONTAINED CLASSROOM	CARL ZITEK	21.24
D91235	100	000	00	SELF-CONTAINED CLASSROOM	SMITH JUDY	130.00
D91237	100	187	00	SELF-CONTAINED CLASSROOM	REISTER SUE	8.82
D91238	100	196	00	FINE ARTS - ART	STONES JASTINA	5.50
D91259	100	178	00	PUPIL SERVICES PSYCHOLOGISTS	COTTRELL, JEANNA	24.58
D91260	100	622	00	GEN SUPPORT DISTRICT ADMIN IN	BANKCARD SERVICES	736.35
D91261	100	197	00	VOC ED-TRADE & INDUSTRIAL	DON CUSHING	44.30
D91262	100	000	00	SELF-CONTAINED CLASSROOM	GOTREAU, TERRY	20.61
D91263	100	188	00	SELF-CONTAINED CLASSROOM	GUERRIERO SUE	24.46
D91267	100	178	00	GEN SUPP DIST ADMIN FISCAL SE	GLASS, TERRY L	28.00
D91269	100	191	00	SCHOOL ADMINISTRATION	JIMEMEZ, SILVIA	21.54
D91270	100	177	00	PLANT OPERATIONS	AIRTOUCH CELLULAR	943.31
D91271	100	173	00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	3,061.93
D91272	100	178	00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	7,458.15
D91273	100	178	00	GENERAL SUPPORT WAREHOUSE	PORT A PIT	53.87
D34065					PHONE CHGS FOR DEC	
D34064					PHONE CHGS FOR DEC	
D34063					PHONE CHGS FOR DEC	
D34187					Fixed mon cost remit Jan 1999	
D33603					CONF 1/99 1 EMP	
D34188					CLAIM CK REGISTER 1/14-1/20/9	
D34079					REFUND OF BOOK	
D34078					BOOK	
D34077					SUPPLIES FOR MTG	
D34073					INSTRUCTIONAL SUPPLIES	
D34071					CLASSRM SUPPLIES	
D34067					COPIES FOR PLAN BOOK	
D34070					REFUND FOR CERAMICS LAB	
D34189					MILEAGE	
D34190					PAYMENT FOR PO #15133 & 15024	
D34191					REIMB FOR FILTERS	
D34193					REIMB FOR CLASSROOM SUPPLIES	
D34194					REIMB FOR CERAMIC GLAZES	
D34199					REIMB FOR POSTAGE STAMPS	
D34201					REIMB TO PARENT FOR CALCULATO	
D34202					CELL PHONE CHARGES DEC 98	
D34203					WATER SERVICE FOR DEC 98	
D34084					PHONE CHGS	
D34068					EXTENDOR	

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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D91357	100	178	00	GEN SUPPORT DIST ADMIN SUPERI	JURUPA CHAMBER OF COMMERCE	D33604 CONF 1/23/99 1 EMP 25.00
D91363	100	178	00	DISTRICT ADMIN TECHNOLOGY	COMPUMASTER	D33599 CONF MAR 1 EMP 399.00
D91369	100	178	00	INSTRUCTIONAL SUPPORT CURRICU	NELSEN, GREGG	D34263 CONF 1/99 1 EMP 66.30
D91389	100	178	00	INST. SUPPORT CURR. STAFF DEV	MARRIOTT HOTEL	D34267 CONF 3/99 2 EMP 718.20
D91394	100	178	00	INST. SUPPORT CURR. STAFF DEV	NAESP	D34266 CONF 3/99 2 EMP 400.00
D91396	100	178	00	GENERAL SUPPORT OPERATIONS CU	AMA/KEYE PRODUCTIVITY CENTE	D34269 CONF FEB 7 EMP 1,043.00
D91403	100	178	00	PLANT OPERATIONS	PACIFIC TELEPHONE	D34087 PHONE CHGS 37.92
D91471	100	199	00	CONTINUATION EDUCATION	HUTCHINS, DAVID	D34207 MILEAGE 55.58
D91472	100	178	00	PUPIL SERVICES PSYCHOLOGISTS	ESTRADA, MARY	D34208 MILEAGE 11.45
D91475	100	188	00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	D34211 WATER SERVICE FOR DEC 98 8,653.36
D91495	100	178	00	GEN SUPP DIST ADMIN FISCAL SE	RIVERSIDE SUBSECTION CAS80	D34273 CONF 2/99 3 EMPS 30.00
D91518	100	195	00	GENERAL SUPPORT OPERATIONS UT	SO CALIFORNIA EDISON	D34212 ELECTRIC SERVICE FOR DEC 98 85.65
D91519	100	178	00	PUPIL SERVICES HEALTH	CARTER, KATHLEEN	D34213 REIMB FOR SUPPLIES 51.58
D91521	100	178	00	GEN SUPPORT DISTR ADMIN FACIL	BIERWIRTH TERRI A	D34215 REIMB FOR REFRESHMENTS 42.12
D91522	100	178	00	JJCC BUDGET COMMITTEE	CODER, CANDY	D34216 REIMB FOR NOV 98 BEST OF THE 17.98
D91523	100	178	00	NON SPECIFIC	KENT, BETTY	D34217 REISSUE FOR STALE DATED WARRA 6.00
D91543	100	178	00	GENERAL SUPP DISTR ADMIN PERS	CAREER TRACK SEMINARS	D34275 CONF 3/99 1 EMP 79.00
D91544	100	178	00	GENERAL SUPP DISTR ADMIN PERS	LITTLER MENDELSON	D34274 CONF 2/99 1 EMP 85.00
D91545	100	178	00	HEALTH & WELFARE INSURANCE	S.M.A.	D34218 CLAIM CK REGISTER 1/21-1/27/9 48,029.01
D91548	100	191	00	SCHOOL ADMINISTRATION	LILES, BECKY	D34100 SUPPLIES 8.79
D91549	100	178	00	INST. SUPPORT CURR. STAFF DEV	WALLACE, BERTHA	D34099 MTG SUPPLIES 26.65
D91551	100	178	00	INSTR STUDENT SUPP SERVICE AD	MEDINA GLORIA	D34098 STAMP PAD 6.06
D91552	100	178	00	NON SPECIFIC	MURCIO ALEJANDRO	D34095 REISSUE STALE DATED CK 20.00
D91553	100	178	00	NON SPECIFIC	LANGBEHN AMBER	D34097 REISSUE STALE DATED CK 51.50

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 DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES
 01/16/99 - 01/29/99
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF DISBURSEMENTS
D91554	100 178 00	NON SPECIFIC	TOLMAN WINDY	D34096 REISSUE STALE DATED CK	57.94	49
					153,053.52	
D91167	101 184 00	E.C.I.A. TITLE 1	RIVERSIDE CO. OFFICE OF EDU	D33594 CONF 2/99, RCOE	175.00	
D91186	101 185 00	E.C.I.A. TITLE 1	SDE REGISTRATIONS	D33596 CONF 6 EMPS	645.00	
D91187	101 179 00	S.I.P. (SCHOOL IMPROVEMENT PR BUREAU OF EDUCATION & RESEA		D33597 CONF 2/99 1 EMP	125.00	
D91228	101 185 00	E.C.I.A. TITLE 1	RIVERSIDE COUNTY PHILHARMON	D34075 MUSIC TAPES	189.64	
D91229	101 191 00	S.I.P. (SCHOOL IMPROVEMENT PR FORTIN, JEANIE		D34080 SUPPLIES	19.87	
D91265	101 178 00	MENTOR TEACHER PROGRAM - SUPP GOEDHART, LINDA		D34197 REIMB FOR CANDY FOR ACADEMIC	92.70	
D91266	101 192 00	S.I.P. (SCHOOL IMPROVEMENT PR ASSEIER, DIANA		D34198 REFRESHMENTS FOR PQR MEETING	71.06	
D91268	101 181 00	E.C.I.A. TITLE 1	BABBE, ANDREA	D34200 REIMB FOR FOOD SUPPLIES	34.11	
D91359	101 187 00	E.C.I.A. TITLE 1	BUREAU OF EDUCATION & RESEA	D34260 CONF 4 EMPS	470.00	
D91360	101 187 00	E.C.I.A. TITLE 1	TEACHER CREATED MATERIALS	D34253 CONF 2/99 2 EMPS	278.00	
D91361	101 175 00	S.I.P. (SCHOOL IMPROVEMENT PR CAREER TRACK SEMINARS		D34258 CONF 2/9/99, 1 EMP	59.00	
D91362	101 186 00	S.I.P. (SCHOOL IMPROVEMENT PR INLAND LIBRARY SYSTEM		D33598 CONF MAR 1 EMP	35.00	
D91364	101 184 00	S.I.P. (SCHOOL IMPROVEMENT PR CEEA		D33600 CONF MAR 99 2 EMP	358.00	
D91365	101 179 00	S.I.P. (SCHOOL IMPROVEMENT PR SAN BERNARDINO COUNTY SCHOO		D33601 CONF MAR/APR 1999 2 EMPS	1,450.00	
D91366	101 178 00	ECONOMIC IMPACT AID - L E P LOPEZ, LUPE		D33602 CONF 1/99 1 EMP	15.60	
D91367	101 187 00	E.C.I.A. TITLE 1	LEARNING WORKSHOP	D34262 CONF 3/99 1 EMP	129.00	
D91370	101 191 00	S.I.P. (SCHOOL IMPROVEMENT PR RIVERSIDE CO. OFFICE OF EDU		D34265 CONF 3/99 1 EMP	25.00	
D91398	101 191 00	S.I.P. (SCHOOL IMPROVEMENT PR SEJA SALLY		D34091 SUPPLIES FOR MTG	67.23	
D91399	101 182 00	E.C.I.A. TITLE 1	LINDAMOOD -BELL	D34268 CONF 1/99 1 EMP	195.00	
D91405	101 178 00	PL94-142 EDUC FOR ALL HANDICA HENDRICK, BILL		D34270 CONF JAN 99 1 EMP	348.60	

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 02/01/99
 PAGE: 4

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES

01/16/99 - 01/29/99
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D91406	101	178 00	SCHOOL TO CAREER	SCHROEDER KATHY	D34271 CONF DEC 98 1 EMP	151.29
D91452	101	191 00	DEMONSTRATION PROGRAMS IN REA NATIONAL COUNCIL OF TEACHER		D34272 CONF 4/99 6 EMPS	228.00
D91468	101	175 00	EISS-EARLY INTERVENTION/SCHOD FERFUSON, SHERRILL		D34205 REIMB FOR SUPPLIES	37.78
D91477	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR IMAGINATION MACHINE		D34210 TWO ASSEMBLIES AT PEDLEY 1/26	625.00
D91546	101	196 00	SB 1882-CA PROFESSIONAL DEVEL PAGE REBA		D34103 PRINTING CHGS	63.03
D91555	101	197 00	AGRICULTURE VOCATIONAL EDUCAT JURUPA UNIFIED		D34094 REPLENISH REVOLVING CASH FUND	119.00
D91559	101	180 00	E.I.A. (ECONOMIC IMPACT AID) CEEA		D34277 CONF 4 EMPS 3/99	636.00
D91560	101	178 00	ECONOMIC IMPACT AID - L E P CABE		D34276 CONF 2/99 5 EMPS	1,180.00
D91571	101	197 00	SB 1882-CA PROFESSIONAL DEVEL MAZANY TERRY		D34104 PRES AT JVHS	1,405.29
D91574	101	178 00	PL94-142 EDUC FOR ALL HANDICA MARK SAUGSTAD		D34278 CONF 1 EMP	45.00
D91575	101	197 00	AGRICULTURE VOCATIONAL EDUCAT DALE FULLERTON		D34279 CONF 12/98 1 EMP	582.48
D91576	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR INLAND LIBRARY SYSTEM		D34280 CONF 4/99 1 EMP	35.00
D91577	101	191 00	DEMONSTRATION PROGRAMS IN REA CASIO EDUCATION DIVISION		D34281 CONF 2/99 1 EMP	55.00
D91578	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR BUREAU OF EDUCATION & RESEA		D34282 CONF 2/99 3 EMP	375.00
D91579	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR BUREAU OF EDUCATION & RESEA		D34283 CONF 2/99 1 EMP	125.00
D91580	101	178 00	SCHOOL TO CAREER	CompEd Solutions	D34285 CONF 2/99 1 EMP	395.00
FUND TOTAL						10,840.68
TOTAL NUMBER OF DISBURSEMENTS						36
D91397	102	188 00	INSTRUCTIONAL PROGRAM	LONG, RICHARD	D34092 COMPUTER SOFTWARE	86.17
D91469	102	178 00	INSTRUCTIONAL PROGRAM	DROST, KATHY	D34206 MILEAGE	39.01
D91520	102	178 00	INSTRUCTIONAL PROGRAM	MR. OR MRS. DANA BURKHART	D34214 REIMB FOR ATTORNEY FEES	6,500.00
FUND TOTAL						6,625.18
TOTAL NUMBER OF DISBURSEMENTS						3
D91191	103	178 00	GEN SUPPORT TRANS-HOME TO SCH STATE BOARD OF EQUALIZATION		D34066 FUEL TAX FOR 2ND QTR	376.08

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES

01/16/99 - 01/29/99
PURCHASES OVER \$1

DISBURSEMENT ORDERS

REPORT: APS/APS550/01
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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D91225	103	178	00	GEN SUPPORT TRANS-HOME TO SCH MOBIL OIL CREDIT CORPORATIO	D34081 GAS CHGS	470.75
D91236	103	178	00	GEN SUPPORT TRANS-HOME TO SCH LAIDLAW	D34069 BUS SERVICES	2,093.75
D91257	103	178	00	GEN SUPPORT TRANS-SPECIAL EDU NEW, MR OR MRS	D34082 TRANSPORTATION CHGS	108.57
D91264	103	178	00	GEN SUPPORT TRANS-HOME TO SCH H & L CHARTER CO., INC.	D34196 TRANS FOR JVHS TO VARIOUS UNI	373.00
D91401	103	178	00	GEN SUPPORT TRANS-HOME TO SCH LAIDLAW	D34088 BUS SERVICES	2,639.50
D91547	103	178	00	GEN SUPPORT TRANS-HOME TO SCH LAIDLAW	D34102 BUS SERVICES	687.57
D91570	103	178	00	GEN SUPPORT TRANS-SPECIAL EDU NEW, MR OR MRS	D34105 TRANSPORTATION CHGS	108.57
FUND TOTAL						6,857.79
TOTAL NUMBER OF DISBURSEMENTS						8
D91226	106	196	00	ATHLETIC OPERATIONAL SUPPLIES NATIONAL BATTING CAGES	D34072 STEEL CAGES	954.44
FUND TOTAL						954.44
TOTAL NUMBER OF DISBURSEMENTS						1
D91233	116	178	96	SB813 INSTRUCTIONAL MATERIAL RUIZ BRENTON	D34076 REFUND OF BOOK	30.00
FUND TOTAL						30.00
TOTAL NUMBER OF DISBURSEMENTS						1
D91474	119	178	00	GENERAL SUPPORT, MAINTENANCE DICKINSON, STEVE	D34209 REIMB FOR SUPPLIES	75.40
FUND TOTAL						75.40
TOTAL NUMBER OF DISBURSEMENTS						1
D91467	800	178	00	SELF-CONTAINED CLASSROOM ESTRADA, ALICIA	D34204 REFUND FOR TEXTBOOK DEPOSITS	30.00
FUND TOTAL						30.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED SCHOOL DISTRICT

REPORT OF PURCHASES
 01/16/99 - 01/29/99
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	TOTAL NUMBER OF DISBURSEMENTS
D91256	900	178	00	GENERAL SUPPORT DISTRICT ADMI JURUPA UNIFIED	D34083 REPLENISH REVOL CASH FUND	2,419.00
D91400	900	178	00	GENERAL SUPPORT DISTRICT ADMI RAMIREZ, ED	D34089 PERSONAL LOSS	250.00
D91404	900	178	00	GENERAL SUPPORT DISTRICT ADMI JURUPA UNIFIED	D34085 REPLENISH REV CASH FUND	12.00
FUND TOTAL						2,681.00
TOTAL NUMBER OF DISBURSEMENTS						3
103	DISBURSEMENTS OVER				\$1.00 FOR A TOTAL AMOUNT OF	181,148.01
0	DISBURSEMENT ORDERS UNDER				\$1.00 FOR A TOTAL AMOUNT OF	.00
103	DISBURSEMENT ORDERS				FOR A GRAND TOTAL OF	181,148.01
TOTAL PURCHASES						362,028.42

Recommended for Approval:

Pam Dugan
 Director of Business Services

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JURUPA UNIFIED SCHOOL DISTRICT
MONTHLY PAYROLL DISBURSEMENTS

February 16, 1999

<u>JANUARY PAYROLL</u>	<u>MONTHLY</u>	<u>HOURLY</u>	<u>TOTAL PAYMENT</u>
CERTIFICATED	\$ 9,487,304.91	\$ 133,072.48	\$ 9,620,377.39
CLASSIFIED	\$ 478,770.77	\$ 805,141.92	\$ 1,283,912.69
BOARD MEMBERS	\$ 3,693.35	-0-	\$ 3,693.35
YOUTH EMPLOYMENT PROGRAM	-0-	\$ 1,434.89	\$ 1,434.89
TOTAL JANUARY PAYMENT			\$10,909,418.32

RECOMMEND APPROVAL:


Pam Lauzon
DIRECTOR OF BUSINESS SERVICES

Jurupa Unified School District

1998/1999 AGREEMENTS

AGREEMENT NUMBER	CONTRACTOR	AMOUNT	FUND/PROGRAM TO BE CHARGED	PURPOSE
<i>99-1 Consultant or Personal Service Agreements</i>				
99-1-GGGG	California School Boards Association	\$1,000.00 Travel NTE \$100.00	District Adm. - Superintendent	CSBA Governance Team Workshop for board members.
99-1-HHHH	Music Center of L.A.	\$625.00 Travel NTE \$23.00	PTA	Assembly for students of Camino Real Elementary School.
99-1-III	Music Center of L.A.	\$506.00	PTA	Assembly for students of Sky Country Elementary School.
99-1-JJJJ	Bonnie Phipps	\$300.00	SIP	Music/storytelling assembly for students of Van Buren Elementary School.

99-3 Riverside County Schools Agreements

99-3-E-M1	Head Start	NA	NA	Increase in contract amount for 1998/1999 from \$591,034.00 to \$593,034.00.
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99-8 Other Agreements

99-8-O	American Red Cross	NA	NA	Agreement for the use of JUSD middle and high schools as Mass Care Shelters for disaster victims.
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The Assistant Superintendent Business Services will have copies of agreements available for review by the Board.

RE/dc
2/16/99

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Jurupa Unified School District
TRAVEL REQUEST

Fund 100
Location 178
Program 400-9145
Object 5102

Name(s) Ron Needham Site Education Center

Title of Activity Teacher Job Fair (April 13)

Location of Activity Atlanta, GA; Spokane, WA

Depart: Day Wed Date 4-7-99 Time 6:40 am/pm From Ontario

Return: Day Wed Date 4-14-99 Time 2:19 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: _____	\$ <u>0</u>	\$ _____	_____
Registration Fees	\$ <u>600</u>	\$ _____	_____
Banquet Fees	\$ <u>0</u>	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>520</u>	\$ _____	_____
Meals - Number: <u>24</u> <u>8 B 8 L 8 D</u>	\$ <u>280</u>	\$ _____	_____
Lodging: <u>Inn at Peachtree</u>	\$ _____	\$ _____	_____
<u>Cavanaugh Inn at the</u>	\$ <u>650</u>	\$ _____	_____
<u>Park (Name of Hotel)</u>	\$ _____	\$ _____	_____
Other: <u>Rental Car, Parking</u>	\$ <u>390</u>	\$ _____	_____
<u>Gasoline</u>	\$ <u>2,440</u>	\$ _____	_____
TOTAL COST	\$ _____	\$ _____	_____

Will a cash advance be needed? No Amount \$ _____

Remarks/Rationale (Required for Categorical Projects):

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

[Signature] 2/3/99 [Signature] 2/9/99
Employee's Signature Date Principal/Supervisor's Signature Date

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Jurupa Unified School District
TRAVEL REQUEST

Fund 100
Location 178
Program 400-9145
Object 5102

Name(s) Michelle Johnson & Carolyn Adams Site Education Center, Granite Hill

Title of Activity Teacher Job Fairs

Location of Activity Atlanta, Georgia

Depart: Day Wed Date 4-7-99 Time 6:40 am/pm From Ontario

Return: Day Sun Date 4-11-99 Time 12:39 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: <u>0</u>	\$ <u>0</u>	\$ _____	_____
Registration Fees	\$ <u>0</u>	\$ _____	_____
Banquet Fees	\$ <u>0</u>	\$ _____	_____
Mode of Travel: <u>Air</u>	\$ <u>736</u>	\$ _____	_____
Meals - Number: <u>30</u> <u>10</u> B <u>10</u> L <u>10</u> D	\$ <u>350</u>	\$ _____	_____
Lodging: <u>Inn at Peachtree</u> (Name of Hotel)	\$ <u>800</u>	\$ _____	_____
Other: _____	\$ <u>0</u>	\$ _____	_____
TOTAL COST	\$ <u>1,886</u>	\$ _____	_____

Will a cash advance be needed? No Amount \$ _____

Remarks/Rationale (Required for Categorical Projects):

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

[Signature]
Employee's Signature

2/3/99
Date

[Signature]
Principal/Supervisor's
Signature

2/9/99
Date

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No. BS8

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Jurupa Unified School District
TRAVEL REQUEST

Fund 100
Location 178
Program 400-9145
Object 5201

Name(s) Kent Campbell Site Ed. Center

Title of Activity Pennsylvania Job Fairs

Location of Activity Pennsylvania

Depart: Day Friday Date 4/9/99 Time 7:26 am/pm From Ontario

Return: Day Friday Date 4/16/99 Time 10:16 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: _____	\$ <u>-0-</u>	\$ _____	_____
Registration Fees	\$ <u>180</u>	\$ _____	_____
Banquet Fees	\$ _____	\$ _____	_____
Mode of Travel: <u>America West</u>	\$ <u>350</u>	\$ _____	_____
Meals - Number: _____ <u>5</u> B <u>5</u> L <u>5</u> D	\$ <u>175</u>	\$ _____	_____
Lodging: <u>Marriott/Others</u> (Name of Hotel)	\$ <u>600</u>	\$ _____	_____
Other: <u>Hertz, phone</u>	\$ <u>175</u>	\$ _____	_____
TOTAL COST	\$ <u>1,480</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

2-3-99
Date

[Signature]
Principal/Supervisor's
Signature

2/9/99
Date

Distribution: White/Yellow - Business Office
Pink - Return Copy
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Jurupa Unified School District
TRAVEL REQUEST

Fund 100
Location 178
Program 400-9145
Object 5102

Name(s) Ron Needham Site Ed Center

Title of Activity Teacher Job Fairs

Location of Activity Wilmington, DE; West Lafayette, Muncie & Terre Haute, IN

Depart: Day Wed Date 4/28/99 Time 6:40 am/pm From Ontario

Return: Day Sat Date 5/8/99 Time 1:57 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: _____	\$ <u>-0-</u>	\$ _____	_____
Registration Fees _____	\$ <u>105</u>	\$ _____	_____
Banquet Fees _____	\$ <u>-0-</u>	\$ _____	_____
Mode of Travel: <u>air</u>	\$ <u>394</u>	\$ _____	_____
Meals - Number: <u>33</u> <u>11</u> B <u>11</u> L <u>11</u> D	\$ <u>385</u>	\$ _____	_____
Lodging: <u>Holiday Inn</u> (Name of Hotel)	\$ <u>345</u>	\$ _____	_____
Other: <u>Rental Car, parking,</u> <u>gasoline</u>	\$ <u>495</u>	\$ _____	_____
TOTAL COST	\$ <u>1,724</u>	\$ _____	_____

Will a cash advance be needed? No Amount \$ _____

Remarks/Rationale (Required for Categorical Projects):

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

[Signature] 2/3/99 [Signature] 2/9/99
Employee's Signature Date Principal/Supervisor's Signature Date

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5/89

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Jurupa Unified School District
TRAVEL REQUEST

Fund 100
Location 178
Program 400-9145
Object 5102

Name(s) Jan Moorehouse, Ben Bunz Site JVHS/RHS

Title of Activity Teacher Job Fairs

Location of Activity West Lafayette, Muncie and Terre Haute, Indiana

Depart: Day Mon Date 5-3-99 Time 8:30 am/pm From Ontario

Return: Day Sat Date 5-8-99 Time 1:57 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: <u>0</u>	\$ <u>0</u>	\$ _____	_____
Registration Fees	\$ <u>50</u>	\$ _____	_____
Banquet Fees	\$ <u>0</u>	\$ _____	_____
Mode of Travel: <u>air</u>	\$ <u>596</u>	\$ _____	_____
Meals - Number: <u>36</u> <u>12</u> B <u>12</u> L <u>12</u> D	\$ <u>420</u>	\$ _____	_____
Union Club Hotel, W. Laf.	\$ _____	\$ _____	_____
Lodging: <u>Hotel Muncie</u>	\$ <u>760</u>	\$ _____	_____
Drury Inn, (Name of Hotel)	\$ _____	\$ _____	_____
Other: <u>Terre Haute</u>	\$ <u>0</u>	\$ _____	_____
TOTAL COST	\$ <u>1,826</u>	\$ _____	_____

Will a cash advance be needed? No Amount \$ _____

Remarks/Rationale (Required for Categorical Projects):

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

[Signature]
Employee's Signature

Date

[Signature] 2/9/99
Principal/Supervisor's Date
Signature

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): February 27 & 28, 1999

LOCATION: Jurupa Valley High School

TYPE OF ACTIVITY: 24-hour Marathon

PURPOSE/OBJECTIVE: To fundraise and have substantive practice time.

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

Donald Wade, Instructors, and Band Boosters

EXPENSES:	Transportation	\$ <u>-0-</u>	Number of Students <u>80</u>
	Lodging	\$ <u>-0-</u>	
	Meals	\$ <u>-0-</u>	
	All Other	\$ <u>-0-</u>	
TOTAL EXPENSE		\$ <u>-0-</u>	Cost Per Student <u>-0-</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>Band Boosters will cover all costs</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
TOTAL:	\$ <u></u>	<u></u>

Arrangements for Transportation: N/A

Arrangements for Accommodations and Meals: Boosters

Planned Disposition of Unexpended Funds: N/A

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

Signature: Donald Wade Date: 1/25/99 School: JVHS
(Instructor)

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

Approvals: Principal: Jamie C. Moonhouse Date: 1-25-99
Date approved by the Board of Education Date:

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

Jurupa Unified School District

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

DATE(S): March 10-13, 1999

LOCATION: Fresno, Sacramento, Davis, Berkeley, San Fran, San Jose, Santa Cruz

TYPE OF ACTIVITY: AVID Junior College Tour (visiting college campuses)

PURPOSE/OBJECTIVE: To experience life on different campuses and learn the requirements to attend each

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

Kristina Moore, Devi Curtis, Gene Erickson, Karen Shaw, Ni'Cole Mukes

(all teachers)

EXPENSES:

Transportation	\$ 2,700.00
Lodging	\$ 3,000.00
Meals	\$ 2,000.00
All Other	\$ 1,500.00

Number of Students 31

TOTAL EXPENSE \$ 9,200.00

Cost Per Student \$296.77
(Total Cost ÷ # of Students)

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

Source	Expected Income	Income Now On Hand
<u>AVID Budget</u>	<u>\$7200.00</u>	<u>\$44,578.99</u>
<u>AVID Trust</u>	<u>\$2000.00</u>	<u>\$ 2360.18</u>
TOTAL:	\$ 9,200.00	\$46,939.17

Arrangements for Transportation: H & L Charter Company, Inc.

Arrangements for Accommodations and Meals: Various en route

Planned Disposition of Unexpended Funds: AVID budget or trust as appropriate

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: [Signature] Date: 1-14-99 School: Rubidoux High School
(Instructor)

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

Approvals:

Principal: _____

Date: _____

Date approved by the Board of Education

Date: _____

Distribution:

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

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Jurupa Unified School District

1999/2000 BUDGET PROJECTION

RESOURCES

Estimated Unrestricted Beginning Balance	*\$ 5,221,291
Estimated Restricted Beginning Balance	39,602
Estimated Revenue	94,216,250
Total Estimated Resources	\$99,477,143

ESTIMATED EXPENDITURES

Certificated Salaries including Management	\$ 50,631,528
Classified Salaries including Management	12,934,764
Fringe Benefits	13,713,356
Books and Supplies	3,995,445
Services, Utilities, Contracts, Rentals	7,855,041
Capital Outlay	768,845
Other Outgo, Indirect Support, Transfers	1,011,064
Other Sources and Uses	927,059
Total Estimated Expenditures	\$91,837,102

RESERVE

Estimated Restricted Reserve	**39,602
Estimated Instructional Supply Carryover	150,000
Estimated Unrestricted Reserve	7,450,439
3% Unrestricted Required Reserve	2,755,113
Over/(Under) 3% Requirement	\$4,695,326

* The Unrestricted Beginning Balance does not include stores and revolving cash. It does include estimated instructional supply allocation carryover (\$150,000); and \$39,602 for Categorical Project carryover.

** The Restricted Reserve is comprised of the following: \$39,602 in Categorical Project carryover.



Jurupa Unified School District
1999-2000 Budget Projection

Revenue/Expenditure Assumptions

REVENUE ASSUMPTIONS:

- Projected enrollment increase of 385 students, for a total enrollment of 18,778 (including Nueva Vista, Rio Vista, and Special Education).
- Base Revenue Limit funding per ADA has a 1.83% funded COLA. Deficit factor .91999 (i.e., 8.001% deficit) (Governor's January Budget Proposal).
- Base Revenue Limit Equalization funding for 1995/96 and 1996/97 will continue, but no new equalization funding for 1997/98, 1998/99 or 1999/2000.
- Special Education Funding adjusted for State's new funding model (includes NPS and Severely Handicapped funding adjustments by SELPA for a total reduction of \$540,000).
- Lottery revenue estimated at \$120 per ADA.
- The Supplemental Grant and Special Education Transportation funding receives a 1.83% funded COLA.
- All other funding, including Transportation, at the 1998/99 level.
- One-time funding for Block Grant and Site Grants is not included.
- Assumes that Mega Item transfers from Special Projects will remain at the same level as in 1998/99.
- Funding for Class Size Reduction will continue at \$847 per pupil for all participating classes. Kindergarten, first, and second grade will be implemented.

EXPENDITURE ASSUMPTIONS:

- All salary schedules remain at the 1997/98 level. Step and column movement and Certificated professional salary advancement for all applicable employees is included (\$897,494).
- \$4,400 for health and welfare benefits for all personnel.
- 12 additional teaching positions for enrollment growth.

- 2 additional teaching positions for enrollment growth in Special Education.
- Golden Handshake sunsets in 1998/99 for a savings of (-\$275,000).
- Reinstate School Operation Allocation to 1989/90 level (\$164,005).
- Utility costs estimated to remain at the 1998/99 level.
- Capital Outlay expenditures to provide for categorical program requirements.
- Facility needs for implementing Class Size Reduction will be expended from Class Size Reduction or Redevelopment funds.

INTERFUND TRANSFER ASSUMPTIONS:

- State Deferred Maintenance transfer (\$125,000).

DEBT SERVICE:

- Energy Efficiency Bond Repayment (\$297,410).

Jurupa Unified School District

Course Plan

Adopted:

Course Title: Jazz Band

Department: Visual and Performing Arts

Credits: 10

Length of Course: One Year

Prerequisite: Instructor's approval or audition. It may be repeated for no credit to improve a grade of "D" or "F."

Course Description:

Jazz Band provides instruction and practice on the various jazz band instruments. This class takes a broader look into the musical literature of jazz as well as the various jazz styles. Attendance of all rehearsals and performances is required.

Means of Assessing Student Learning:

1. Instrumental and written tests;
2. Performance at festivals; and
3. Group participation.

General Goals of Course:

Students will learn to:

1. Develop an appreciation for jazz music through performance and study;
2. Develop proper jazz etiquette;
3. Develop a feeling of responsibility and group cooperation;
4. Develop self-confidence;
5. Develop improvisational skills; and
6. Demonstrate and understand music fundamentals.

Exit Learning Objectives:

Students will be able to:

1. Read intermediate to advanced jazz rhythms and melodies;
2. Improvise; and
3. Demonstrate an understanding of styles and periods.



Jazz Band

Course Content and Organization

I. Playing Skills

- A. Dexterity: Finger Accuracy and Speed
- B. Intonation: The Ability to Hear Pitch and Match Pitch Accurately
- C. Articulation: The Variety of Ways to Start a Tone (Accent, Legato, Sforzando, etc.)
- D. Embouchure, Support, and Proper Tone
- E. Special Instrumental Skills: Vibrato, Glissando, etc.
- F. Range Building

II. Rhythm

- A. The Various Jazz Styles: Swing, Latin, Bossa, etc.

III. Improvisation

- A. Further Exploration of Keys
- B. Understanding of Chord Progressions
- C. Solo Development

IV. Rehearsal Skills

- A. Concentrate and Contribute
 - 1. Excellence of the performance is earned at rehearsal.
- B. Maintain a Respect and Proper Care of Music and Equipment



**To: Mr. Kent Campbell, Assistant Superintendent,
Personnel Services**

From: Becky Liles, President, Jurupa Chapter 392

Date: January 27, 1999

On January 23, 1999, the membership of CSEA Jurupa 392,
ratified the proposed contract language for the following years, 1998-2001.

cc: Ms. Vickie Sauer, CSEA Labor Relations Representative

December 21, 1998

Listed below is a brief summary of new provisions in the tentative agreement with CSEA:

Article III - Association Rights

The name of this Article was changed from Organizational Rights; the number of copies of the Board Agenda to be sent to CSEA has been increased to three.

Article V - District Rights

We clarified what is meant by an "emergency" which may require parts of the Agreement to be temporarily suspended.

Article VI - No Strike/No Lockout

This article is taken from the Certificated Agreement and replaces the previous Article VI (Concerted Activities) in the Classified.

Article VII - Unit Member Rights

Formerly numbered Article VIII, this article now includes a reference to uniform allowance.

Articles VIII - Grievance Procedure

Formerly numbered Article VII, changes include a requirement that unit members be notified of their supervisor's name in writing, and time limits for filing and responding to grievances have been extended from five to ten days.

Article IX - Evaluation Methods

Reformatting and a technical correction relating to seniority by hire date.

Article X - Transfer

Reformatting, and deletion of Section 5, Reasonable Notice, for redundancy.

Article XI - Absences and Leaves

- Unit members who receive a false positive test result for tuberculosis shall receive a maximum of five days Special Leave with Pay (with no deduction from sick leave) to help cover the necessary absence.
- Unit members who have been absent due to illness or injury for more than five consecutive work days must provide a statement confirming the illness and its duration, as well as the previously required assessment of fitness to return.
- Unit members may begin a Bereavement Leave within fifteen (not five) days of the incident of death.
- Unit members may take Parental Leave for placement of a foster child in the home.
- Association Leave has been increased by fifteen days in each of the next two years.

Article XII - Safety

The Safety Committee will now make recommendations to the "Superintendent or designee" (rather than "District").

Article XIII - Salary Schedule

- Changes have been made to the method of calculating out of class pay for unit members.
- Site administrators may now designate a Translator who will receive a yearly stipend for translation services.

Article XIV - Classified Salary Schedules and Ranges

This language specifies the process for determining the increase(s) to the salary schedule which will occur at a future date when more information is available. More specifically, the increase in the "1998-99 Classified Salary Schedule" is tied to the increase in the salary schedule covering Classified Managers.

Article XVII - Health and Welfare Benefits

Part-time unit members who work fifteen hours per week and are not covered by mandatory insurance coverage will receive a District-purchased life insurance policy.

Article XIX - Hours, Overtime, Extra Work and Allowances

- Clarification of definition of "worksite" at the M&O complex.
- Probationary Bus Drivers prohibited from driving a school bus on out-of-District trips.

Article XXI - Vacations

Unit members in their 14th year and thereafter shall earn one additional vacation day annually.

Article XXIV - Duration

Reopener language for the next two years.

Article XXV - Support of Agreement

New language has been added to this Article to encourage interest-based problem solving and negotiations.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Jurupa Unified School District

Name of Bargaining Unit: California School Employees' Association Certified Classified x
New Agreement x or Reopener

The proposed agreement is a one year agreement that covers the period beginning July 1, 1998 and ending June 30, 1999 and will be acted upon by the Governing Board at its meeting on February 1, 1999.
(Date)

A. Proposed Change in Compensation NOTE: Please see page 2 (A-1)

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 19__ - __	Year 2 19__ - __	Year 3 19__ - __
1. Salary Schedule - Increase (Decrease)	\$	\$ %	\$ %	\$ %
2. Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement		\$ %	\$ %	\$ %
3. Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.)		\$ %	\$ %	\$ %
	Description			
4. Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.)	\$	\$ %	\$ %	\$ %
5. Health/Welfare Benefits - Increase (Decrease)	\$	\$ %	\$ %	\$ %
6. Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$	\$ %	\$ %	\$ %
7. Total Number of Represented Employees				
8. Total Compensation Cost for Average Employee - Increase (Decrease)	\$	\$ %	\$ %	\$ %

Revised 6/96

Duplicated and Distributed by Dr. Dale S. Holmes, Riverside County Superintendent of Schools



A.1 Provide a brief narrative of the proposed change in compensation, include percentage change(s), effective date(s), and comments and explanations as necessary Total cost
of this Agreement is not known at this time. As soon as information is
available, the cost and the fiscal impact of the Agreement will be
submitted to the Governing Board and to the County Office of Education.
please see the attached narrative.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.) N/A

C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations. N/A

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

(page 2 continued)

A.1

Provide a brief narrative of the proposed change in compensation, include percentage change(s), effective date(s), and comments and explanations as necessary -

1. For the 1998/99 school year, the "Classified Salary Schedule" shall be increased by the same percentage as the District salary schedule for classified managers is increased (JUSD Regulation 4440). Both schedules shall have the same effective date. Estimated cost is not known at this time.
2. Unit members in their 14th year and thereafter shall earn twenty-two (22) days vacation annually. Previously earned twenty-one (21) days. Estimated cost - \$10,484 annually.
3. Effective October 1, 1999 the District shall purchase a \$5,000 Life Insurance Policy for each permanent unit member whose regular hours equal or exceed fifteen (15) per week, and who are not covered by the mandatory insurance coverage. Estimated cost - \$3,744 annually.
4. Effective beginning July 1, 1998, any unit member(s) who agrees to be designated by a site administrator as a translator shall receive a yearly stipend of \$100 for foreign language translation services provided for the District during the regular work day. This stipend shall increase to \$200 effective beginning July 1, 1999, and to \$250 annually effective July 1, 2000. Estimated cost - \$2,508 in 1998/99, \$5,016 in 1999/2000 and \$6,270 in 2000/2001.

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D. What contingency language is included in the proposed agreement? Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language. _____

If the ongoing unrestricted Base Revenue Limit COLA (Cost of Living Adjustment) Funding actually received by the District in Fiscal Year 1998-99 increases by at least 1% more than the 3.95% COLA provided by the State, the parties shall meet to discuss disbursements of such increased funding.

E. Source of Funding for Proposed Agreement

1. Current Year General Fund Reserve

2. How will the ongoing cost of the proposed agreement be funded in future years? _____

General Fund - Ongoing Revenue Limit COLA.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations) N/A

3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.

NOTE: Please see page 2 (A-1).

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$
b. State Standard Minimum Reserve Percentage for this District	%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 OR \$50,000 for a district with less than 1,001 ADA)	\$

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Designated for Economic Uncertainties	\$
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$
c. Special Reserve Fund (J-207)-Budgeted Designated for Economic Uncertainties	\$
d. Special Reserve Fund (J-207)-Budgeted Unappropriated Amount	\$
e. Article XIII-B Fund (J-241)-Budgeted Designated for Economic Uncertainties	\$
f. Article XIII-B Fund (J-241)-Budgeted Unappropriated Amount	\$
g. Total District Budgeted Unrestricted Reserves	\$

3. Do unrestricted reserves meet the state standard minimum reserve amount? Yes ☐ No ☐

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

Pam Lauzon
District Superintendent:
(signature)

1/15/99
Date

Contact Person: Pam Lauzon Telephone No: (909) 222-7887
Director of Business Services

Revised 6/96

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IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
 In accordance with AB 3141 (Statutes of 1994, Chapter 650) (EC 42142)

Date of governing board approval of budget revisions in Col. 2 _____

If the board approved revisions are different from the proposed revisions in Col. 2, provide an updated report upon approval of the district governing board.

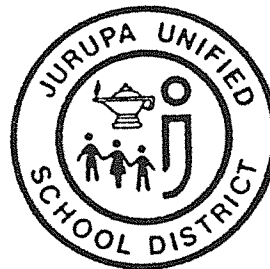
	(Col. 1) Latest Board-Approved Budget Before Settlement (As of _____)	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Cols. 1+2+3)
REVENUES				
Revenue Limit Sources (\$010-\$099)				
Remaining Revenues (\$100-\$799)				
TOTAL REVENUES				
EXPENDITURES				
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employees' Benefits				
4000 Books and Supplies				
5000 Services and Operating Expenses				
6000 Capital Outlay				
7000 Other				
TOTAL EXPENDITURES				
OPERATING SURPLUS (DEFICIT)				
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE				
BEGINNING BALANCE				
CURRENT-YEAR ENDING BALANCE				
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts				
Reserved for Economic Uncertainties				
Board Designated Amounts				
Unappropriated Amounts				

- * If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase in Section A, line 6, page 1, explain the variance below (i.e., increase was partially budgeted, salaries/benefits are budgeted in other funds (etc.)) _____
- _____
- _____
- _____

NOTE: Please see page 2 (A-1).

Jurupa Unified School District
and
California School Employees' Association
Jurupa Chapter #392

COLLECTIVE BARGAINING
AGREEMENT



July 1, 1998

June 30, 2001

1 ARTICLE II

2 RECOGNITION

3 SECTION 1 - Association. The Jurupa Unified School District hereby
4 confirms its recognition of the Association as the exclusive collective
5 bargaining representative for the employees in the unit described below.
6 All classified employees employed by the District in the following job
7 classifications:

8 Computer Support Technician

9 Electric/Electronic Technician

10 Electrician

11 Heating and Air Conditioning Mechanic

12 Carpenter

13 Plumber

14 Locksmith

15 Painter

16 General Maintenance Journeyman

17 Office Machines/Audio Visual Repair Specialist

18 Fire Service Technician/Maintenance Worker

19 Maintenance Worker

20 Head Custodian - Multiple Site

21 Head Custodian - Elementary School/IVHS

22 Lead Night Custodian

23 Custodian Specialist

24 Custodian

25 Custodian (Floor Crew)

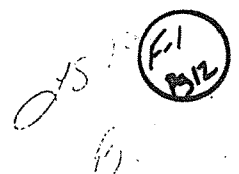
26 Grounds Equipment Specialist

27 Grounds Equipment Operator

28 Sprinkler Technician



- 1 Grounds Worker
- 2 Heavy Duty Mechanic/Brake Inspector
- 3 Lead Mechanic
- 4 Dispatcher/Bus Driver Trainer
- 5 Mechanic
- 6 Automotive Service Coordinator
- 7 Light Duty Mechanic/Brake Inspector
- 8 Automotive Servicer
- 9 Bus Driver/Bus Driver Trainer
- 10 Bus Driver
- 11 Bus Driver - Special Students
- 12 Transportation Technician
- 13 Food Services Coordinator
- 14 Computer Network Technician - Food Services
- 15 Food Services Clerk
- 16 Cafeteria Manager - High School
- 17 Cafeteria Manager - Elementary (Multiple Site Service)
- 18 Cafeteria Manager - Middle School
- 19 Cafeteria Assistant Manager - Elementary (Multiple Site Service)
- 20 Cafeteria Assistant Manager - Secondary (Multiple Site Service)
- 21 Cafeteria Manager - Elementary (Single Site Service)
- 22 Cafeteria Assistant III
- 23 Cafeteria Assistant II
- 24 Cafeteria Assistant I
- 25 Pool Manager
- 26 Campus Supervisor
- 27 On Campus Detention Supervisor
- 28 Agriculture Assistant




- 1 Night Attendance Caller
- 2 Activity Supervisor
- 3 Preschool Teacher with B .A.
- 4 Preschool Teacher
- 5 Instructional Materials Technician
- 6 Library Technician
- 7 Instructional Media Assistant
- 8 Career Center Clerk
- 9 Athletic Fields and Facilities Attendant
- 10 Bilingual Language Tutor
- 11 Elementary Media Center Clerk
- 12 Instructional Aide
- 13 Instructional Aide - Headstart/Preschool
- 14 Independent Study Aide
- 15 Secretary - High School Principal
- 16 Administrative Secretary
- 17 Secretary - High School Assistant Principal
- 18 Secretary - Middle School Principal
- 19 Secretary - Elementary and NVHS Principal
- 20 Secretary/Account Clerk
- 21 Secretary
- 22 Translator/Clerk-Typist
- 23
- 24
- 25
- 26 Reporting Technician
- 26 Buyer
- 27 Stores Technician
- 28 Benefits Technician

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- 1 Budget Technician
- 2 Payroll Specialist
- 3 Account Clerk
- 4 Records Clerk
- 5 Purchasing Clerk
- 6 Senior Fiscal Clerk
- 7 Fiscal Clerk
- 8 Stock Clerk/Delivery Driver
- 9 Senior Print Technician
- 10 Print Technician
- 11 Print Clerk

12 and excluding management, supervisory and confidential employees,
13 substitute employees, short-term employees, temporary employees,
14 consultants, professional experts, independent contractors, and all other
15 employees in positions or classifications not designated above, which
16 include, but are not limited to:

- 17 Director - Classified Personnel
- 18 Director - Maintenance and Operations
- 19 Director - Food Services
- 20 Director - Transportation
- 21 Supervisor - Custodial Services
- 22 Supervisor - Grounds
- 23 Supervisor - Maintenance and Operations
- 24 Supervisor - Transportation
- 25 Supervisor - Food Services
- 26 Central Kitchen Manager
- 27 Supervisor of Accounting
- 28 Personnel Assistant

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- 1 Personnel Technician
- 2 Administrative Secretary to the Board's Spokesperson
- 3 Warehouse Manager
- 4 Head Gardener
- 5 Business Assistant
- 6 Assistant Director - Maintenance and Operations
- 7 Director - Business Services
- 8 Senior Building Inspector
- 9 Supervisor - Maintenance Services
- 10 Board Records Secretary
- 11 Head Custodian - High School
- 12 Head Custodian - Middle School
- 13 Pupil Services Assistant
- 14 Public Information Officer
- 15 Secretary to the Superintendent
- 16 Assistant Superintendent's Secretary
- 17 Personnel Secretary
- 18 Personnel Clerk
- 19 Categorical Projects Manager
- 20 Supervisor of Headstart/Preschool
- 21 Program Assistant

22 SECTION 2 - Board of Education. The Association recognizes the Board
23 of Education as duly elected trustees of the Jurupa Unified School District
24 and agrees to negotiate exclusively with the representative selected by
25 the Board of Education.

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1 ARTICLE III

2 Association
3 ORGANIZATIONAL RIGHTS

L. Sprunt 10/17/98
P. J. J. J. 10-7-98

4 Section 1 - Rights. The Association shall have the following rights in
5 addition to those contained in any other portion of this Agreement:

- 6 A. Access at reasonable times to areas in which unit members work.
- 7 B. To use without charge designated institutional bulletin board
8 mailboxes, and the use of the school mail system, and other intra-
9 district means of communication for the posting or transmission of
10 information or notices concerning Association matters.
- 11 C. To use without charge facilities and buildings at reasonable times
12 when advanced arrangements with the District Business Office have
13 been made.
- 14 D. To receive by October 15 and March 15 a complete seniority roster
15 for each job classification as of the first work day of the fiscal
16 year.
- 17 E. To receive three (3) copies of each annotated Board Agenda with all
18 non-confidential supporting documents. The service of the agendas
19 (to the CSEA President or his/her designated representative) by the
20 Friday preceding a regular Monday board meeting, shall constitute
21 official notice of any proposed action by the Board of Education on
22 items set forth in the agenda. These days shall be adjusted
23 appropriately for Friday or Monday holidays. Released time with
24 to pick up the agenda in the Superintendent's Office will be provided
25 to the President, if necessary.

26 If requested, the District shall negotiate with the Association
27 to implementing major changes in District rules, regulations and
28 practices within the scope of representation as defined in
Government Code 3543.2 which are not expressly covered by this

1 Agreement, but are shown on the agenda.

2 F. To review at reasonable times public information in the possession
3 of or produced by the District necessary for the Association to
4 fulfill its role as the exclusive bargaining representative.

5 G. To receive three (3) copies of the current Board Policy Book, plus all
6 subsequent additions, changes, or deletions.

7 Section 2 - Prohibition Against Certain Advisory Committees. The
8 District shall not form or cause to be formed any advisory committee
9 consisting of unit members for the purpose of discussing matters within
10 the defined scope of collective bargaining.

11 Section 3 - Distribution of Agreement. As soon as possible after the
12 execution of this Agreement, the District will print and distribute a copy
13 to each unit member, plus all subsequent Agreements which have unit-
14 wide effects.

15 Section 4 - New Positions. In the event that the District creates a new
16 classification or substantially changes the duties of an existing
17 classification, the District and the Association shall negotiate whether or
18 not such position is to be included within the bargaining unit. The rate of
19 pay to be assigned to such position if included within the bargaining unit
20 shall be negotiated. In the event there is a dispute as to whether or not
21 the position is to be included within the bargaining unit, either party may
22 petition the Public Employment Relations Board for a unit clarification.

23 Section 5 - Released Time. The Association shall be provided released
24 time as referenced in Article XI. Absences and Leaves.

25 Section 6 - Enforcement. For purposes of enforcing rights agreed
26 in this Article, the Association has the right to file grievances under the
27 grievance procedure.

28



1 ARTICLE IV

2 ORGANIZATIONAL SECURITY AND DEDUCTIONS

3 Section 1 - Membership/Service Fees. Each member of the bargaining unit
4 shall either be a member of the Association or pay a service fee in an
5 amount not exceeding the amount of the standard initiation fee, periodic
6 dues and general assessments of the Association.

7 Section 2 - Payment. A unit member may pay such fees or dues directly or
8 may authorize payroll deduction for same as provided in Article VIII (Unit
9 Member Rights) of this Agreement. In accordance with a schedule
10 submitted to the District prior to September 5 annually by the
11 Association, the District shall deduct dues from the wages of unit
12 members who have submitted dues authorization forms to the District.

13 Section 3 - Service Fee Payors' Rights. Service fee payors are required
14 only to support the Association's activities that are related to collective
15 bargaining. The Association shall fully comply with any applicable laws,
16 rules or regulations regarding the rights of such payors.

17 Section 4 - Automatic Deduction. In the event that a member of the
18 bargaining unit does not pay the above referenced dues or fees directly to
19 the Association or authorize payment through payroll deduction, the
20 District will, on written notification and presentation of adequate
21 documentation by the Association, deduct the service fee and appropriate
22 amounts to cover fees in arrears. Such notification shall include evidence
23 that the unit member has failed to pay such dues or fees for at least three
24 consecutive months, and that the Association has notified him/her
25 in writing, on at least two (2) separate occasions, at least two (2) weeks
26 apart, of the alleged default in dues or fees payment. The Association's
27 notification to the unit member must include a statement of the amount of
28 fees or dues owed as of the date of said notification as well as a copy of

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1 this Article.

2 Section 5 - Religious Objection. Any member of the bargaining unit who is
3 a member of a religious body whose traditional tenets or teachings
4 include objections to joining or financially supporting employee
5 organizations shall not be required to join, maintain membership in, or
6 financially support the Association as a condition of employment. Such
7 unit member shall be required, in lieu of a service fee, to pay sums equal
8 to such service fee to one (1) of the following nonreligious, nonlabor
9 organizations, charitable funds exempt from taxation under Section 501(c)
10 (3) of Title 26 of the Internal Revenue Code:

- 11 a. American Heart Association
- 12 b. American Cancer Association
- 13 c. March of Dimes

14 Any unit member claiming this religious exemption shall, as a condition of
15 continued exemption from the requirement of paying the service fee,
16 furnish the district with copies of receipts from the charity selected, as
17 proof that such payments have been made, or shall authorize payroll
18 deduction of such payments. The District shall provide the Association
19 with copies of such proof, if requested.

20 Section 6 - Maintenance of Membership. Each unit member who, after the
21 effective date of this Agreement, is a member of the Association and each
22 unit member who becomes a member after that date shall maintain
23 membership in the Association through the term of the Agreement.
24 The Association agrees not to honor any requests by unit members for
25 suspension of dues deduction from salary received during this period.

26 Section 7 - Enforcement. For purposes of enforcing rights agreed to in
27 this Article, the Association has the right to file grievances under the
28 Grievance Procedure.




1 Section 8 - Hold Harmless Clause. The Association shall indemnify,
2 defend and hold harmless the District, the District's Board of Education,
3 including each individual School Board member and employees acting
4 within the scope of their employment, agents and representatives of the
5 District against any and all claims, demands, suits or other forms of
6 liability, including, but not limited to, wages, damages, judgments, fines,
7 fines, court costs, attorney fees, and any back pay, penalties or awards
8 resulting from any court, arbitrator or PERB order, judgment or
9 settlement which may arise by reason of, or resulting from the operation
10 of this Article of the Agreement. The Association shall bear all costs
11 defending against any and all such claims, demands, suits, or other forms
12 of liability, including, but not limited to, court costs, attorney fees and
13 all other costs of litigation. The District shall notify the Association
14 whenever such a claim has been made or a suit instituted against it and
15 request the Association to provide legal representation. Upon receipt of
16 such notification, the Association will provide legal representation to
17 the District at no cost to the District. The Association shall have the
18 exclusive right to decide and determine whether any such action shall be
19 compromised, resisted, defended, tried or appealed. The Association shall
20 pay any judgments ordered against the District arising out of the proper
21 or actual implementation of this Article. This Section shall not be
22 construed as a waiver on the part of the District, Board of Education or
23 any individual protected by this Section of any claim against the
24 Association for failing to act in good faith in settling a claim or for
25 failure to competently defend and hold them harmless.

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K. [Signature]
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1 ARTICLE V

2 DISTRICT RIGHTS

3 It is understood and agreed that the District retains all its powers
4 and authority to direct, manage and control to the full extent of the law.
5 Included in but not limited to those duties and powers are the exclusive
6 right to: determine its organization; direct the work of its employees;
7 determine the times and hours of operation; determine the kinds and
8 levels of services to be provided, and the methods and means of providing
9 them; establish its educational policies, goals and objectives; ensure the
10 rights and educational opportunities of students; determine staffing
11 patterns; determine the number and kinds of personnel required; maintain
12 the efficiency of District operations; determine the curriculum; build,
13 move or modify facilities; establish budget procedures and determine
14 budgetary allocation; determine the methods of raising revenue; contract
15 out work (except as forbidden by law), and take action on any matter in
16 the event of an emergency. In addition, the District retains the right to
17 hire, classify, assign, evaluate, promote, terminate and discipline
18 employees.

19 The exercise of the foregoing powers, rights, authority, duties and
20 responsibilities by the District, the adoption of policies, rules,
21 regulations and practices in furtherance thereof, and the use of judgment
22 and discretion in connection therewith, shall be limited by the provisions
23 of the Agreement only to the extent such specific terms
24 conform with law.

25 Both parties recognize that there may occur certain
26 circumstances when emergency action is required. Emergencies shall be
27 limited to unforeseen events of such extreme magnitude as to make the
28 affected provisions of the Agreement reasonably and objectively

1 nonperformable and require action by the District in response thereto,
2 the event of such a bonafide emergency, performance of the affected
3 provisions of this Agreement may be temporarily suspended, but the
4 parties agree to meet and negotiate as soon as possible to arrive at
5 mutually agreeable solution during the emergency. Such suspension
6 be terminated promptly when the emergency ends.

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1 ARTICLE VIII VII

2 UNIT MEMBER RIGHTS

3 Section 1 - Participation in Association Activities. The District and
4 Association recognize the right of unit members to form, join and
5 participate in lawful activities of employee organizations and the equal
6 alternative right of unit members to refuse to form, join and participate
7 in employee organization activities.

8 Section 2 - Non-Discrimination. Neither the District nor the Association
9 shall unlawfully discriminate against any unit member on the basis of
10 race, color, religion, sex, national origin, age (as provided by State and
11 Federal law), physical handicap, physical disability, nor on the basis of
12 membership or lack of membership in an employee organization. Also,
13 neither party shall impose or threaten to impose reprisals on employees.
14 discriminate or threaten to discriminate against employees, or otherwise
15 interfere with, restrain, or coerce employees who exercise the rights
16 specified above in Section 1. Violations of this Section shall not be
17 subject to the grievance procedure of this Agreement except where no
18 other administrative remedy exists.

19 Section 3 - Resignations. A unit member's notification to the District
20 intention to resign shall remain revocable until the Board of Education
21 takes action to accept the resignation.

22 Section 4 - Payroll Deductions. The District shall, upon appropriate
23 written authorization from any unit member, deduct and make appropriate
24 remittance for insurance premiums, credit union payments, savings
25 charitable donations, or other plans or programs jointly approved by
26 Association and the District and subject to carrier requirements.

27 Section 5 - Alcohol and Drug Testing. The District shall comply with the
28 Omnibus Transportation Employee Testing Act of 1991.

1 ARTICLE 6

2 NO STRIKE/NO LOCKOUT

3 It is agreed and understood that the Association will not call
4 or participate in a strike or work stoppage during the term of this
5 Agreement. The Association recognizes the duty and obligation of
6 its representatives to comply with the provisions of this Agreement
7 and make every reasonable effort toward inducing all unit members
8 to do so.

9 In the event unit members represented by the Association
10 participate in a strike or work stoppage during the term of this
11 Agreement, the Association will in good faith take appropriate steps
12 to encourage a cessation of such action.

13 The District agrees not to engage in a lockout during the term
14 of this Agreement. Both parties agree to utilize the grievance
15 procedures to resolve disputes during the term of this Agreement.

16 These clauses shall remain in effect during the term of this
17 Agreement except when any contractually provided reopeners are
18 being negotiated.

19 Violations of these provisions may result in unit member
20 discipline pursuant to Article 22 (Disciplinary Procedures).

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- 1 Section 6 - Uniform Allowance. A uniform allowance shall be provided as
- 2 referenced in Article XIX, Section 5.E.

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[unclear]

1 ARTICLE VII-VIII

2 GRIEVANCE PROCEDURE

3 Section 1 - Definitions.

4 A "grievance" is a formal written allegation by the Association
5 a unit member that he/she has been adversely affected by a violation
6 the specific provisions of this Agreement. Other concerns of
7 members may be expressed through the Individual Complaint Process
8 contained in the Board Policy Handbook.

9 A "grievant" is a unit member(s), including the Association
10 indicated above.

11 A "Class Action Grievance" is a consolidation of several
12 grievances into a single grievance. All grievants to be included
13 authorize such consolidation and shall agree to abide by the party's
14 outcome. Whenever possible, at least one (1) of the grievants shall
15 attendance at each level of the grievance. A Class Action Grievance
16 affects unit members at more than one (1) work site may be filed and
17 II.

18 "Binding arbitration" is the reference of a dispute to an impartial
19 (third person) chosen by the parties to the dispute who agree in advance
20 abide by the arbitrator's award issued after a hearing at which
21 parties have the opportunity to be heard.

22 A "day" for the purpose of this Article, refers to any day that
23 grievant is scheduled to give service to the District or when the District
24 center is open for business if the grievant is the grievant.

25 By October 31 of each school year, unit members will be informed
26 writing of the name and title of the person designated as their "immediate
27 supervisor".



1 Section 2 - Informal Level.

2 An aggrieved unit member may present individually or accompanied
3 by his/her authorized representative, his/her grievance to his/her
4 immediate supervisor. The grievance shall be submitted orally. If the
5 grievance is not satisfactorily adjusted informally, the grievant may
6 proceed to Level I.

7 Section 3 - Formal Levels.

8 A unit member may present a grievance directly and have such
9 grievance adjusted without intervention of the Association as long as the
10 adjustment is not inconsistent with the terms of this Agreement. The
11 Association shall be provided copies of any written grievances filed by
12 unit members directly and any responses by the District. In situations
13 where the Association has not represented the unit member, the decision
14 shall not be final until the Association has received a copy and has had
15 ~~five (5)~~ ten (10) days to respond to the proposed resolution of the
16 grievance.

17 If the grievant elects to represent himself/herself at this step,
18 at any later step, the Association shall be relieved of any further
19 obligation to share in any further expense of the grievance procedure.

20 Level I

21 Within thirty (30) days after the grievant knew or reasonably should
22 have known of the occurrence of the act or omission giving rise to
23 the grievance, the grievant or his/her authorized representative must
24 file a grievance in writing on the appropriate District grievance form
25 with his/her supervisor. This statement shall be a clear, concise statement
26 of the grievance, the specific Article or Section of this Agreement violated
27 or misinterpreted, the circumstances involved, the date of any informal
28 conference and the specific remedy sought.

1 Within ~~five-(5)~~ ten (10) days after a grievance is filed, a conference
2 must be scheduled if requested by either party. At the conference, either
3 party may be accompanied by an advisor or representative.

4 The supervisor shall communicate his/her decision to the
5 member in writing within ~~five-(5)~~ ten (10) days after receiving the
6 grievance or attending the conference, whichever is later.

7 Level II

8 If the supervisor does not respond within the time limit, or if the
9 grievant is not satisfied with the Level I decision, he/she may appeal the
10 decision on the appropriate District form to the appropriate Assistant
11 Superintendent or his/her designee within ten (10) days. This appeal must
12 include a copy of the original grievance, the decision rendered at Level I
13 if any, and a clear statement of the reason(s) for the appeal.

14 Within the ~~five-(5)~~ ten (10) days after the appeal is filed, a
15 conference must be scheduled if requested by either party. At the
16 conference, either party may be accompanied by an advisor or
17 representative.

18 The Assistant Superintendent or his/her designee shall communicate
19 his/her decision to the unit member in writing within ~~five-(5)~~ ten (10)
20 days after receiving the grievance or attending the conference, whichever
21 is later.

22 Level III (By mutual agreement)

23 Within the time limits for appeal to Level II, the District and the
24 grievant may, by mutual agreement, elect to submit the grievance to
25 mediation to attempt to resolve the grievance by informal agreement
26 to proceeding to Level IV. If there is agreement to submit the grievance
27 to mediation, the District shall contact the California State Conciliation
28 Service and request that a mediator be appointed. The mediation shall

1 limited to a total of eight (8) hours unless the parties agree to a
2 continuance. The parties shall attempt to reduce outstanding issues, and
3 if possible, settle the dispute. The mediator, however, shall not have the
4 power or authority to render a decision on the issue(s) or impose a
5 settlement on the parties. Any statements made during the mediation
6 process (other than those already documented at Levels I and II) shall be
7 confidential, shall not be considered precedential in nature, and shall not
8 be admissible in any future court, administrative proceeding, or additional
9 step in the grievance procedure. If mediation does not satisfactorily
10 resolve the grievance, the grievant may appeal the grievance to Level IV
11 within ten (10) days of the last mediation session.

12 Level IV

13 A. Grievances which are not settled at the previous level and which the
14 grievant, through the Association, desires to contest further and
15 which involve the interpretation or application of the express terms
16 of this Agreement, shall be submitted to binding arbitration as
17 provided in this Article, but only if the grievant, through the
18 Association, gives written notice to the District of the desire to
19 arbitrate the grievance within ten (10) days of the decision at the
20 previous level of the grievance procedure. Such notice shall include
21 a copy of the original grievance, the decisions rendered, and a
22 statement of the reason(s) for the appeal and the remedy sought.
23 It is expressly understood that the only matters which are subject to
24 binding arbitration are grievances which were processed and decided
25 in accordance with the procedures in this Article. The provisions of
26 Article I (Recognition), the provisions set forth in Article II
27 (District Rights) and hereby incorporated by reference herein, and
28 the provisions of Article VI (Concerted Activities) are specifically



excluded from binding arbitration under this Article.

B. The parties shall select a mutually acceptable arbitrator. If an agreement on an arbitrator cannot be reached within three (3) days of the District shall then request the California State Conciliation Service to provide a list of seven (7) arbitrators from which the parties shall strike alternately until only one (1) name remains with the first strike determined by a flip of the coin. The remaining name shall be the arbitrator.

C. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issues submitted to him/her. The arbitrator shall consider only those issues which have been properly carried through the prior steps of the grievance procedure. If any question arises as to the arbitrability of the grievance, such question shall be ruled upon first by the arbitrator. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) referred to the written grievance and the answers at each step. Should the arbitrator determine that the time limits stated here were exceeded, the arbitrator shall not have the authority to hear the grievance without mutual agreement of the parties.

D. The arbitrator's decision must be limited to the specific issue submitted to him/her and based on the arbitrator's interpretation of the meaning and application of the language in the Agreement. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions. The arbitrator, in rendering his/her decision will have no power or authority to add to, subtract from, or to alter, amend, change or ignore any of the terms and conditions of this Agreement or any applicable rules, regulations or policies. The decision of the arbitrator shall be based solely upon the evidence.

1 and arguments presented to him/her by the respective parties in the
2 presence of each other. The arbitrator shall not render any decision
3 or award or fail to render any decision or award, merely because in
4 his/her opinion such decision or award is fair or equitable. The
5 arbitrator shall have no power to render an award on any grievance
6 occurring before or after the term of this Agreement.

7 E. The decision of the arbitrator within the limits herein prescribed
8 will be accepted as final and binding on the District and the grievant
9 unless it is violative of applicable law or it is the product of clear
10 bias, self-interest, or fraud on the part of the arbitrator.

11 F. The costs of the compensation to the arbitrator and the
12 reimbursement of the arbitrator's travel and subsistence expenses,
13 as well as the cost of a hearing room, will be equally shared by the
14 parties. If the District receives any mandated cost reimbursement
15 from the State for the costs specified above, it shall be equally
16 shared by the parties. All other costs will be borne by the parties
17 incurring them.

18 G. The arbitrator may hear and determine only one (1) grievance at a
19 time unless the District and the Association expressly agree
20 otherwise.

21 Section 4 - General Provisions.

22 A. Hearings and conferences required by this Article shall be conducted
23 at a time and place which will afford an opportunity for all parties
24 entitled to be present to attend and will be held, insofar as
25 practical, during the hours the District administrative offices are
26 open for business. When such hearings and conferences are held at
27 the request of the District during the regular work day, all District
28 members whose presence is required shall be released without loss



1 of pay or benefits for those hours that it is mutually agreed that
2 they are required to attend such hearing or conference. In addition
3 and if requested, the District will release without loss of pay or
4 benefits one (1) Association representative per hearing or
5 conference.

6 B. Two (2) Association representatives, identified by name as of
7 September, shall be given reasonable released time, if necessary,
8 for investigation of formal grievances. Such total released time
9 shall not exceed eight (8) hours per calendar month. When possible,
10 twenty-four (24) hours notice shall be provided to the appropriate
11 supervisor(s) and to the Personnel Office by the Association
12 representative when requesting released time to investigate a
13 grievance.

14 C. Any investigation or processing of a grievance by a grievant or an
15 Association representative shall be conducted so as to result in no
16 interference with the instructional program or the regular flow of
17 work.

18 D. Association grievances as defined in Section 1, must be signed by
19 the Association President or his/her designee and may be initially
20 filed at Level II.

21 E. The time limits contained in this Article are considered maximum
22 limits; however, time limits may be extended in any specific
23 instance by written agreement of both parties at any level.
24 In the event the grievant fails to meet a time limit, the grievance
25 is considered resolved at the highest level at which the procedure
26 has been completed. In the event the procedure is not completed within
27 the time limit by the appropriate management level handling it, the
28 grievant may proceed to the next level.

1 ARTICLE 9

2 EVALUATION PROCEDURES

3 Section 1 - Evaluator.

4 Each school year by October 31 unit members will be informed of the name
5 and title of the person designated as their evaluator.

6 Section 2 - Evaluation.

7 Each evaluation must be made on the District evaluation form. Marks,
8 comments, suggestions, and dates must be made either in ink or by
9 typewriter. Signatures of the evaluator and the evaluatee must be in ink.

10 If changes are made, the original mark or comment may be crossed out and
11 the correction initialed by the unit member. No erasures are permitted.

12 Section 3 - Frequency of Evaluation.

13 A. General Provisions Probationary Unit Members

14 Probationary unit members shall be evaluated at least twice during
15 the one hundred thirty (130) work day probationary period. One (1)
16 evaluation is to be completed on or before the unit member has
17 served sixty (60) regularly assigned consecutive working days and
18 another on or before the end of the probationary period. The
19 District, with approval of the Association, may extend a unit
20 member's probationary period for up to sixty (60) work days if it
21 deems such an extension to be appropriate.

22 B. Probationary Period upon Promotion

23 The probationary period shall be waived for a unit member who
24 promoted to a classification in which he/she has previously served
25 and passed the required probationary period, provided satisfactory
26 service was completed within three (3) years of the
27 promotion.



1 C. If Promoted Unit Member Fails Probation in Higher Classification

2 If a unit member does not satisfactorily complete the required
3 probationary period for a promotion, and if no disciplinary action
4 involved, the unit member shall be returned to the position (or
5 mutually agreed to equivalent) which he/she occupied prior to
6 promotion. He/she may displace the person who holds the position
7 from which the returning unit member was promoted.

8 In the event the unit member occupying the returning unit
9 member's former position has greater seniority or if the returning
10 unit member's former position no longer exists, the returning unit
11 member shall be entitled to displace the least senior unit member
12 within the classification. The Association recognizes that the
13 layoff of the less senior unit member may then occur.

14 If the returning unit member's former classification no longer
15 exists, he/she may displace the least senior unit member in an
16 lower or laterally situated classification in which the returning unit
17 member has previously earned seniority.

18 Promoted unit members who return to their previous
19 classification or another classification shall, for seniority
20 purposes, be credited with all hours appropriate ~~service time they~~
21 ~~were paid~~ seniority in the higher classification.

22 Promoted unit members who have completed the probationary
23 period in another classification, thereby attaining permanent status,
24 shall retain the due process rights of a permanent unit member
25 that classification should they return.

26 A unit member displaced as a result of the application of this
27 Article shall be entitled to displace the least senior unit member in

another position in his/her classification or other classifications to the same extent as a promoted unit member who fails to complete probation and whose former position or classification no longer exists.

D. Frequency of Evaluation for Permanent Unit Members

Permanent unit members shall be evaluated at least once every two (2) years between March 15 and May 15. At least twenty-four (24) hours notice shall be given before the evaluation conference. An evaluator must have supervised a permanent unit member for two (2) months prior to evaluating that unit member. If such a limitation makes it impossible to complete the evaluation by May 15, the deadline will be adjusted appropriately.

Section 4 - Additional Evaluations.

If, in the opinion of the evaluator, an additional evaluation should be made, the evaluator must give a minimum of five (5) workdays advanced notice. The notice shall be in writing and shall state the specific purpose(s) of the evaluation. If, in the opinion of the unit member, an additional evaluation should be made, he/she may request another evaluation. The request must be in writing and shall state the reason(s) for needing additional evaluation. If, in the opinion of the evaluator and the unit member, more frequent evaluations of the unit member are desirable, additional evaluations can be made at any time. The evaluator will complete the evaluation within ten (10) workdays.

No unit member shall be evaluated more than three (3) times a work year unless additional evaluations are mutually desirable as referenced above.

Section 5 - Evaluation Form.

1 The evaluation form has four (4) levels of evaluation of work performance.
2 "exceeds job requirements", "meets job requirements", "needs
3 improvement" and "unsatisfactory". Commentary which accompanies
4 ratings should be consistent with the rating given. A "needs improvement"
5 or "unsatisfactory" rating must include specific written suggestions to
6 improve performance. An "unsatisfactory" rating must also include
7 specific written reasons for such rating. If a "needs improvement" or
8 "unsatisfactory" rating is given in the area of attendance, the evaluator
9 must include specific written reasons for such rating that are consistent
10 with the provisions of Article XI (Absences and Leaves). As part of the
11 unit member's overall job performance rating, additional space will be
12 provided on the form where the evaluator may record specific comments
13 regarding areas needing improvement. Except for areas continuing to need
14 improvement, the evaluation will cover only the period since the last
15 evaluation.

16 Section 6 - Review and Rebuttal.

17 The evaluation form is to be reviewed with the unit member by the
18 evaluator, dated and signed by both the evaluatee and evaluator. Signing
19 of the evaluation form by the unit member does not necessarily mean
20 agreement, but only indicates that the evaluation has been reviewed by the
21 unit member. The evaluation form will state that the evaluatee may,
22 any time, write a rebuttal to the evaluation and it will be attached to the
23 evaluation. A copy of the evaluation must be given to the evaluatee
24 conclusion of the conference.

25 Section 7.- Personnel File.

26 Upon completion of the evaluation conference, the evaluator will forward
27 the completed form to the Personnel Office. Ten (10) days after its

1 receipt in the Personnel Office, the evaluation will be placed in the
2 Personnel File.

3 Section 8 - Supervisory Review.

4 An evaluatee who alleges that his/her evaluator has made a factual error
5 in the evaluation, may, within five (5) days of receiving the evaluation,
6 request a review session with the evaluator's immediate supervisor. A
7 review session will then be scheduled within ten (10) work days. If the
8 supervisor subsequently determines that what he/she considers a factual
9 error has been made, he/she may modify the evaluation.

10 Section 9 - Derogatory Material.

11 Unit members shall be provided with copies of any derogatory material ten
12 (10) work days prior to that material being placed in the unit member's
13 personnel file. If the unit member is asked to sign for receipt of such
14 material, his/her signature does not necessarily mean agreement, but only
15 indicates that the material has been received. The unit member may, if
16 he/she desires, provide a copy of the material to the Association. If the
17 unit member does not agree with the material, he/she may attach a
18 statement to that effect to it. The Association may, with written
19 permission of the unit member, investigate the circumstances behind the
20 derogatory material and have its findings attached to it in the personnel
21 file along with the unit member's response, if any. Unit members shall be
22 given, on request, reasonable released time without loss of pay, to prepare
23 a written response to such derogatory materials. Any such response
24 be attached to said derogatory material.

25 Section 10 - Access.

26 Materials in personnel files of unit members which may affect the status
27 of their employment are to be made available for inspection by the person

involved. Every unit member shall have the right to inspect such materials upon request, provided that the request is made at a time when such a person is not actually required to render services to the District. Upon written authorization by the unit member, a representative of the Association shall be permitted to examine and/or obtain copies of materials in such unit member's personnel file. The District shall keep a log indicating the persons who have requested to examine a personnel file as well as the dates such requests were made. Access to personnel files shall be limited to the involved unit member, to those persons authorized by the unit member in writing, and to those administrators and Personnel Office staff so authorized by the Superintendent. Board members may request the review of a unit member's file at a closed session of the entire Board. The contents of all personnel files shall be kept in the strictest confidence.

Section 11 - Disciplinary Limitation.

- A. Materials in the personnel file shall not be used to support proposed disciplinary action for any cause which arose prior to the unit member's becoming permanent, for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the unit member should have disclosed the facts to the District.
- B. Evaluations for classified employees are meant to be corrective in nature rather than punitive and not to be used as a means of disciplining an employee, but rather as a means of formal notification of performance which, if deficient, and if the deficient performance continues, may lead to disciplinary action. The use of



performance evaluations in disciplinary action shall be limited to a showing that the District has notified the employee of perceived deficient performance; and the employee's rebuttal, if any, shall be considered in determining the applicability of the evaluation to the proposed discipline.

Section 12 - Grievance Limitations.

A unit member shall have the right to grieve an alleged violation of these evaluation procedures. However, no grievance shall challenge the substantive objectives, standards, or criteria determined by the evaluator of the District, nor shall it contest the judgment of the evaluator. Grievances concerning evaluations shall be limited to a claim that the procedures of this Article have not been followed.

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1 ARTICLE X

2 TRANSFER

3 Section 1 - Definition. "Transfer" means a change in work location between scho
4 other facilities without a change in the unit member's classification or salary ra
5 For purposes of interpreting this Article, a "day" will be considered any day on
6 which the District Office is open for business.

7 Section 2 - Voluntary Transfer.

8 A. A unit member may request in writing a transfer at any time whether or not the
9 is an existing vacancy. Such request will be filed with the Personnel Office
10 shall remain active for a one (1) year period. At the end of one (1) year the
11 request shall become invalid.

12 B. The definition of a transfer includes equal consideration of a voluntary transfer
13 request from a current or former unit member who promoted out of the
14 bargaining unit and for whom the transfer would result in a voluntary demotion.
15 No such voluntary demotion shall cause the displacement of any bargai
16 unit member.

17 C. When three (3) or more fully qualified unit members have applied for a transfer
18 to a position at a different work site in the same classification which the District
19 has declared vacant, the District shall select one (1) of these unit members to be
20 transferred to the new location. Such a transfer shall not alter the seniority
21 rights of any unit member. A successor vacancy created by such transfer shall
22 not be subject to this provision except in the case of appropriate application
23 already on file when the successor vacancy occurs.

24 D. If a unit member has a request to transfer on file in the Personnel Office and
25 a vacancy occurs, the District shall grant the unit member an interview for the
26 position.

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2 Section 3 - Involuntary Transfer. A unit member may be transferred from one (1)
3 position to another in the same classification at the discretion of the District provided
4 that such action shall be taken neither for punitive nor preferential reasons nor be
5 otherwise inconsistent with applicable law.

6 Unit members shall receive a minimum of three (3) days reasonable notice prior
7 to the effective date of their involuntary transfer unless there is mutual consent
8 between the District and Association for an immediate transfer. Upon written request
9 of the unit member, a conference will be held with the unit member, his/her chosen
10 representative, and the appropriate supervisor to discuss the transfer.

11 If requested in writing prior to an involuntary transfer, a unit member shall be
12 given written reasons for the impending transfer. Transfers shall not be used as a
13 device to alter the sequence of impending layoff. Transfers shall not change the unit
14 member's anniversary date, accumulated vacation credit, or in any other manner
15 reflect adversely upon his/her rights.

16 Section 4 - Vacancy Announcements

17 A When the District determines that it is going to fill a vacant position and/or create
18 an eligibility list for a vacant classification, a vacancy notice will be posted for at
19 least seven (7) days at each school or work site before the application deadline.

20 Prior to posting and filling a vacant Activity Supervisor position, the
21 supervising site administrator shall offer the position to regular Activity
22 Supervisors who work fewer hours at the site in order of seniority.
23 Seniority shall be offered by lot. Only after the position has
24 been offered to each current Activity Supervisor at the site shall the vacant
25 position be opened to application from other candidates.

26 B A copy of each vacancy notice shall be provided to the Association President
27 and his/her designee. Such courtesy notice shall not be interpreted as placing

the burden of notice to unit members on the Association.

~~Section 5 - Reasonable Notice. Unit members shall receive a minimum of three (3) days reasonable notice prior to the effective date of their involuntary transfer unless there is mutual consent between the District and Association for an immediate transfer. Upon written request of the unit member, a conference will be held with the unit member, his/her chosen representative, and the appropriate supervisor to discuss the transfer.~~

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1 ARTICLE 1.1

2 ABSENCES AND LEAVES

3 Section 1 - General Leave Provisions.

4 The benefits which are expressly provided by this Article are the sole
5 benefits which are part of this Agreement, and other statutory or
6 regulatory leave benefits are not incorporated, either directly or
7 implicitly, into this Agreement nor are such other benefits subject to the
8 grievance procedure. Leave may not be used for purposes of strikes,
9 walkouts, work stoppages or slowdowns or other such activities related
10 to employment dissatisfaction.

11 A. Length of Leave. Leaves of absence granted by the District shall not
12 exceed one (1) year in length unless the Board determines that there
13 are extenuating circumstances which justify an extension.

14 B. Salary Credit and Computation. Time spent on unpaid leave of
15 absence shall not be credited when computing the unit member's
16 placement on the salary schedule except as required by law.

17 C. Unauthorized Absence From Duty. A unit member absent from
18 his/her assignment for any reason other than those specifically
19 authorized by law, the California Education Code, Board Policy, or
20 this Agreement, will be considered absent without permission or
21 authorized leave, and as a result will lose his/her full salary for the
22 period of unauthorized absence.

23 Improper use of any leave may be cause for disciplinary action
24 dismissal and will result in recovery of any overpayment.

25 An extended absence from duty which does not qualify under a
26 authorized leave policy may be considered abandonment of
27 employment.

1 More than five (5) consecutive work days of unauthorized absence
2 from duty shall be considered an extended absence.

3 D. Reinstatement After Leave. A unit member who receives a leave of
4 absence of five (5) calendar months or more in length does so with
5 the understanding that when he/she returns to active assignment at
6 the completion of the leave, he/she is not guaranteed placement at
7 the same location or in the identical assignment previously held, but
8 may be placed in a comparable assignment according to the needs of
9 the District without loss of wages or health and welfare benefits.

10 E. Authorized Leave Verification. Prior to approval of any leave, the
11 District may require a unit member to furnish a doctor's certificate,
12 affidavit or other document, on forms prescribed by the District, as
13 verification of illness or other reason for authorized leave.
14 Verification may be required for leaves when the District has good
15 and sufficient reason to question the validity of any request for
16 approved leave. All such verification requests will be made by the
17 Personnel Office staff. Reimbursement for any reasonable and
18 necessary expense incurred by the unit member for the purpose of
19 such verification shall be made by the District.

20 F. Required Examinations. If the District requires a unit member to
21 take an examination and requires it to be taken during that unit
22 member's regular work hours, there will be no deduction from salary
23 or sick leave. Also, if the District requires an examination and
24 examiner requires it to be conducted during a unit member's
25 hours, there will be no deduction from salary or sick leave.
26 Examples of examinations that the District may require are:
27 medical, physical, tuberculosis, certificate/license renewal and



1 promotional exams.

2 If a unit member tests positive on a tuberculosis skin test and
3 is consequently required to obtain a negative chest x-ray before
4 returning to work, the unit member shall receive a maximum of five
5 (5) days of Special Leave with pay to cover the absence pending the
6 results of the x-ray. Additional days of absence, if any, shall be
7 charged as sick leave. If the unit member's test result is positive
8 for tuberculosis, the unit member shall also be charged sick leave
9 retroactively in place of the Special Leave.

10 Section 2 - Sick Leave.

11 A. Accumulation of Sick Leave.

- 12 1. Unit members shall be entitled to eight (8) hours of sick leave
13 for illness or injury for every one hundred and seventy-four
14 (174) hours of paid employment with the maximum allocation
15 being ninety-six (96) hours per fiscal year for twelve (12)
16 month employees.
- 17 2. Unit members who work less than a full day, less than a five-
18 day week or less than a twelve (12) month year shall
19 accumulate sick leave in the ratio that their service bears to
20 full-time service. The pro rata accrual of sick leave
21 referenced herein shall be in conformance with the provisions
22 of Education Code Section 45136.
- 23 3. The accumulation of sick leave shall be exclusive of all
24 that the unit member is not required to render service to
25 District.
- 26 4. Sick leave is cumulative from year to year and shall be
27 unlimited in accumulation. Yearly sick leave entitlement shall

- 1 be added to the unit member's sick leave balance each July 1st.
- 2 5. Sick leave is transferable from one (1) California school
- 3 district to another if the unit member so requests within one
- 4 (1) year.
- 5 6. Current records of accumulated sick leave for all unit
- 6 members shall be maintained in the Business Office. Unit
- 7 members will be notified annually of their accumulated sick
- 8 leave balance.

9 B. Use of Sick Leave (formerly Section 2.D.)

- 10 1. Unit members may use sick leave for illness, injury, or to visit
- 11 a medical doctor, dentist, chiropractor, recognized religious
- 12 practitioner, optometrist or State Licensed mental health
- 13 professional Marriage, ~~Family and Child~~ Counselor.
- 14 Appointments should be made, when possible, at the close of
- 15 the work day or before or after regular working hours. The
- 16 unit member shall notify his/her supervisor at least twenty-
- 17 four (24) hours in advance of any appointment. ~~made at the end~~
- 18 ~~of the work day.~~
- 19 2. Sick leave may be used as provided in District Personnel
- 20 Necessity and Maternity Leave policies.
- 21 3. Use of sick leave for unit members will be charged in fifteen
- 22 (15) minute increments.
- 23 4. The amount of sick leave a unit member may use at any one
- 24 time is the total amount credited to his/her account, whether
- 25 or not it has already been earned subject to Item 5 below. Sick
- 26 leave is annually credited to the unit member's account in
- 27 advance each July 1st.



- 1 5. When a unit member terminates his/her employment with the
2 District, he/she must reimburse the District for any overuse
3 of sick leave. A deduction will be made from the unit
4 member's last pay warrant. If such deduction does not cover
5 the amount due to the District, then the unit member will be
6 required to pay any owed amount.

7 C. Confirmation of Illness or Injury. (formerly Section 2.E.)

8 The District reserves the right to adopt reasonable health
9 standards as conditions of employment or the continuation thereof,
10 which in the District's judgment, may be necessary to insure the
11 health, safety, instruction and welfare of pupils.

12 The Superintendent or his/her authorized representative may,
13 when in his/her opinion an employee's absenteeism rate is such as to
14 affect the learning and welfare of the pupils concerned, and/or job
15 performance of the unit member, require such unit member to
16 provide a written statement from a medical doctor, dentist,
17 optometrist, chiropractor, recognized religious practitioner or State
18 Licensed mental health professional ~~Marriage, Family and Child~~
19 ~~Counselor~~ verifying the nature and degree of the illness. The cost, if
20 any, of this written statement will be paid by the District.

21 The District may require that the unit member submit to
22 physical examination by a qualified medical doctor that is selected
23 by the District. The cost, if any, of such examination will be paid
24 by the District.

25 D. Notification and Verification (formerly Section 2.F.)

- 26 1. Notification. The unit member is responsible for notification
27 to the Personnel Office or supervisor preceding absence

whenever possible.

2. When a unit member becomes aware that an absence will extend beyond five (5) consecutive workdays, the unit member must notify his/her supervisor or the Personnel Office.
3. Prior to returning from an illness absence, the unit member must notify the immediate supervisor or the Personnel Office if the immediate supervisor cannot be personally contacted. Such notice must be received on the preceding day by 1:00 p.m. for Food Service workers and 3:00 p.m. for all other unit members except night personnel who must provide notice by 10:00 a.m. on the day they plan to return to work. Advanced written notice shall also satisfy this requirement provided that it is supplemented with verbal confirmation of intent to return at least forty-eight (48) hours in advance of actual return. Failure of the employee to provide such notification may result in retention of a substitute and the charge of an additional day of absence without pay or paid leave.
4. Verification. At the conclusion of an extended absence exceeding five (5) consecutive workdays, and before resuming work, the unit member ~~must~~ shall submit to his/her supervisor or the Personnel Office a written statement from a medical doctor, dentist, chiropractor, recognized religious practitioner, optometrist, or State Licensed mental health professional ~~Marriage, Family and Child Counselor~~ which also includes confirmation of illness or injury and its duration, and which also indicates that the unit member is able to assume full responsibilities and duties of his/her assigned position.

1 E Extended Leave Provisions. (formerly Section 2.B.)

2 After the yearly allocation of sick leave as set forth above is
3 exhausted, additional non-accumulative leave shall be available for
4 a period not to exceed five (5) months. The amounts deducted for
5 leave purposes from the unit member's salary shall be the amount
6 actually paid a substitute employee to fill the position. The five (5)
7 month period shall begin on the day after the expiration of the unit
8 member's yearly accrued sick leave. Nothing in this Section shall be
9 construed to deny to unit members the use of all accumulated sick
10 leave.

11 F. Placement on 39-month Reemployment List. (formerly Section
12 2.C., untitled)

13 At the conclusion of the five (5) month period the District shall
14 place the unit member on a thirty-nine (39) month reemployment
15 list as required by law. At the time the District notifies a unit
16 member that he/she has been placed on thirty-nine (39) month
17 reemployment status, the District shall also notify the unit member
18 of potential eligibility for disability retirement benefits through
19 PERS and advise him/her to contact the Association leadership for
20 additional information. A copy of this notification shall also be
21 provided to the Association.

22 Section 3 - Bereavement Leave.

23 A leave of absence without loss of pay, to commence within five
24 fifteen (15) days, is authorized for three (3) days following the death
25 the immediate family of a unit member. If the deceased is a parent
26 spouse or child of the unit member or if out of state travel or travel of
27 two hundred fifty (250) one-way miles from Riverside is required, an



1 additional two (2) days leave will be granted. However, no more than a
2 total of five (5) days under this Section will be allowed for any
3 bereavement.

4 Members of the unit member's family are defined as mother, mother-
5 in-law, step-mother, father, father-in-law, step-father, husband, wife,
6 son, step-son, son-in-law, daughter, step-daughter, daughter-in-law,
7 brother, sister, brother-in-law, sister-in-law, grandmother, grandfather,
8 or grandchild of the unit member, or any relative living in the immediate
9 household of the unit member. The miscarriage of one's child shall also
10 qualify a unit member for this leave.

11 After Bereavement Leave has been used, days of Personal Necessity
12 Leave may also be used for purposes of Bereavement.

13 Section 4 - Personal Necessity Leave.

14 A. A unit member shall be entitled to use nine (9) days of accrued sick
15 leave during each school year in cases of personal necessity. Under
16 no circumstances shall such leave be available primarily for
17 purposes of personal convenience, the extension of a holiday or
18 vacation period, matters which reasonably can be taken care of
19 outside work hours, or recreational activities. Use of Personal
20 Necessity Leave is subject to the procedures listed below:

- 21 1. A unit member shall not be required to secure advance
22 permission, but will be responsible for advising his or her
23 immediate supervisor or the Personnel Office at the earliest
24 possible time for absences caused by any of the following:
- 25 a. The death of a member of the unit member's immediate
26 family when the number of days of absence exceeds the
27 limit provided under Bereavement Leave.



- 1 b. An illness of a member of the unit member's immediate
2 family, including pregnancy of unit member's spouse,
3 serious in nature, which under the circumstances the
4 unit member cannot disregard, and which requires the
5 attention of the unit member during his/her assigned
6 work hours.
- 7 c. An accident involving the unit member's property or the
8 person or property of a member of the unit member's
9 immediate family. Such accident must be serious in
10 nature and require the attention of the unit member
11 during his/her assigned work hours.
- 12 2. Advanced permission before being absent from duty shall be
13 required in all other cases of personal necessity. Examples of
14 absences which could, on prior approval, be charged against
15 personal necessity include:
- 16 a. Attendance at funeral services of a close friend.
- 17 b. Absence required in completing final oral and written
18 examinations for advanced degrees when such
19 examinations are not offered out of the work day or on
20 Saturdays.
- 21 c. Absence in order to seek alternative employment after
22 receiving a layoff notice. (Note: In the event the notice
23 is rescinded, the unit member shall have the day(s)
24 restored.)
- 25 d. A condition or circumstance that would result in
26 serious financial loss without the immediate attention
27 of the employee.



1 e. Other compelling personal reasons of the unit member
2 The nature of such reasons must be clearly stated and
3 include circumstances which the employee cannot
4 disregard, and which require the attention of the unit
5 member during assigned work hours.

6 f. Other personal necessity allowed at the discretion of the
7 Superintendent or his/her designee.

8 g. Examples (a) through (e) are not intended to be all
9 inclusive. A request for such leave must be submitted to
10 the personnel officer or his/her designee two (2)
11 workdays in advance of the requested leave date.

12 3. Notwithstanding the provisions of Section 4, A, 2 above, two
13 (2) days of non-accumulating Personal Necessity Leave may be
14 used each school year for personal business that cannot
15 transacted only during times the unit member is required to
16 perform services for the District. No specific description of
17 the personal business shall be required on the Personal
18 Necessity Leave Request Form unless the District has reason
19 to believe this Section has been abused. Except for an
20 emergency situation, a request for such leave must, where
21 possible, be submitted three (3) work days in advance of the
22 requested leave date. Such leave shall not be used for
23 recreational activities, the extension of a holiday or re-
24 period, to seek other employment or for matters which
25 reasonably be taken care of outside work hours. School bus
26 unit members or those directly affected by the student
27 calendar shall not be permitted to use the above referenced



1 leave during the first and last five (5) teaching days of each
2 semester. Except when only one (1) unit member makes such a
3 request, no more than five percent (5%) of the unit members at
4 a worksite may use Personal Necessity Leave in this manner on
5 the same day.

6 B. Limitations and Conditions. The following limitations and
7 conditions are placed on the use of Personal Necessity Leave:

- 8 1. The total number of days allowed in one (1) school year for
9 such leave or leaves shall not exceed nine (9) days.
- 10 2. The days allowed shall be deducted from and may not exceed
11 the number of full-paid days of sick leave to which the unit
12 member is entitled.
- 13 3. A Personal Necessity Leave shall not be granted during a
14 scheduled vacation or other leave of absence.
- 15 4. The unit member shall be required to sign a District form
16 indicating that the absence was the result of personal
17 necessity and also indicating the nature of such necessity.
18 Such form shall be filed with the Personnel Office. Payment
19 for such absence shall be made upon certification by the
20 personnel officer within a reasonable time that the absence
21 was due to a situation designated as a personal necessity
22 within the meaning of this Article. A unit member may appeal
23 an adverse decision at Grievance Level II.
- 24 5. The intent of this Article does not authorize or recognize
25 sick leave days may be used as personal necessity for purpose
26 of strikes, walkouts, work stoppages, or slowdowns, or other
27 such activities related to employment dissatisfaction or for

any other reasons not within the strict intent of the Education Code.

Section 5 - Parental Leave.

Two (2) days of absence with pay will be granted to a unit member upon the occasion of the birth or adoption of that unit member's child, or upon placement of a foster child in the home of the unit member.

Section 6 - Industrial Accident and Illness Leave.

A unit member is entitled to leave for industrial accident or illness (Education Code 45192) subject to the following provisions.

A. Eligibility

1. In order to qualify for the benefits of Industrial Accident and Illness Leave, the unit member must have served with the District for a period of eighteen (18) months. For the purposes of this Section, eighteen (18) months of service means that the unit member must have been a regular permanent or probationary unit member of the District on or before five hundred forty-eight (548) calendar days prior to the first day of absence, except that all prior service in a regular permanent or probationary capacity shall be credited in the case of a unit member with one (1) or more periods of broken service.
2. The unit member shall make every effort to return to his supervisor a completed "Employee's Report of Industrial Accident" form and "Employee's Claim for Work Compensation Benefits" form within twenty-four (24) hours of the injury. Forms are to be provided by the immediate supervisor.
3. While it is understood that the vast majority of work-related

1 injury and illness claims are legitimate, the District may in
2 rare cases have a serious concern regarding the apparent
3 validity of such a claim. If such concerns exist, and if a unit
4 member does not return to work for five (5) consecutive days
5 after the accident or injury, continued use of this leave may
6 then be suspended for a maximum of thirty (30) days pending
7 approval of the claim by the Workers' Compensation Claims
8 Administrator, provided that the following conditions are met:

- 9 a. The unit member has exhausted his/her available balance
10 of sick leave hours; and,
11 b. The District has good and sufficient reason(s) to believe
12 that the unit member may not qualify for this leave; and,
13 c. The District has notified the Association and the unit
14 member of its concern and has reviewed the situation
15 with an Association representative.

16 In an instance where eligibility for this leave has been
17 suspended pending approval, the District shall make every
18 effort to promote and encourage an expedited ruling by the
19 Workers' Compensation Claims Administrator.

20 If the claim is ultimately determined to be valid by the
21 Claims Administrator, the unit member shall be awarded
22 retroactive use of this leave. If the Workers' Compensation
23 Claims Administrator determines that a claim of industrial
24 accident or illness is not valid, the unit member shall not
25 be covered by the provisions of this leave; in this case, the unit
26 member's sick leave balance shall be charged as prescribed in
27 Section 2 (Sick Leave) of this Article.

1 B. Application

- 2 1. Leave shall be for sixty (60) working days in any one (1) fiscal
3 year for the same accident.
- 4 2. When an industrial accident or illness occurs at a time when
5 the full sixty (60) days will overlap into the next fiscal year
6 the unit member shall be entitled to only that amount of leave
7 at the end of the fiscal year in which the injury or illness
8 occurred, for the same illness or injury.
- 9 3. Leave shall not be accumulative from year to year.
- 10 4. Leave will commence on the first day of absence.
- 11 5. Payment for wages lost on any day shall not, when added to an
12 award granted the unit member under applicable Workers
13 Compensation laws, exceed the normal wage for the day.
- 14 6. Leave will be reduced by one (1) day for each day of authorized
15 absence regardless of a compensation award made under
16 Workers' Compensation. The Industrial Accident and Illness
17 Leave is to be used in lieu of entitlement under the Sick Leave
18 provisions of the Agreement. When entitlement to Industrial
19 Accident and Illness Leave has been exhausted, Sick Leave will
20 then be used; but if a unit member is receiving Worker
21 Compensation, he/she shall be entitled to use only so much
22 of his/her accumulated Sick Leave, compensatory time, vacation
23 or other available leave which, when added to the Worker
24 Compensation award, provide for a full day's wage or so.
25 Additional leave of absence for industrial accident or illness
26 may be provided for under the Special Leave provisions of this
27 Article. Periods of leave of absence for industrial accident or

1 illness, paid or unpaid, shall not be considered to be a break in
2 service of the unit member.

3 During all paid leaves of absence for industrial accident
4 or illness, the unit member shall endorse to the District wage
5 loss benefit checks received under the Workers' Compensation
6 laws of California. The District, in turn, shall issue the unit
7 member appropriate warrants for payment of wages or salary
8 and shall deduct normal retirement and other authorized
9 contributions. Reduction of entitlement to leave shall be made
10 only in accordance with this Section.

11 C. Reemployment

12 When all available leaves of absence, paid or unpaid, have been
13 exhausted and if the unit member is not medically able to assume
14 his/her duties, he/she shall, if not placed in another position, be
15 placed on a reemployment list for a period of thirty-nine (39)
16 months. When available, during the thirty-nine (39) month period,
17 he/she shall be employed in a vacant position in his/her previous job
18 classification over all other available candidates, except for a
19 reemployment list established because of lack of work or lack of
20 funds, in which case he/she shall be listed in accordance with
21 appropriate seniority regulations.

22 A unit member who has been placed on a reemployment list
23 provided herein, who has been medically released for return to
24 and who fails to accept an appropriate assignment shall
25 be dismissed.

26 Any unit member receiving benefits as a result of this Section
27 shall, during periods of such injury or illness, remain within the



1 State of California unless the District authorizes travel outside the
2 State.

3 Section 7 - Jury Duty Leave.

4 A. Notification to the District. Upon receipt of notification of a jury
5 duty obligation on days of assigned service, it is the obligation of
6 the unit member to inform his/her supervisor or the Personnel
7 Office within three (3) days.

8 B. Disposition of the Jury Duty Fee. The unit member shall transmit to
9 the District Business Office any juror's fees received, exclusive of
10 mileage and/or other expenses.

11 C. Payment of Unit Member's Regular Salary. The District will continue
12 to pay the unit member's regular salary as provided by law. A unit
13 member who is receiving compensation from the District must
14 report to work during assigned days when not required to report for
15 jury duty. Days the unit member reported for jury duty shall be
16 substantiated by a dated Certificate of Jury Service signed by the
17 Jury Commissioner.

18 Section 8 - Special Leave.

19 Limited leave for business or personal reasons may be granted with pay,
20 with pay with deduction of sick leave, or without pay at the discretion of
21 the Superintendent or his/her authorized representative. Requests for
22 special leave shall, if possible, be submitted to the Personnel Office at
23 least three (3) days prior to the first day of leave requested.

24 Section 9 - Association Leave.

25 A maximum of ninety (90) days leave will be allowed the Association or
26 its officers or representatives during the fiscal year for attendance at
27 conferences or for the discharge of other organization duties. If a



1 District administrator requires the presence of an Association
2 representative at a meeting or event, no charge shall be made against the
3 maximum. This maximum shall increase to one hundred five (105) days on
4 July 1, 1999 and to one hundred twenty (120) days on July 1, 2000.
5 Additionally, up to nine (9) unit members, designated by the Association,
6 shall be granted Association Leave for attendance at the annual CSEA
7 conference. Notification to the Personnel Office of released time shall be
8 submitted, in writing, at least one (1) week in advance by the Association
9 President. The notice shall include the date and name(s) of the person(s)
10 to be absent. The Personnel Office will make arrangements for
11 substitutes in the customary way and pay them. Additional released time
12 for the President of the Association shall be determined by mutual
13 agreement between the Superintendent or his/her designee and the
14 Association President.

15 Section 10 - Maternity Leave.

- 16 A. Employee Options. Disabilities resulting from pregnancy, childbirth,
17 miscarriage, abortion, and recovery therefrom are considered
18 temporary disabilities and in general will be treated as conditions
19 of illness. Illness Leave (Sick Leave) may be used for such
20 disabilities. However, a pregnant unit member may prefer a long-
21 term unpaid Special Leave. Prior to use of either type of leave, the
22 pregnant unit member shall choose the type of leave preferred and
23 notify the personnel officer in writing. Once made, this choice
24 be reversed only with the approval of the personnel officer.
- 25 B. Use of Illness Leave for Maternity. When such disabilities indicate
26 need for an extended Maternity Leave, the unit member requesting
27 such leave must furnish in advance a written statement from her



1 physician recommending such leave and indicating the approximate
2 period of confinement, the date the unit member is to begin leave,
3 and the estimated date she is to return to duty. The unit member
4 may continue with her assignment until such time as she and her
5 physician determine when her leave should begin. After the sixth
6 month of pregnancy, a statement from the physician must be filed in
7 the Personnel Office. This statement should include the expected
8 date of confinement and the physician's statement that continuing
9 service will not be detrimental to the health of the individual. In
10 the absence of such a statement, the District reserves the right to
11 determine the effective date of the leave.

12 A maximum of forty-two (42) calendar days shall be allowed
13 for recovery after childbirth, miscarriage, or abortion. After this
14 time, it is expected the unit member will return to her duties on a
15 regular basis. Continued absence beyond this period will require a
16 subsequent statement or statements from the unit member's
17 physician indicating that the unit member's health condition is such
18 that she may not return to full duty. In any event, the District shall
19 be notified in writing, at least ten (10) calendar days prior to return
20 to duty, of the expected date of return. Such notice shall include a
21 statement from the physician indicating that the unit member's
22 health condition warrants a return to full duty on the date specified.

23 In the event of miscarriage, a unit member on Maternity Leave
24 will be allowed to return earlier than the expected return date
25 suitable vacancy exists. A written request for early return should
26 be submitted to the Personnel Office with the medical clearance as
27 noted above.

1 Compensation and other benefits and privileges will be
2 extended during Maternity Leave in the same manner as during
3 Illness Leave.

4 C. Use of Special Leave for Maternity.

5 Under this option any pregnant unit member may request a non-
6 paid leave for maternity purposes for a maximum period of one (1)
7 year. Prior to such leave, the unit member shall submit in writing to
8 the Personnel Office a statement indicating the beginning and ending
9 date of the requested leave, and shall also submit a physician's
10 statement verifying pregnancy and indicating the unit member's
11 health would not be jeopardized by continuing full employment
12 activity until the date the leave would begin.

13 An extension of the Special Leave for Maternity purposes will
14 require approval of the Board of Education.

15 In the event of miscarriage or premature birth, the unit
16 member may request earlier return to work subject to a vacancy
17 existing. Before actual return to work, a written physician's
18 statement indicating the unit member is able to perform required
19 duties shall be filed in the Personnel Office.

20 Section 11 - Military Leave.

21 A unit member shall be entitled to any Military Leave provided by law and
22 shall retain all rights and privileges granted by law arising out of the
23 exercise of Military Leave.

24 Section 12 - Unpaid Disability Leave.

25 A. Unit members receiving a disability allowance from the Public
26 Employees' Retirement System shall be placed on an unpaid leave
27 status for a period not to exceed thirty-nine (39) months. At the end



1 of the thirty-nine (39) month period, the unit member's employment
2 rights will end.

3 B. If during the thirty-nine (39) month period the PERS determines that
4 the disability no longer exists, the unit member will be returned to
5 regular status upon request as soon as a vacancy for which he/she is
6 qualified exists but no later than the beginning of the next school
7 year.

8 Section 13 - Court Appearance Leave (Other Than Jury Duty).

9 A. General Provisions.

10 Whenever a unit member appears in court as a litigant or as a
11 witness under a subpoena, the unit member may have such day(s)
12 absent deducted from his/her sick leave entitlement. The unit
13 member is responsible for notification to the Personnel Office or
14 his/her supervisor in case of a court appearance absence in
15 accordance with established current procedures for arranging
16 substitutes.

17 B. Limitations and Conditions.

18 The following limitations and conditions are placed on the use of
19 court-appearance leave:

- 20 1. Under this policy no more than a total of three (3) days shall
21 be used in any one (1) school year.
- 22 2. The days allowed shall be deducted from and may not exceed
23 the number of full paid days of sick leave to which the
24 member is entitled.
- 25 3. Such leave shall not be granted during a scheduled vacation or
26 other leave of absence.
- 27 4. Payment of such absence shall be made only upon certification



1 by the unit member's administrator or supervisor that the
2 absence was attributable to a situation designated as a court
3 appearance within the meaning of this policy. The unit member
4 shall be required to sign, on a form provided, a statement that
5 such absence was indeed a court appearance as provided in this
6 Section. Such form shall be filled out and filed with the
7 Personnel Office. The administrator or supervisor may satisfy
8 himself/herself that a court appearance within the limits of
9 this rule did exist.

10 Section 14 - Catastrophic Leave Program. Catastrophic Leave shall be
11 available to unit members as described in Administrative Procedure #407.

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1 ARTICLE 12

2 SAFETY

3 Section 1 - Safety Equipment.

4 The District will furnish safety equipment reasonably necessary to permit
5 unit members to perform assigned duties safely.

6 Section 2 - Safety Committee.

7 The District shall have a Safety Committee to which the Association shall
8 have the authority to appoint two (2) members. The committee shall
9 review health and safety of working conditions on a continuing basis. The
10 committee will make recommendations to the Superintendent or designee
11 for correction of unsatisfactory health and safety conditions. Committee
12 members will be allowed reasonable released time for committee duties.

13 Section 3 - Reporting Unsafe Conditions.

14 Unit members must notify their immediate supervisor in writing
15 concerning an alleged unsafe condition in the District directly affecting
16 their health and safety. Their immediate supervisor shall investigate said
17 reported unsafe condition and advise the unit member of his/her findings
18 within ten (10) work days, when administratively practical. If the unit
19 member continues to have a concern, or if he/she feels that there is a
20 clear and immediate danger to health and safety, he/she may refer the
21 matter in writing to the District Safety Committee with a copy to the

1 immediate supervisor.

2 Section 4 - No Discrimination.

3 No unit member will be in any way discriminated against for reporting
4 alleged unsafe conditions.

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1 ARTICLE 13

2 APPLICATION OF CLASSIFIED SALARY SCHEDULE

3 Section 1 - Initial Placement.

4 A new unit member shall be assigned the job classification title for which
5 he/she has qualified and be placed on the first increment step of the
6 designated range for that classification. A new unit member having
7 experience directly related to his/her job classification may be assigned
8 to a higher increment step of the salary schedule with specific District
9 approval.

10 Section 2 - Salary Placement on Promotion.

11 A unit member who is promoted to another bargaining unit classification
12 shall receive a minimum salary increase of five percent (5%), except that
13 he/she may be placed on the last step of the new salary range if that is
14 the maximum salary for the classification.

15 Section 3 - Work Temporarily Assigned Out of Classification.

16 A. Intent.

17 It is the intent of this Section to permit the District to temporarily
18 assign duties to unit members which are not prescribed for their
19 classifications, but in so doing to require that some reasonable
20 additional compensation be provided when that assignment is of
21 significant duration.



1 B. Application.

2 Where the duties assigned and performed are not fixed and
3 prescribed for the unit member's job classification or reasonably
4 related thereto, whether or not such duties are fixed and prescribed
5 for a higher paid classification, the unit member shall be entitled to
6 an upward adjustment of salary ~~consistent with Section 2 above.~~
7 paid retroactively from the first day provided the assignment was
8 for a period of more than five (5) working days during any fifteen
9 (15) calendar day period. The minimum upward adjustment shall be
10 five percent (5%). The upward salary adjustment for a unit member
11 who is assigned out-of-class work shall be five percent (5%) or
12 temporary placement at Step 1 of the salary range for that
13 classification, whichever is greater, and shall be paid retroactively
14 to the first day of the assignment. (Note: District latitudes in the
15 assignment of out-of-class work are quite extensive and unit
16 members are advised to review them with the Association.)

17 C. Unit Member Responsibility.

18 If a unit member feels that he/she has been assigned duties
19 are not prescribed for his/her classification or reasonably re
20 to such duties, it shall be the unit member's responsibility
21 provide clear and immediate written notice to his/her supervisor.



1 in a significant change of duties being performed by a unit member,
2 and where it is the intent of the District to extend such duties on a
3 continuing and permanent basis, the position shall be upgraded to a
4 higher classification.

5 C. Unit Member Responsibility.

6 If a unit member feels that he/she has been assigned duties which
7 are not prescribed for his/her classification or reasonably related
8 to such duties, it shall be the unit member's responsibility to
9 provide clear and immediate written notice to his/her supervisor
10 that such has occurred. Failure to provide such notice may weaken
11 any future claim that the position should be reclassified.

12 D. Position Reclassification Claims.

13 Instead of using the grievance procedure, the following steps shall
14 be used for processing formal claims for position reclassification:

- 15 1. Unit member claims for position reclassification must be
16 submitted to the appropriate supervisor on a District-
17 developed form(s) obtained from the District Personnel Office
18 or the Association. Such claim must be certified on the form
19 as reviewed, approved and supported by the Association.
20 Within five (5) days after the claim is filed, a conference must
21 be scheduled if requested by either party.



- 1 2. The District will have twenty-two (22) work days from the
2 date the claim is submitted or from the date of the conference,
3 whichever is later, to respond to the claim. Timelines may be
4 extended by mutual agreement.
- 5 3. If the District's response is deemed unsatisfactory by the
6 Association, and the District and the Association are unable to
7 achieve a resolution, the Association, with written approval of
8 the unit member(s) involved, may choose to submit the claim
9 for study to a mutually selected independent outside agency
10 specializing in reclassification studies and related matters.
11 The agency's recommendation(s) regarding the position(s)
12 being studied will be treated by the District in the same
13 manner that an arbitrator's decision would be treated. Any
14 upward salary adjustments resulting from a reclassification
15 study or involving reclassification between already existing
16 classifications, shall not be less than the first step on the
17 salary range for the higher classification. The agency may
18 recommend (1) that the position(s) be reclassified, (2) that
19 out-of-classification compensation be awarded, or (3) that the
20 claim be rejected and no change occur. All such changes shall
21 be effective on the date of the reclassification. All costs



associated with such a reclassification study shall be shared
equally by the parties.

E. Filling of Reclassified Position(s).

When all the positions in a classification are reclassified, the incumbents in the position shall be entitled to serve in the new classification. When a portion of the positions within a class are reclassified to a higher job classification, an incumbent who has a continuous employment record of one (1) or more years in the position being reclassified shall be reclassified with his/her position. If the incumbent does not have one (1) or more years of such continuous employment, the reclassified position first will be offered in order of seniority to unit members in the same class who do meet the continuous employment requirement.

F. Salary Placement.

A unit member whose salary range placement changes as a result of a position reclassification shall be initially placed on the same step of the new range as his/her step placement in the position in the previous classification.

Section 5 - Anniversary Date.

The work year for classified unit members shall be the July 1 to June 30 fiscal year irrespective of the beginning date of service; thus, the



1 anniversary date for all classified unit members shall be July 1. The first
2 anniversary date for a new unit member who began service between July 1
3 and January 15 shall be the following July 1. The first anniversary date
4 for a new unit member who began service after January 15 and on or
5 before June 30 shall be the second July 1 of his/her employment.

6 Section 6 - Increment Advancement.

7 Annual experience increment advancement recognizes service in the
8 District and not necessarily in the current position. Such increment will
9 be awarded in addition to any upward change in classification and
10 irrespective of time served in the position. Increment advancement for
11 experience shall be made across the designated classification salary
12 range each year on the unit member's anniversary date. No unit member
13 shall advance more than one (1) anniversary increment step per year.



1 Section 7 - Longevity Increment.

2 Effective July 1, 1998, a unit member who has completed twenty
3 (20) years of employment in the District shall receive a one thousand
4 eight hundred seventeen dollar (\$1,817) salary allowance each subsequent
5 year in addition to his/her placement on the salary schedule. This amount
6 shall increase to two thousand four hundred eighty-four dollars (\$2,484)
7 for unit members who have completed twenty-five (25) years. This
8 amount shall increase to three thousand one hundred fifty (\$3,150) for
9 unit members who have completed thirty (30) years.

10 Effective July 1, 1999 a unit member who has completed twenty
11 (20) years of employment in the District shall receive a two thousand one
12 hundred dollar (\$2,100) salary allowance each subsequent year in addition
13 to his/her placement on the salary schedule. This amount shall increase
14 to two thousand eight hundred fifty dollars (\$2,850) for unit members who
15 have completed twenty-five (25) years. This amount shall increase to
16 three thousand six hundred dollars (\$3,600) for unit members who have
17 completed thirty (30) years.

18 The longevity increment shall be paid at the completion of the year
19 in which it is earned by a warrant separate from the unit member's
20 regular payroll warrant.

21 Section 8 - Payroll Errors.



1 Proper salary class and step placement is a joint responsibility of the
2 unit member and the District. All unit members are to review their salary
3 placement data as supplied by the District each October. Should they
4 believe that they are improperly placed on the salary schedule, they are to
5 immediately bring this information to the attention of the District. Any
6 District error resulting in insufficient payment to a unit member shall be
7 corrected, and a special payroll revolving fund check issued not later than
8 five (5) working days after the Payroll Department has received both a
9 written request from the unit member and verification of the error.
10 Otherwise the supplemental amount will be included in the next regular
11 paycheck following verification of the error. Should the incorrect salary
12 placement result in an overpayment, the unit member shall, upon realizing
13 the fact or upon notification from the District, repay the full amount of
14 such overpayment. Repayment shall be from the unit member's next
15 regular check or upon unit member request, pursuant to the terms of a
16 repayment extension schedule approved by the Superintendent/designee
17 and unit member. The unit member shall be notified of any necessary
18 recovery of an overpayment prior to any District initiated recovery and in
19 sufficient time to schedule a meeting regarding a repayment schedule as
20 referenced above.

21 A. Limitation. Errors such as mentioned above shall only be corrected



1 during the fiscal year in which they are discovered, and such
2 corrections shall not be retroactive beyond a twelve (12) month
3 period from the date of discovery of said error.

4 Section 9 - Substitute Coverage.

5 If the District is engaged in a procedure to hire a permanent employee to
6 fill a vacant bargaining unit position, the District may fill the vacancy
7 through the employment, for not more than sixty (60) calendar days, of one
8 (1) or more substitute employees.

9 Section 10 - Modifications to Job Descriptions.

10 If the District decides to modify an existing bargaining unit job
11 description in a manner which will substantially change the nature of
12 duties the incumbent(s) shall perform, the District shall appropriately
13 provide the Association with notice of said change and the opportunity to
14 bargain the impact of the change.

15 Section 11 - PERS Pay Conversion.

16 A. District Contribution.

17 Effective July 1, 1987, and each month thereafter during the term of
18 this Agreement, the District shall pay each participating unit
19 member's contribution to the Public Employees' Retirement System
20 (commonly referenced as 7%).

21 B. Increases.



1 The District contribution toward any increase in the current
2 statutory PERS contribution rate (gross salary - \$133.33 x .07) shall
3 not be automatically adjusted upward unless mutually agreed to by
4 the parties.

5 C. Salary Comparability/Cost Studies.

6 Since the District's PERS contribution is made in lieu of a salary
7 increase, both parties agree that future calculations of the cost of a
8 one percent (1%) increase of the Classified Salary Schedule shall
9 include District PERS contribution costs. It is also agreed that the
10 District PERS contribution costs should be included in any salary
11 comparability study of benchmark districts.

12 D. Hold Harmless Clause.

13 The Association shall defend and hold the District harmless against
14 any claims by a unit member or on behalf of a unit member arising
15 out of implementation of this Section.

16 Section 12 - Designated Translator

17 Effective beginning July 1, 1998, any unit member(s) who agrees to be
18 designated by a site administrator as a translator shall receive a yearly
19 stipend of \$100 for foreign language translation services provided for the
20 District during the regular work day. This stipend shall increase to \$200
21 effective beginning July 1, 1999, and to \$250 annually effective July 1.



2000. Administratively requested or authorized translation service,
including sign language, performed outside of the regular work day shall
be compensated at the appropriate hourly rate.

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1 ARTICLE XVI

2 HOLIDAYS

3 Section 1 - Paid Holidays.

4 A. Designated Holidays. All unit members shall be entitled to the
5 following paid holidays: January 1; Martin Luther King, Jr. Day as
6 designated by the District; February 12 known as "Lincoln Day"; the
7 third Monday in February known as "Washington Day"; the last Monday
8 in May known as "Memorial Day"; July 4; the first Monday in
9 September known as "Labor Day"; Admission Day; November 11 known
10 as "Veteran's Day"; that Thursday in November proclaimed by the
11 President as "Thanksgiving Day"; the Friday immediately following
12 Thanksgiving; December 25; two (2) local holidays during the
13 Christmas recess period as designated by the District.

14 B. Additional Paid Holidays. To the extent required by law, every day
15 appointed by the President, or Governor of this State, as provided for
16 in subdivisions (b) and (c) of Education Code Section 37220 for a
17 public fast, thanksgiving or holiday; or any day mandated a holiday
18 under Education Code Section 37222 for classified or certificated
19 employees shall be a holiday for classified employees.

20 C. All unit members shall be entitled to the above referenced paid
21 holidays provided they are in a paid status during any portion of the
22 working day immediately preceding or succeeding the holiday.

23 D. School recesses during the Christmas, Spring and Mid-February
24 periods shall not be considered holidays for unit members who are
25 normally required to work during that period.

26 Section 2 - Christmas Recess Holiday Pay. Regular unit members who are
27 not normally assigned to duty during the school holidays of December 25
28 and January 1 shall be paid for those two (2) holidays provided that they

1 ARTICLE XIV

2 CLASSIFIED SALARY SCHEDULES AND RANGES

3 For the 1998-99 school year, the "Classified Salary Schedule" shall
4 be increased by the same percentage as the District salary schedule
5 classified managers is increased (JUSD Regulation 4440). Both schedules
6 shall have the same effective date.

7 If the ongoing unrestricted Base Revenue Limit COLA (Cost of Living
8 Adjustment) funding actually received by the District in Fiscal Year 1998-
9 99 increases by at least 1% more than the 3.95% COLA provided by the
10 State, the parties shall meet to discuss disbursements of such increased
11 funding.

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Becky Davis
12-16-98

Kurt C. [unclear]
12-16-98



1 were in a paid status during any portion of the working day of their normal
2 assignment immediately preceding or succeeding the holiday period.

3 Section 3 - Weekend Holidays. When a holiday listed in this Article falls
4 on a Sunday, the following Monday shall be deemed to be the holiday in lieu
5 of the day observed. When a holiday listed in this Article falls on a
6 Saturday, the preceding Friday shall be deemed to be the holiday in lieu of
7 the day observed.

8 Section 4 - Holiday Work. When a unit member is required to work on any
9 of these holidays, he/she shall be paid compensation for such work, in
10 addition to the regular pay received for the holiday, at the rate of time
11 and one-half the unit member's regular rate of pay.

12 Section 5 - Separate Schedules. The provisions in this Agreement shall
13 not be construed in any way to prohibit the Governing Board from adopting
14 separate work schedules for the certificated and the classified services,
15 or from providing holiday pay for unit members who have not been in paid
16 status on the days specified herein.

17 Section 6 - Schooldays Without Pupils. Notwithstanding the adoption of
18 separate work schedules for the certificated and the classified services,
19 on any schoolday during which pupils would otherwise have been in
20 attendance but are not and for which certificated personnel receive
21 regular pay, classified personnel shall also receive regular pay whether or
22 not they are required to report for duty that day.

23 Section 7 - In-Lieu Holidays. The District agrees to confer with the
24 Association prior to designating other days as the holidays to which unit
25 members are entitled in lieu of the holidays on February 12 known as
26 "Lincoln Day", the third Monday in February known as "Washington Day", the
27 last Monday in May known as "Memorial Day", September 9 known as
28 "Admission Day", or November 11 known as "Veteran's Day", provided the



1 such designated days will provide for at least a three (3) day weekend.
2 Unit members shall be required to work on the regular holiday for which
3 another day is designated pursuant to this Section, and for work of eight
4 (8) hours or less shall be paid compensation at their regular rate of pay.

5 Section 8 - Admission Day. If an in-lieu holiday is designated for
6 Admission Day, such designated day shall occur within the regular student
7 academic year.

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Unit 12-8-98
Becky Gibbs
12-8-98



1 ARTICLE 17

2 HEALTH AND WELFARE BENEFITS

3 Section 1 - Health and Welfare Benefit Allowance.

4 A. Maximum Allowance.

5 The District will pay annually a maximum allowance of four
6 thousand four hundred dollars (\$4,400) per qualified unit member for
7 specified health and welfare benefits. All costs for benefits
8 exceeding the maximum allowance shall be paid by the unit member.

9 A "qualified" unit member is a member of the bargaining unit whose
10 employment was regularly four (4) or more hours per day on or
11 before July 1, 1977 or, if approved by the District for employment
12 after that date, whose employment is regularly eight (8) hours per
13 day.

14 B. Pro-rated Allowance.

15 Unit members whose employment is regularly less than eight (8)
16 hours per day will receive annually a maximum allowance in the
17 same proportion of the current maximum District dollar contribution
18 amount that their regular daily hours of employment bear to eight
19 (8) hours, with the following exceptions:

- 20 1. Unit members whose employment was regularly four (4) or
21 more hours per day on or before July 1, 1977 (See Section 1, A
22 above).
- 23 2. Unit members hired on or after January 1, 1994 whose
24 employment is regularly three or fewer hours per day shall not
25 receive any allowance for health and welfare benefits.

26 Section 2 - Specified Health and Welfare Benefits.

27 Subject to the provisions and requirements of the jointly approved



1 insurance carriers, the following benefit options are available to unit
2 members under a "Section 125 Premium Only Plan" effective October 1,
3 1992. Payroll deductions will be made for costs of coverage beyond the
4 District allowance for approved plans.

5 A. Mandatory Coverages

- 6 1. All unit members who are eligible for health and welfare
7 benefits shall have mandatory American United Life insurance
8 coverage of five thousand dollars (\$5,000).
- 9 2. All unit members who are eligible for health and welfare
10 benefits shall have mandatory group disability (income
11 protection) coverage beginning on October 1, 1986.

12 B. Optional Coverages

- 13 1. Unit members, at their option, may select health coverage with
14 either ~~Health Net~~, Reach II (Eclipse and Trilogy), or ~~Inter~~
15 ~~Valley Health Plan~~ Kaiser for themselves, or for themselves
16 and their dependents.
- 17 2. Unit members, at their option may select membership in MIDA
18 ~~Dental Plan~~ MetLife Dental Plan or ~~California Dental Health~~
19 ~~Plan~~ Reach the Tooth Dental Plan for themselves or for
20 themselves and their dependents.
- 21 3. Unit members, at their option, may select American United
22 Life or Insurance Company of North America/CSEA life
23 insurance for themselves or for themselves and their
24 dependents.
- 25 4. Unit members, at their option, may select a supplemental
26 American Fidelity income protection plan.
- 27 5. Unit members at their option, may select membership in



Safeguard Vision Plan for themselves or for themselves and their dependents.

Section 3 - Deductions and Payments.

Any necessary deductions authorized by unit members shall be deducted from September through June payrolls.

Section 4 - Insurance Period.

District health and welfare benefit insurance policies are in effect from October 1 through the following September 30.

Section 5 - Special Conditions.

Subject to the provisions and requirements of the insurance carriers, the following special conditions are available to unit members.

A. The optional coverages of the prior year are automatically continued for each qualified unit member. Adjustment of any necessary payroll deductions will automatically be made to reflect rate changes and/or a change in the amount of District contribution.

B. A unit member who was qualified the prior year but elected no optional insurance coverage may initiate such coverage which is effective October 1 annually during or before the designated sign-up period each September or by mutual agreement if negotiations have not been completed by October 1.

C. A new unit member may select optional health and welfare benefits within the first thirty (30) days of employment.

D. A unit member may discontinue optional health and welfare benefits and any related payroll deductions at any time.

E. Newly authorized or discontinued deductions will be processed on the next payroll occurring fifteen (15) or more days after written notice by the unit member. Insurance coverage becomes effective on



1 the first of the month following the first payroll deduction.

2 F. In the event a unit member is granted a long-term unpaid leave of
3 absence to perform paid duties for the District in a non-bargaining
4 unit position, the unit member's health and welfare benefits shall
5 continue for the duration of the leave unless duplicated in the non-
6 unit position.

7 G. Unit members who are absent because of illness and who have
8 exhausted their accumulated paid leave shall continue to receive full
9 insurance coverage paid by the District for that period of illness not
10 to exceed twelve (12) months following exhaustion of said leave.

11 Section 6 - Unit Member Responsibility.

12 Each qualified unit member is responsible for initiating, revising, or
13 discontinuing optional fringe benefits and authorizing any necessary
14 related payroll deductions by personally completing written forms in the
15 District Business Office during regular working hours. Arrangements will
16 be made to accommodate unit members whose work day is the same as
17 that of the Business Office personnel.

18 Section 7 - Cash Option.

19 Health and welfare benefit money not expended on the unit member's other
20 health and welfare coverage shall be available for cash payment at the
21 unit member's option. Such cash payments shall be reduced by 4.27% to
22 offset District costs associated with providing this benefit.

23 Section 8 - Carriers and Coverages.

24 Specific carriers and coverages of all unit members' insurance plans paid
25 by payroll deductions or specified health and welfare benefits shall be
26 mutually agreed to by the Association and District. Requests by either
27 party to change existing insurance plans must be made on or before July

1 15 annually for October 1 implementation.

1 Section 9 - Life Insurance for Certain Part-Time Unit Members

2 Effective October 1, 1999 the District shall purchase a \$5,000 Life
3 Insurance Policy for each permanent unit member whose regular hours
4 equal or exceed fifteen (15) per week, and who are not covered by the
5 mandatory insurance coverage referenced in Section 2 of this Article.
6 Reasonable procedures for implementing this Section will be developed in
7 the Business Office. This Section shall be subject to the provisions and
8 requirements of the insurance carrier(s).

9 Section 10 - Medical Coverage After Age 65.

10 Unit members retiring after June 30, 1991 shall be eligible to continue to
11 purchase coverage in a District group medical insurance plan after
12 reaching the age of 65, provided that these conditions exist:

- 13 a. The retiree has been employed in the District for no less than ten
14 (10) years.
15 b. The plan carrier allows such participation.
16 c. The retiree is otherwise eligible for enrollment in the plan.
17 d. The entire cost of such coverage shall be paid by the retiree.

18 Section 11 - District Responsibility.

19 The District's full and complete obligations under this Article are
20 limited to payment of the premiums through payroll deduction as indicated
21 above and assisting unit members in resolving problems with carriers.

22 However, it is expressly understood that all terms and conditions of
23 the various programs available pursuant to this Article are the insurance
24 carriers' responsibility. Therefore, all disputes with respect to the
25 carriers' administrations of such programs are not the responsibility of
26 the District, and are not subject to the grievance procedure(s) in this
27 Agreement.

1 ARTICLE XVIII

2 EXTENDED HEALTH AND DENTAL BENEFIT

3 Section 1 - Eligibility and Conditions. This benefit applies only to unit
4 members who elect to retire under the Public Employees' Retirement
5 System program prior to age 65.

6 The unit member must have completed at least ten (10) years of
7 regular service in the District as determined by anniversary date
8 immediately preceding retirement and have reached the minimum age for
9 retirement under State law before he/she is eligible for this benefit,
10 which includes the following:

- 11 A. District health and dental benefits for the retiree and dependents
12 carried at District expense at the same rate as though employment
13 had continued until retiree reaches age 65 or until such time as
14 Federal or State insurance covers retiree. For purposes of this
15 Article, "health and dental benefit" consists of any one (1) or more
16 of the following: hospital, medical, surgical, dental, vision, or life
17 insurance benefits. Tax sheltered or group annuities are specifically
18 excluded from this benefit as is the option to receive cash in lieu of
19 benefits. Participation in any benefit plan(s) is subject to
20 eligibility requirements of jointly approved insurance carrier(s).
- 21 B. The beneficiary is required to notify the District when he/she is no
22 longer eligible for this benefit.
- 23 C. The retiree may not return to full-time employment in the District
24 except by mutual consent of both the retiree and District.

25 Section 2 - Unpaid Disability Leave. A unit member on Unpaid Disability
26 Leave is eligible for this benefit in the same manner as a unit member
27 who has retired.

28 Section 3 - Surviving Spouse and Dependent Children. The surviving

1 spouse and dependent children of a unit member who was receiving this
2 benefit shall continue to receive this benefit, subject to the above
3 conditions, until the deceased unit member's coverage would otherwise
4 have ended. (This Section shall become effective on July 1, 1992, during
5 the second year of this Agreement.)

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Unit *[Signature]*
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Buckley *[Signature]*
12-8-98



1 ARTICLE XIX

2 HOURS, OVERTIME, EXTRA WORK AND ALLOWANCES

3 Section 1 - Hours.

4 A. Work Schedule. The District workweek begins at 6:00 a.m. on Monday and
5 ends at 6:00 a.m. the following Monday. An employee's normal work schedule
6 shall not exceed five (5) consecutive days, eight (8) hours per day or forty (40)
7 hours per week. This does not preclude the extension of the workweek or the
8 workday on an overtime basis.

9 1. Prior to making a permanent and involuntary work schedule change of
10 more than two hours for any position(s) within a classification, the District
11 shall determine if any unit member(s) in positions assigned to that
12 schedule at the affected worksite ~~or department~~ wants to voluntarily
13 accept the change. For purposes of the preceding sentence, the
14 Transportation, Maintenance, Food Services, Warehouse and Grounds
15 departments at the Maintenance, Operations and Transportation facility
16 shall be considered separate "worksites". If there is no appropriate
17 volunteer(s), the least senior unit member(s) in the aforementioned group
18 shall be the one(s) whose work schedule is changed. Except in cases of
19 emergency, reasonable notice of not less than three (3) work days shall
20 be provided prior to implementing the change.

21 2. A unit member shall be paid appropriately for work at times during which
22 he/she is required to be on duty, for work at times when he/she is
23 "suffered or permitted" to render service in the same classification as
24 he/she is employed and in regular status, and/or for work assigned to be
25 performed away from the job site.

26 B. Seniority Computation. Unit member seniority in each classification shall be
27 determined by hire date/promotion date as follows:

1 1. For a unit member hired before July 1, 1993 a "permanent and calculated
2 seniority date of hire" shall be used for all decisions based on seniority.
3 This date shall have been determined by the Association and provided to
4 the District prior to changing the unit member's seniority ranking from the
5 previous one based on hours in paid status.

6 2. For a unit member hired on or after July 1, 1993 seniority decisions shall
7 be based on actual hire date/promotion date. For purposes of this
8 provision, the hire/promotion date shall be the first day of paid service as
9 a regular member of the classification.

10 a. Exception: The Director of Classified Personnel shall
11 automatically deduct one calendar year of seniority from a unit
12 member's date of hire or promotion within the current classification
13 if the unit member is on unpaid leave of absence for 175
14 consecutive work days within one fiscal (July 1 through June 30)
15 year. Such adjustment shall occur on July 1 following the
16 qualifying unpaid leave of absence. Leave without pay which is
17 approved for the following reasons shall be excluded from the
18 175-day count:

- 19 1. Military Leave as defined in Section 395 of the Military and
20 Veterans' Code;
- 21 2. Family Leave as provided in 29 U.S.C. Section 2611 et seq.
22 of the Federal Code or Section 12945.2 of the California
23 Government Code;
- 24 3. Any other leave for which a reduction in seniority
25 would be a violation of law;
- 26 4. Unit members who are granted unpaid leave during 1993-
27 94 and 1994-95 school years to work for the District in a



1 leave to seek other employment.

2 Section 2 - Overtime.

3 A. Definition. Except as otherwise provided herein, all overtime hours as defined
4 in this Section shall be compensated at a rate of pay equal to time and one-half
5 the regular rate of pay of the unit member for all work authorized. Overtime is
6 defined to include any time worked in excess of eight (8) hours in any one (1)
7 day or on any one (1) shift or in excess of forty (40) hours in any calendar week,
8 whether such hours are worked prior to the commencement of a regularly
9 assigned starting time or subsequent to the assigned quitting time. All hours
10 worked on any day other than the five (5) regularly scheduled work days in any
11 work week shall be compensated at the overtime rate. For purposes of
12 determining what constitutes the sixth and/or seventh days of the work week,
13 any day in paid status is deemed a work day. Unit members who are assigned
14 to work overtime and who are also receiving a shift differential pursuant to this
15 Article, shall receive overtime compensation based on their differential salary
16 rate.

17 All hours worked on holidays designated by this Agreement shall be
18 compensated at one and one-half (1 1/2) times the regular rate of pay in
19 addition to the regular rate of pay for the holiday. As a net result, a unit member
20 will receive two and one-half (2 1/2) times his/her regular rate of pay for time
21 worked on a holiday.

22 B. Assigned Overtime. Overtime opportunities shall be distributed and rotated
23 among available qualified unit members in each department or job site.

24 Exceptions:

- 25 1. Campus Supervisors: Overtime opportunities for Campus Supervisors
26 shall be distributed and rotated by seniority as follows:

27 A. Opportunities generated by Education Center-based

1 non-bargaining unit position will receive seniority credit for
2 that year.

3 C. Lunch Periods and Rest Periods. Unit members who are employed five (5) or
4 more hours daily shall be entitled to an uninterrupted lunch period without pay,
5 and two (2) paid rest periods of fifteen (15) minutes each. The lunch period
6 shall be for a minimum of one-half (1/2) hour, but no longer than one (1) hour,
7 except for bus drivers, and shall be scheduled near the midpoint of the work
8 day. The rest periods shall be scheduled insofar as practicable at or about the
9 midpoint of each work period.

10 Unit members scheduled to work for less than five (5) hours daily shall
11 not be required to take an unpaid lunch break, but shall be entitled to one (1)
12 paid rest period of fifteen (15) minutes. The rest period shall be scheduled near
13 the midpoint of the work period. Unit members scheduled to work less than
14 three (3) hours daily shall not be entitled to a paid rest period.

15 Notwithstanding the above, Instructional Aides scheduled to work at least
16 three (3) hours but less than five (5) hours daily may be scheduled for an
17 unpaid lunch period of thirty (30) minutes and shall be entitled to one (1) paid
18 rest period of fifteen (15) minutes. The lunch period may be scheduled in
19 conjunction with the paid rest period.

20 D. Reduction in Hours. In the event the District decides to implement a layoff due
21 to lack of work and/or lack of funds, or a reduction in hours or work year or a
22 voluntary demotion in lieu of layoff, affecting unit members, such action shall
23 taken in accordance with the requirements of the Education Code including
24 issuance of appropriate notice. The effects of an actual layoff and/or reduction
25 of hours of unit members, including any impact on remaining unit members
26 shall be subject to negotiations with the Association. Unit members who have
27 received notification of layoff may use Personal Necessity or other approved

Administration shall be first offered to Middle School, Elementary School, and Nueva Vista High School Campus Supervisors in order of District-wide seniority. The District shall designate one (1) person to coordinate the District-wide seniority list(s).

- B. All school site overtime shall be offered first to the Campus Supervisor(s) assigned to that site. If insufficient numbers of Campus Supervisors are available at that site, other Campus Supervisors shall then be contacted, in seniority order, from the appropriate group list shown below which includes that site:

Group 1

Rubidoux High School
Nueva Vista High School
Mission Middle School
Ina Arbuckle Elementary
Learning Center

Group 2

Jurupa Valley High School
Mira Loma Middle School
Jurupa Middle School

- C. Seniority lists which are used for the purpose of rotating Campus Supervisor overtime opportunities shall not be terminated and/or restarted at any time. Rotation shall occur continuously without regard to commencement or conclusion of fiscal or calendar years.

2. Bus Drivers:

A. Overtime opportunities will be offered to Bus Drivers in order of seniority as shown on the current seniority list. Weekend assignments shall be rotated separately from other overtime assignments. Director of Transportation or his/her designee shall make note of refusals of overtime work, and the reason(s) for the refusal. Bus Drivers and/or their representatives may examine these records by prearrangement with the Director.

1 B. Probationary Bus Drivers shall not drive a school bus on out-

2 District trips.

3 C. Refusals. If the District offers an overtime assignment to a unit member who
4 refuses such offer, the unit member shall not be offered overtime work again
5 until the entire rotation of the appropriate list is exhausted. If overtime assigned
6 to a unit member is canceled, he/she shall be notified at least two (2) hours prior
7 to the scheduled overtime or shall be compensated for two (2) hours at the
8 overtime rate. If a unit member who has accepted an offer of overtime fails to
9 appear for the agreed-upon work or declines agreed-upon work less than two
10 (2) hours prior to the scheduled overtime, the work may be offered on an
11 emergency basis to available qualified personnel. Each site shall make note of
12 any refusals of overtime work and the reason(s) for the refusal.

13 Section 3 - Extra Work.

14 A. Definition. Extra days or hours periodically assigned in addition to a unit
15 member's regular work schedule constitute extra work and shall be distributed
16 and rotated among available qualified unit members within the classification in
17 each department and/or job site. Extra work is paid at the normal hourly rate of
18 pay for the classification, and changes to the overtime rate only when the total
19 time worked exceeds eight (8) hours per day or forty (40) hours per week or
20 when any such work is performed on the sixth or seventh day of the unit
21 member's work week.

22 B. Exceptions.

- 23 1. Extra work of five (5) consecutive days or less shall be distributed
24 rotated among available qualified unit members in each department
25 job site.
- 26 2. Instructional Aide opportunities exceeding five (5) consecutive days shall
27 be distributed on the basis of District-wide seniority in the classification

- 1 3. Campus Supervisors: Extra work exceeding five (5) consecutive
2 days shall be distributed and rotated in the same manner as Overtime
3 opportunities are processed for this classification.
- 4 4. Extra work opportunities for clerical staff shall be distributed and rotated
5 to qualified unit members by department or job site.
- 6 5. Extra work opportunities for Bus Drivers and Bus Drivers-Special
7 Students shall be rotated by seniority as follows:
- 8 a. Opportunities which occur during designated workdays for Work
9 Year F shall be offered first to the members of the classification
10 who normally and customarily perform the service. If such unit
11 members are insufficient in number, the work shall then be offered
12 to qualified members of the other bus driving classification by
13 seniority.
- 14 b. Opportunities which occur during designated recess periods for
15 Work Year F shall be offered as follows: Work normally and
16 customarily performed by Bus Drivers-Special Students shall be
17 offered first to members of the classification by seniority. If such
18 members are insufficient in number, the work shall then be offered
19 to qualified members of the other bus driving classification by
20 seniority. All other work opportunities shall then be offered to
21 remaining bus drivers.
- 22 Seniority lists which are used for the purpose of rotating bus
23 extra work opportunities exceeding five (5) consecutive days
24 be terminated at the conclusion of each fiscal year, and reset
25 with the most senior member of the classification at the
26 commencement of the new fiscal year.
- 27 c. Probationary Bus Drivers shall not drive a school bus on out-of-

District trips.

6. The District shall designate one (1) person to coordinate the District-wide seniority lists for Extra Work which exceeds five (5) consecutive work days.

C. Upward Adjustment. A unit member who is assigned to work thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours. If a part-time employee's average paid time, excluding overtime, exceeds his average assigned time by 50 minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

D. Refusal. If the District offers an extra work assignment to a unit member who refuses such offer, the unit member shall not be offered extra work again until the entire rotation of the appropriate list is exhausted. No unit member shall be required to accept extra work assignments.

E. Compensation and Benefits.

A unit member who accepts Extra Work for twenty (20) consecutive days or more shall receive the same compensation and benefits applicable to that classification, excluding Health and Welfare benefits, as during the regular work year.

Section 4 - Use Of Unit Members As Substitute Employees. If the District determines that a unit member will substitute for another unit member within the same classification, the unit member who performs the substitute work shall be paid at his/her current regular rate of pay. If the District determines that such substitute work will be provided by unit members, such work shall be distributed and rotated equitably.

1 to unit members within the same classification within the department or worksite. Such
2 work shall not be subject to the limits described in Section 3, C.

3 Section 5 - Allowances.

4 A. Shift Differential. When one-half (1/2) or more of a unit member's regularly
5 assigned work hours fall after 5:00 p.m., the unit member shall receive a shift
6 differential bonus of five percent (5%) of his/her base rate of pay for the entire
7 shift.

8 B. Minimum Call-In Time. Any unit member called in to work on a day when the
9 unit member is not scheduled to work shall receive a minimum of three (3)
10 hours of pay at the appropriate hourly rate of pay under this Agreement.

11 C. Call-Back Time. Any unit member who has gone home after completing his/her
12 regular assignment and was not previously scheduled to work additional hours
13 that day and is called back to work, shall be compensated for a minimum of two
14 (2) hours of work at the appropriate rate of pay under this Agreement.

15 D. Stand-By Time. On any day that a unit member is scheduled to be available for
16 stand-by, he/she shall receive forty dollars (\$40.00) as compensation for
17 holding himself/herself available. If actually called in, hours worked will be paid
18 at the appropriate rate or the stand-by allowance, whichever is greater.

19 E. Uniform Allowance. The District shall provide each unit member whose
20 assignment requires wearing a uniform as per Board Policy/Regulation #4015
21 an allowance of twenty dollars (\$20.00) per month for assigned work months.
22 Such allowance shall be disbursed semi-annually.

23 Mileage Reimbursement. Unit members will be reimbursed at the higher
24 paid on a mileage basis by the District for use of their own personal vehicle
25 District business when authorized by their supervisor. However, a unit member
26 may choose instead to receive the current Internal Revenue Service mileage
27 allowance rate. Requests to receive the IRS rate must be made at the same



1 time as the first claim for reimbursement after each new calendar year. All
2 subsequent claims for that year will then be reimbursed at the IRS rate. It is
3 understood and agreed that unit member travel between home and work site is
4 exempt from this provision. This reimbursement shall be payment in full for all
5 personal vehicle operating, maintenance, repair, insurance and other costs
6 resulting from such use.

7 Unit members required by the District to use their personal vehicle to provide
8 transportation to more than one (1) work site, resulting from employment in one
9 (1) position, shall be reimbursed upon request at the rate outlined above. It is
10 understood and agreed that unit member travel to more than one (1) work site
11 which is the result of employment in more than one (1) position sought by the
12 unit member shall not be reimbursed. Unit members shall not be required to
13 utilize their personal vehicles to transport students.

14 G. Overnight Trips. Notwithstanding any other provisions of this Agreement, on an
15 assignment that requires an overnight stay, the unit member shall not be on
16 paid status between the time he/she is relieved of duty at the end of one (1) day
17 and the time duty resumes the following day. Reasonable costs of food and
18 lodging for the unit member will be reimbursed by the District.

19 H. Vehicle Unavailability. Whenever a unit member is unable to discharge
20 regularly scheduled duties because of unavailability of an appropriate District
21 vehicle, he/she shall suffer no loss of wages for the day. However, the unit
22 member may be assigned to other duties during his/her regularly scheduled
23 hours.

24 I. Training. When the District requires a unit member to take additional training
25 to maintain or improve job skills or when training is required by an outside agency
26 to maintain necessary licenses or certificates, the unit member shall be on paid
27 status for the hours involved, excluding out of class study hours, and shall be

reimbursed for necessary expenses. Prior authorization by the immediate supervisor is required to qualify under this Section. Voluntary training is excluded from this Section.

J. Physical Exams.

1. In the event the District requires a physical examination (including TB tests) as a condition of employment or the continuation of employment, the District shall assume the full cost of any such examination. If impossible to schedule during non-work time, unit members shall be provided with reasonable released time for such a physical exam.
2. If as a condition of maintaining a required school bus driver's certificate, it is impossible for the unit member to schedule a physical examination during non-work time within a 6:00 a.m. to 6:00 p.m. work day, the unit member shall be compensated for the examination time. Such an examination must take place at least two (2) weeks before the validity of the school bus driver's certificate lapses. Advanced authorization for such an examination is required in order to receive compensation.

K. Wash Time. Bus Upkeep. Bus schedules shall be constructed so as to allow sufficient time for unit members in the bus driver classifications to wash and clean their buses.

L. Field Trip Compensation. Unit members in the bus driver classifications who are assigned field trips, shall be appropriately compensated for the full duration of their field trip assignment. The field trip assignment shall begin when the driver leaves the Transportation Department, and shall conclude when the driver returns to the Transportation Department. In the event that the field trip assignment requires the unit member to stay overnight, the unit member shall be considered off duty and on non-paid status from the time that the bus is secured in the evening until the time the unit member is required to board the

1 bus and resume the field trip assignment on the following day.

2 M. Bus Driver Hours Increase. Any assigned increase in hours for Bus Drivers or
3 Bus Drivers-Special Students which shall extend beyond twenty (20)
4 consecutive work days, shall be offered on the basis of hire date seniority
5 exclusive of any breaks in service or service in other classifications. "Hire date",
6 for purposes of this Section, shall mean the first day of paid service as a regular
7 District employee in the classification being increased.

8 N. Instructional Aide Service to Students Requiring Toileting and Feeding. Where
9 the duties assigned and performed by an Instructional Aide include personally
10 helping a handicapped student(s) to use the toilet and/or feeding a
11 handicapped student(s), such Instructional Aide shall receive a stipend
12 equaling 5% of his/her daily base rate of pay for each day he/she is scheduled
13 by the Principal or his/her designee to perform such duties. Payment shall
14 apply to the Instructional Aide's entire regular shift, unless the Instructional Aide
15 is absent during all or part of the scheduled day.

16 //

17 E

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Handwritten:
Kurt [signature] 12-8-98
Becky [signature] 12-8-98



1 what a reasonable insurance policy deductible would be for the item
2 involved as determined by the average deductible of three (3) major
3 insurance companies selected by the District (currently \$250) whether or
4 not the item involved is insured or the actual deductible amount under unit
5 member's insurance policy, whichever is less. In lieu of a dollar
6 reimbursement the District may choose to (1) repair damaged personal
7 property or (2) replace lost or destroyed personal property with similar
8 property of like value.

9 Section 4 - Procedures. Procedural requirements established by the
10 District regarding claims for reimbursement must be fulfilled prior to
11 receipt of reimbursement. Such requirements may include filing a
12 sheriff's report, completing a Crime/Vandalism Report, obtaining
13 estimates or quotations, etc. Reimbursement shall be made by the
14 District within ten (10) work days of receipt by the District Business
15 Office of all required information from the unit member and the
16 completion of the procedural requirements mentioned above.

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U. [Signature] 11-24-98
B. [Signature] 11-24-98



135. " 11-24-98
llc

1 ARTICLE XX
2 REIMBURSEMENT FOR LOSS, DAMAGE, OR DESTRUCTION OF PERSONAL
3 PROPERTY

4 Section 1 - Coverage.

5 A. Personal Property. The District shall reimburse a unit member for
6 loss, damage, or destruction to personal property of the unit member
7 such as eyeglasses, hearing aides, dentures, watches, and articles of
8 clothing necessarily worn or carried by the unit member when such
9 damage or loss occurs in the line of duty without being the unit
10 member's fault.

11 B. Other Personal Property. The District shall reimburse a unit member
12 for loss, damage, or destruction to other personal property such as
13 cassette recorders, recording tapes and books, or cameras used at
14 the work site only if such use has been authorized in writing in
15 advance by the Assistant Superintendent Business Services and such
16 use is directly related to performing one's job.

17 C. Vehicles. Loss or damage to unit member vehicles parked at District
18 facilities or at another assigned work site shall be reimbursed if
19 loss occurs while the unit member is on duty and without being the
20 unit member's fault.

21 Section 2 - Value. For reimbursement purposes, the value of property
22 shall be its value as of the time of loss or damage. Loss or damage should
23 be reported to the unit member's supervisor within one (1) workday of the
24 occurrence except where loss or damage involves personal property
25 authorized for use on the job when it shall be reported within two (2)
26 days. For purposes of this Section, a "day" is defined as a day on which a
27 unit member actually reports at his/her regular work site for duty.

28 Section 3 - Limitations. Reimbursement is limited to an amount equal to

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1 ARTICLE XXI

2 VACATIONS

3 Section 1 - Allowance for Full-Time Unit Members. Vacation is accrued by
4 unit members in accordance with the schedule set forth below. The
5 schedule is premised on a twelve (12) month year and eight (8) hours per
6 day.

7 Unit members in the first 5 years of employment shall earn thirteen
8 (13) days vacation annually.

9 Unit members in their 6th through 8th year shall earn sixteen (16)
10 days vacation annually.

11 Unit members in their 9th year shall earn seventeen (17) days
12 vacation annually.

13 Unit members in their 10th year shall earn eighteen (18) days
14 vacation annually.

15 Unit members in their 11th year shall earn nineteen (19) days
16 vacation annually.

17 Unit members in their 12th year shall earn twenty (20) days
18 vacation annually.

19 Unit members in their 13th year ~~and thereafter~~ shall earn twenty-
20 one (21) days vacation annually.

21 Unit members in their 14th year and thereafter shall earn twenty-
22 two (22) days vacation annually.

23 Section 2 - Determining Years of Employment. For purposes of
24 determining years of employment, the first year of employment shall be
25 from initial employment until the first anniversary date as determined by
26 salary step placement. All subsequent years shall be determined in
27 accordance with salary step placement each anniversary date. However, a
28 promotion which results in a reduced step placement on a higher range

shall not impair years of service advancement for purposes of determining earned vacation.

Section 3 - Proportional Vacation For Part-Time Employees. Unit members whose assignment is less than twelve (12) months and/or less than eight (8) hours per day shall earn paid vacation each fiscal year proportional to the full work year. A copy of the computation formula can be obtained in the Business Office and shall be distributed annually.

Section 4 - Computation For A Full Work Year. A full year is defined as two thousand eighty-eight (2,088) hours based on 21.75 working or holiday days per month which is one hundred seventy-four (174) hours per month. Therefore, total annual hours in regular paid status as related to two thousand eighty-eight (2,088) hours shall determine proportional vacation earnings for unit members assigned less than eight (8) hours daily for twelve (12) months.

Section 5 - Use or Payment. Unit members working less than twelve (12) months will be paid annually for their vacation days in excess of their normally assigned working days. Such payment will be made periodically during non-work recess periods with the balance paid no later than the 1W pay warrant. This restriction on use or payment shall not apply to a unit member who requests and otherwise qualifies to receive a donation of Catastrophic Leave, but must first exhaust all vacation hours.

Earned vacation for twelve (12) month unit members will be credited to the unit member's record at the end of each fiscal year. unit member may accumulate more than a maximum number of days vacation equal to two (2) years of earned vacation as of August 1. However, there shall be no loss of accrued vacation if the unit member is not permitted by the District to take earned vacation.

Twelve (12) month unit members will take their vacation as

1 ARTICLE 22

2 DISCIPLINARY PROCEDURES

3 Section 1 - Right to Discipline.

4 The District may impose discipline on a permanent employee in accordance
5 with the terms of this Article consistent with and subject to provisions
6 of the Education Code. For purposes of the procedures set forth herein,
7 discipline is deemed to be suspension without pay for more than three (3)
8 days, involuntary demotion (except layoff), or termination.

9 Section 2 - Exclusion of Probationary Employees.

10 The provisions of this Article apply only to permanent employees.
11 Probationary employees are subject to disciplinary action up to and
12 including termination without appeal at the sole discretion of the
13 District.

14 Section 3 - Remediation Effort.

15 It is recognized that an effort at remediation should have been made
16 by the District prior to terminating a permanent employee. Examples of
17 such efforts include verbal and/or written warnings, suspension with or
18 without pay, or any other appropriate effort to correct or remediate an
19 employee's unsatisfactory fulfillment of his/her job responsibilities,
20 unsatisfactory attendance or unsatisfactory personal conduct.

21 It is also recognized and agreed that certain acts and/or omissions
22 by an employee may, by their very nature and/or degree, be serious enough
23 to warrant immediate discipline consistent with Section 5 of this Article.
24 In such situations the District may move to immediately discipline the
25 employee without making any effort at remediation.

26 Section 4 - Informal Hearing.



1 scheduled and approved by their immediate supervisor. Vacations will be
2 scheduled at the convenience of the District and as nearly as possible at
3 the convenience of the unit member. A twelve (12) month unit member
4 who provides his/her supervisor with written summer vacation date
5 preferences by April 15, shall receive by May 15 a confirmed summer
6 vacation schedule.

7 //

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Unit 12-8-98
Bobby Giles
12-8-98



1 A permanent employee may request an informal hearing with his/her
2 immediate supervisor prior to the imposition of discipline by the District.
3 If requested, such a hearing will be held.

4 Section 5 - Right to Suspend.

5 The District retains the right to suspend an employee, with or
6 without pay, without warning when the health and/or welfare of the
7 employee, students, the public, or other employees is endangered by the
8 continued presence of the employee, and/or where the employee's presence
9 is a danger to the property of the District or others, and/or in cases of
10 aggravated insubordination. Suspension without pay for causes other than
11 those listed above shall be made only in accordance with the procedures
12 set forth in this Article. Suspensions shall be made by the Superintendent
13 or his/her designee(s).

14 Any employee charged with the commission of any sex offense as
15 defined in Education Code Section 44010 or any narcotics offense as
16 defined in Section 44011 of the Education Code by complaint, information
17 or indictment filed in a court of competent jurisdiction may be suspended
18 as provided for in Section 45304 of the Education Code.

19 This Article shall not be construed to diminish the District's
20 authority to take disciplinary action in accordance with the law, including
21 such actions as authorized by Education Code Sections 44010, 44011, and
22 45304.

23 Section 6 - Causes.

24 Any employee designated as a permanent employee shall be subject to
25 disciplinary action for cause as prescribed by rule or regulation of the
26 Board of Education. The Board's determination of the sufficiency of the



1 cause for disciplinary action shall be conclusive. Current causes
2 prescribed by the Board include, but are not limited to, the following:

3 A. Unsatisfactory attendance, such as:

- 4 1. Repeated absence without notification.
- 5 2. Excessive absence.
- 6 3. Repeated unexcused absence or tardiness.
- 7 4. Abuse of sick leave privilege.
- 8 5. Incarceration which adversely affects job performance.

9 B. Unsatisfactory personal conduct, such as:

- 10 1. Conviction of a crime carrying felony punishment even though
11 such punishment may not be imposed.
- 12 2. Conviction of any crime involving moral turpitude.
- 13 3. Discourteous, offensive, or abusive conduct or language toward
14 another employee, a pupil or a member of the public.
- 15 4. Dishonesty.
- 16 5. Reporting to work while intoxicated, possession of an open
17 container of an alcoholic beverage on District property, or in a
18 District-owned vehicle, or working while under the influence
19 of alcohol.
- 20 6. Addiction to the use of narcotics or habit forming drugs or
21 reporting to work or working while under the influence of a
22 drug which interferes with job performance.
- 23 7. Conviction (or proof of commission) of any sex offense
24 defined in Education Code 44010, or a conviction (or proof of
25 commission) under Penal Code 261.5.



- 1 8. Conviction (or proof of commission) of any narcotics offense
2 as defined in Education Code 44011, or a conviction (or proof
3 of commission) under Health and Safety Code 11361.
- 4 9. Falsifying any information supplied to the District including,
5 but not limited to, information supplied on application forms,
6 employment records, or any District records.
- 7 10. Altering or falsifying records of the District.
- 8 11. Repeated malingering during the course of a normal working
9 day.
- 10 12. Engaging in political activities while on a work duty status.
- 11 13. Release of personal information concerning any employee or
12 any pupil who is not his/her own child or ward to any person
13 other than teacher or administrator in the school which the
14 pupil attends or is enrolling.
- 15 14. Excessive fraternizing with students.
- 16 15. Possession of a deadly or dangerous weapon on school grounds.
- 17 16. Offering anything of value or offering any service in exchange
18 for special treatment in connection with the employee's job or
19 employment, or accepting anything of value or any special
20 service in exchange for granting any special treatment to
21 another employee or to any member of the public.

22 The term "conviction" as used above shall mean
23 conviction in trial court based upon a plea of guilty or nolo
24 contendere or a finding of guilty after a court or jury trial.

- 25 C. Unsatisfactory fulfillment of job responsibilities, such as:
- 26 1. Incompetency or inefficiency in the performance of the duties
27 of the position.



2. Insubordination (including, but not limited to, refusal to do assigned work).
 3. Carelessness or negligence in the performance of duty, or in the care and use of District property.
 4. Misuse or misappropriation of District property.
 5. Willful violation of the Education Code, Title V of the California Administrative Code, any other code or administrative code of California, or any rules of the Governing Board.
 6. Denial, suspension, revocation or non-renewal of a license, permit or any other document(s) required by the nature of the position.
 7. Receipt by the District from the District's insurance carrier of a request in writing for an endorsement excluding the employee from coverage under the District's insurance policy while driving a motor vehicle because of increased risk due to the employee's poor driving record.
 8. Violation of firearms guidelines for Security Guards.
 9. Physical inability to perform duties of the assignment.
 10. Refusal to take a physical examination (at District expense) when requested to do so in writing by direction of the Board of Education.
- D. Other reasons, such as:
1. Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
 2. Membership in the Communist Party.

Section 7 - Notification.



1 Employees shall receive written notification of the District's intent
2 to discipline prior to such action becoming effective in all cases other
3 than those situations set forth above involving the District's right to
4 suspend. Employees charged solely with incompetency or inefficiency, and
5 who request a formal hearing, will continue in paid status until a final
6 decision is rendered. Notwithstanding the foregoing, if an employee
7 requests and is given an extension beyond the hearing date set by the
8 hearing officer, the employee may be placed in unpaid status effective the
9 day after such hearing date.

10 With the notice of intent to discipline, the employee shall receive
11 notice of the effective date of the intended action, a statement of the
12 specific acts and/or omissions upon which the proposed disciplinary
13 action is based, the date by which the employee may respond either orally
14 or in writing, and copies of documents and other materials which support
15 the proposed action.

- 16 A. Following the employee's response, if any, a determination will be
17 made the District as to the appropriate disciplinary action, if any.
- 18 B. If the District determines action should be taken, the employee shall
19 receive in person, or be sent by certified mail, notice of this
20 determination accompanied by notice of the effective date of the
21 action, a statement of the specific acts and/or omissions upon
22 which the disciplinary action is based, copies of documents and
23 other materials which support the action, and a statement advising
24 the employee of the employee's right to a formal hearing wherein the
25 employee shall have the right either to self-representation or to
26 representation by an Association representative, or legal counsel.

1 C. ~~The employee shall have five (5) workdays following the delivery or~~
2 ~~mailing of this notice to request a formal hearing.~~ If the employee
3 desires a formal hearing, the employee must sign and return a
4 written request for such within the ~~five (5)~~ ten (10) workdays
5 following the personal delivery or mailing of ~~the~~ this notice. Failure
6 to comply with these time limits shall result in the employee's
7 waiver of his/her right to a formal hearing.

8 Section 8 - Formal Hearing.

9 All formal disciplinary hearings shall be held before a hearing officer
10 mutually selected and agreed to by the parties to this Agreement. The
11 hearing shall be closed unless at the time the hearing is requested by the
12 employee a written request for an open hearing is submitted to the
13 District. The hearing officer shall set the time and place of the hearing.
14 The costs of the compensation to the hearing officer and the
15 reimbursement of the hearing officer's travel and subsistence expenses,
16 as well as the cost of a hearing room, shall be equally shared by the
17 parties to this Agreement. The following guidelines shall be used in
18 conducting hearings:

19 A. Oral evidence shall be taken only on oath or affirmation.

20 B. Each party shall have the right to call and examine witnesses; to
21 introduce exhibits; to cross-examine opposing witnesses; to recall
22 any witness regardless of which party first called him/her to
23 testify; and to rebut the evidence against him/her. If the accused
24 employee does not testify in his/her own behalf, s/he may be called
25 and examined as if under cross-examination.

26 C. The hearing need not be conducted according to technical rules
27 relating to evidence and witnesses. Any relevant evidence shall be

1 admitted if it is the sort of evidence on which responsible persons
2 are accustomed to rely in the conduct of serious affairs, regardless
3 of the existence of any common law or statutory rule which might
4 make improper the admission of such evidence over objection in
5 civil actions. Hearsay evidence may be used for the purpose of
6 supplementing and examining other evidence but shall not be
7 sufficient standing by itself to support a finding unless it would be
8 admissible over objection in civil actions. The rules of privilege
9 shall be effective to the extent that they are otherwise required by
10 statute to be recognized at the hearing. Irrelevant and unduly
11 repetitious evidence shall be excluded.

12 D. The hearing shall be conducted in the English language. The
13 proponent of any testimony to be offered by a witness who does not
14 speak English proficiently shall provide an interpreter and bear the
15 cost of the interpreter. Upon completion of the hearing, the hearing
16 officer shall prepare Findings of Fact and Conclusions of Law that
17 constitute the results of the hearing, and form a basis for the
18 decision of the Board of Education. The decision of the Board of
19 Education shall be final.

20 Section 9 - Summary Discipline.

21 A. Summary discipline shall be defined as a suspension without pay for
22 not more than three (3) days. When practical, such action shall be
23 initiated by written notice from the Assistant Superintendent
24 Personnel Services.

25 B. Within ~~five (5)~~ ten (10) work days of receipt of a summary
26 discipline notice, the unit member shall have the right to appeal said
27 discipline in writing to the Superintendent or his/her designee.

1 Within five (5) work days after the response to the appeal
2 referenced above, the unit member shall have the right to appeal in
3 writing to the Board of Education. The Board may hear the appeal,
4 designate one (1) of its members to hear the appeal, or designate a
5 hearing officer to hear the appeal on its behalf. The hearing officer
6 shall not be an employee of the Jurupa Unified School District. The
7 Board's determination shall be conclusive and final.

8 C. It is expressly understood that the application of this Section shall
9 be exclusively for corrective or remediative purposes. Alleged
10 discriminatory or arbitrary application of this Section shall be
11 grievable if a grievance is filed prior to an appeal being sent to the
12 Board of Education. The matter shall not be considered by the Board
13 if a grievance is appropriately filed.

14 D. Failure of a unit member to appeal summary discipline shall not
15 prejudice the unit member's right to defend allegations in
16 subsequent hearings.

17 Section 10 - Non-Grievability.

18 The procedures provided for herein regarding discipline are intended to
19 provide due process and to be exclusive and, therefore, shall take the
20 place of access to the grievance procedure(s) as set forth in this
21 Agreement.

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23 / /

1 ARTICLE 24

2 DURATION

3 Section 1 - Duration.

4 This Agreement shall remain in full force and effect up to and including
5 June 30, 2001, and thereafter shall continue in effect until superseded by
6 a subsequent Agreement. If either party wishes to modify, amend or add
7 to this Agreement, that party must notify the other party of such intent by
8 March 15, 2001.

9 Section 2 - Reopeners.

10 The parties agree to reopen negotiations for the 1999-2000 and
11 2000-2001 school years on Article 14 - Classified Salary Schedule and
12 Ranges and Article 17 - Health and Welfare Benefits.

13 Additionally, during the 1999-2000 school year either party may
14 select ~~one (1)~~ two (2) additional Articles to reopen; and, during the 2000-
15 2001 school year either party may select up to two (2) additional Articles
16 to reopen.

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1 ARTICLE XXV

2 SUPPORT OF AGREEMENT

3
4 Section 1 - Mutual Trust and Respect

5 The District and the Association are committed to maintaining a
6 relationship based on mutual trust and respect. The Parties agree that the
7 "interest based" approach to problem solving and negotiations such as
8 that developed by the California Foundation for Improvement of Employee-
9 Employer Relations (CFIER) is a desirable approach for the Parties to use.

10 Section 2 - Periodic Meetings

11 The District and the Association shall continue to meet periodically to
12 discuss items of interest and concern. Such meetings are not intended to
13 impose a duty to bargain on either party during the term of this Agreement
14 or to create a waiver of the duty to bargain otherwise agreed to by the
15 parties.

16 Section 3 - Mutual Support of Agreement

17 The District and the Association agree that it is to their mutual benefit to
18 encourage the resolution of differences through the meet and negotiation
19 process. Therefore, it is agreed that both parties will support this
20 Agreement for its term and will not appear before the District's Board to
21 seek change or improvement in any matter subject to the meet and
22 negotiation process except by mutual agreement of the District and the
23 Association.

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Jurupa Unified School District

Personnel Report #14

February 16, 1999

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Glen Avon Elementary; extended day and year activities and help from special education specialists; January 28, 1999 through January 31, 1999; not to exceed 220 hours total; appropriate hourly rate of pay.

Ms. Julie Herman	Ms. Tammy Jardine	Ms. Gabrielle Sznopak
Ms. Ji Hong	Ms. Diane Ravelli	Ms. Heather Broda
Mr. Kevin Harrison	Mr. Basil Slaymaker	
Ms. Mary Lunetto	Ms. Sara Gewirtz	

Home Teaching Program; 1998-99 school year; appropriate hourly rate of pay.

Ms. Sherine Patton	Ms. Nancy Aden	Ms. Terry Gotreau
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Instructional Services; to grade proficiency exams; January 21-24, 1999; not to exceed five (5) hours total; appropriate hourly rate of pay.

Mr. Scott Steinbrinck	Mr. Paul Viafora
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Instructional Services; to plan the purchase of science laboratory equipment; February 2, 1999 through April 30, 1999; not to exceed 2 1/2 hours per day; appropriate hourly rate of pay.

Ms. Sandra Amatriain	Ms. Valerie Baule	Mr. Barry Brandon
Ms. RaeAnn Brush	Ms. Jenelle Benson	Mr. John Dawson
Ms. Kristin DeFrance	Ms. Janet Edmondson	Mr. Gary Ennis
Ms. Sue Ferraro	Mr. Charles Guzman	Ms. Denyse Hart
Ms. Susan Kay	Ms. Karen Laskey	Mr. Edward Mills
Mr. Pat Monaco	Ms. Terese Pisarik	Ms. Wendy Ramirez
Mr. Bryan Smith	Mr. Terry Snell	Ms. Gabrielle Sznopak
Ms. Denise Turner		

Rustic Lane Elementary; to coordinate extended day title I tutoring program; February 1, 1999 through March 12, 1999; not to exceed 25 hours total; appropriate hourly rate of pay.

Ms. Linda Dalton

Personnel Report #14

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Stone Avenue Elementary; to provide learning activities that integrate the curriculum;
February 1-25, 1999; not to exceed 1 1/2 hours total; appropriate hourly rate of pay.

Ms. Alyce Dooley

Sunnyslope Elementary; to participate in reading intervention extended day program; January
25, 1999 through June 10, 1999; not to exceed 65 hours total; appropriate hourly rate of pay.

Mr. Robert Mitchell
Ms. Shawnette Bukarau

Mr. Eduardo Cesena

Ms. Elizabeth Mendoza

Sunnyslope Elementary; to participate in reading intervention extended day program; January
25, 1999 through June 10, 1999; not to exceed 40 hours total; appropriate hourly rate of pay.

Ms. Barbara Martin
Ms. Sally Beese

Ms. Anne Gibson
Ms. Janice DeSpain

Ms. Marilyn Wior

Sunnyslope Elementary; to participate in reading intervention extended day program; January
25, 1999 through June 10, 1999; not to exceed 40 hours total; appropriate hourly rate of pay.

Ms. Jamie Neal
Ms. Miranda Larson
Ms. Debbie Dallas

Mr. Carl Zitek
Ms. Jennifer Stromdahl
Ms. Zoe Washburn

Ms. Lori Brown
Ms. Sandra Vega
Ms. Heather Ballard

Substitute Assignment

Teacher

Mr. Patrick Baus
4824 Pinnacle Street
Riverside, CA 92509

As needed
CBEST Waiver

Teacher

Ms. Zoi Halias
16270 Moon Bow Court
Riverside, CA 92503

As needed
Emergency 30-Day Permit

Teacher

Ms. Margaret Whitmore
199 Barret Road
Riverside, CA 92507

As needed
Emergency 30-Day Permit



Personnel Report #14

CERTIFICATED PERSONNEL

Leave of Absence

Teacher	Ms. Vivian Perricone-Rude 2555 Horace Street Riverside, CA 92506	Special Leave effective February 1, 1999 through April 2, 1999 with use of sick leave benefits.
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Return from Leave of Absence

Teacher	Ms. Niki Stashuk 17131 La Kenice Way Yorba Linda, CA 92886	Effective July 1, 1999
Resource Specialist	Mr. Larry Sturm 6615 Comet Circle #400 Springfield, VA 22150	Effective July 1, 1999

Resignation

Language, Speech & Hearing Specialist	Ms. Geraldine Behymer 3674 Packard Street Riverside, CA 92509	Effective January 23, 1999
Teacher	Ms. Cynthia Huebscher 1362 Milburn Avenue Redlands, CA 9 2373	Effective February 2, 1999
Teacher	Ms. Stephanie Montgomery 29143 Whitegate Lane Highland, CA 92346	Effective February 2, 1999

CLASSIFIED PERSONNEL

Regular Assignment

Bilingual Language Tutor	Ms. Susie Camacho 11040 Holmes Avenue Mira Loma, CA 91752	Effective February 2, 1999 Work Year E1 Part-time
Instructional Aide	Ms. Nancy Iverson 2762 Upton Court Riverside, CA 92509	Effective February 9, 1999 Work Year E1 Part-time



Personnel Report #14

CLASSIFIED PERSONNEL

Promotion

From Clerk-Typist to Secretary-High School Assistant Principal	Ms. Sandra Michelson 4900 Eclipse Mira Loma, CA 91752	Effective February 2, 1999 Work Year B
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Short-Term/Extra Work

Glen Avon Elementary; to expand the volunteer reading tutor program; January 25, 1999 through June 11, 1999; not to exceed 20 hours total; appropriate hourly rate of pay.

Activity Supervisor	Ms. Sherrie Stoddard
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Leave of Absence

Bilingual Language Tutor	Ms. Alma DeLaPiedra 5955 Dartmouth Alta Loma, CA 91737	Unpaid Special Leave effective February 8, 1999 through June 11, 1999 without compensation or health and welfare benefits.
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Activity Supervisor	Ms. Erin Done 4771 Pinnacle Street Riverside, CA 92509	Unpaid Special Leave effective February 1, 1999 through June 9, 1999 without compensation or health and welfare benefits.
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Instructional Aide/ Activity Supervisor	Ms. Cheryl Watson 6073 Scheelite Street Riverside, CA 92509	Unpaid Special Leave effective January 19, 1999 through April 19, 1999 without compensation or health and welfare benefits.
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MANAGEMENT PERSONNEL

Resignation

Elementary Principal	Mr. John Wheeler 6071 Baldwin Street Riverside, CA 92509	Effective June 18, 1999
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Personnel Report #14

OTHER PERSONNEL

Short-Term Assignment

Warehouse; to serve as a Peak Load Assistant; January 1, 1999 through June 30, 1999; not to exceed eight (8) hours per day; \$8.23 per hour.

Peak Load Assistant Mr. John Cole

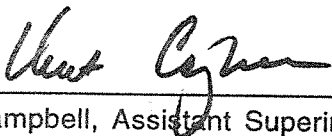
Mission Bell Elementary; 1998-99 school year; after school sports and recreation program.

Ms. Mary Burchett	\$200
Mr. David Moberly	\$150
Ms. Susan Kay	\$150

West Riverside Elementary; to serve as a Peak Load Assistant; January 25, 1999 through June 10, 1999; not to exceed one (1) hour each per day; \$7.12 per hour.

Peak Load Assistant	Ms. Maria Jimenez-Torres
Peak Load Assistant	Ms. Alma Sanchez
Peak Load Assistant	Ms. Holly Robertson
Peak Load Assistant	Ms. Branden Bryan

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



Jurupa Unified School District

Personnel Report #14

February 16, 1999

CERTIFICATED PERSONNEL

Intern Assignment

Teacher	Ms. Linda Granger 6741 Berylwood Court Riverside, CA 92506	Effective February 10, 1999 Multiple Subject Internship Credential
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Change of Status

Teacher	Ms. Ramona Lopez 20424 Sugar Gum Road Riverside, CA 92506	Effective July 1, 1999 From 75% to 100%
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Extra Compensation Assignment

Adult Education Program: 1998-99 school year; to serve as a substitute instructor; February 9, 1999 through June 8, 1999; appropriate hourly rate of pay.

Mr. Darwin Dallas Ms. Gloria Arredondo

Adult/Alternative Education Program: to serve as a Teacher/Coordinator for the district JTPA IIC Program; January 25, 1998 through June 11, 1999; not to exceed five (5) hours per week; appropriate hourly rate of pay.

Ms. Kathy Schroeder

Bilingual Program: to assist teachers who will be preparing for CLAD exam; April 26, 1999 through June 30, 1999; not to exceed 12 hours total; appropriate hourly rate of pay.

Ms. Nancy Matzenauer

Bilingual Program: to assist teachers who will be preparing for CLAD exam; April 26, 1999 through June 30, 1999; not to exceed 52 hours total; appropriate hourly rate of pay.

Ms. Janet Garcia-Hudson

Bilingual Program: to assist teachers who will be preparing for CLAD exam; March 14, 1999 through April 23, 1999; not to exceed 12 hours total; appropriate hourly rate of pay.

Ms. Lupe Lopez Ms. Sheila Medina

Personnel Report #14

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Bilingual Program: to assist teachers who will be preparing for CLAD exam; February 1, 1999 through March 13, 1999; not to exceed 12 hours total; appropriate hourly rate of pay.

Ms. Lupe Lopez Ms. Sheila Medina

Home Teaching; 1998-99 school year; appropriate hourly rate of pay.

Ms. Debbie England Ms. Evelyn Harman

Instructional Services: to serve on the report card committee; January 12, 1999 through February 2, 1999; not to exceed 5.5 hours each; appropriate hourly rate of pay.

Ms. Betty Ast	Ms. Heather Crane	Ms. Barbara Godoy
Mr. Eric Gruenewald	Ms. Theresa Hoag	Ms. Julia Holt
Ms. Cynthia Johnson	Ms. Wendy Kerby	Ms. Janice Kidd
Mr. Robert Mitchell	Ms. Marci Murray	Ms. Donnalee Peccerilli
Ms. Nanette Prince	Ms. Deborah Reiner	Ms. Sandra Roberson
Ms. Gabrielle Sznopak	Ms. Kristy Williams	Ms. Tammy Wright

Instructional Services; class size reduction workshops; January 25, 1999 through February 4, 1999; not to exceed six (6) hours each; appropriate hourly rate of pay.

Ms. Heather Ballard	Ms. Patti Bice	Ms. Andrea Cole
Ms. Kristen Duman	Ms. Rosa Farfan	Mr. Mark Gonzales
Ms. Linda Granger	Ms. Dani Hart	Ms. Karen Jardine
Ms. De'Ann McWilliams	Ms. Cynthia Moran	Ms. Heather Regus

Glen Avon Elementary; students will be given the opportunity to participate in Student Council, Academic Olympics, Math Field Day, sports and other clubs; February 4, 1999 through March 31, 1999; not to exceed 34 hours total; appropriate hourly rate of pay.

Mr. Craig Sevey Ms. Connie Lubak

Glen Avon Elementary; students will be given the opportunity to participate in Student Council, Academic Olympics, Math Field Day, sports and other clubs; February 4, 1999 through March 31, 1999; not to exceed nine (9) hours total; appropriate hourly rate of pay.

Ms. Lynette McClintock

Personnel Report #14

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Pedley Elementary; after school program; January 13, 1999 through June 10, 1999; not to exceed 504 hours total; appropriate hourly rate of pay.

Mr. Nick Cornejo	Ms. Tracy Grogan	Ms. Lourdes Ruelas
Ms. Marcia Weaver	Ms. Lisa Koss	Ms. Bonita Welch
Ms. Joanne Greeley	Ms. Barbara Adcock	Ms. Sally Chan
Ms. Emily Fowler	Mr. Daniel Brennan	Mr. Andrew Elliott

Pedley Elementary; to start and run Title I program; September 1, 1998 through June 10, 1999; not to exceed 100 hours total; appropriate hourly rate of pay.

Ms. Joanne Greeley Ms. Marcia Weaver

Stone Avenue Elementary; to provide afterschool extended learning time that focuses on the specific needs of each child; February 1, 1999 through June 10, 1999; not to exceed 60 hours total; appropriate hourly rate of pay.

Ms. Irma Hartsock

Jurupa Middle School; to teach an additional period; not to exceed five (5) hours per week; appropriate rate of pay.

Ms. Christy Rizzo

Mission Middle School; to plan, discuss, prepare and organize the math curriculum; November 1, 1998 through January 22, 1999; not to exceed five (5) hours total; appropriate hourly rate of pay.

Mr. Dan Patterson

Jurupa Valley High School; to teach an extra period for 9th grade class size reduction; January 25, 1999 through June 10, 1999; not to exceed five (5) hours per week each; appropriate rate of pay.

Mr. Doug Buckhout	Mr. Mike Jordan	Ms. Kay Murphy
Ms. Julie Boswell	Mr. Paul Viafora	

Personnel Report #14

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Rubidoux High School: to teach an extra period for 9th grade class size reduction; January 25, 1999 through June 10, 1999; not to exceed five (5) hours per week each; appropriate rate of pay.

Mr. Gene Erickson	Ms. Rachel Williams	Ms. Alice Cornejo
Ms. Cori Barber	Ms. Ni'Cole Mukes	Ms. Kristina Moore
Ms. Branka O'Brien	Mr. Maurice Edu	Ms. Patty Prosser
Ms. Yvonne Sprenkle	Mr. Dennis Payne	Mr. Paul Horn
Mr. Allan Stringer	Ms. Devi Curtis	Mr. Armando Muniz

Substitute Assignment

Teacher	Ms. Amy Crawford 2442 Iowa Avenue #R-15 Riverside, CA 92507	As needed Emergency 30-Day Permit
Teacher	Ms. Karin Kelley 950 Linden Street #84 Riverside, CA 92507	As needed Emergency 30-Day Permit
Teacher	Mr. Ricardo Santos 7860 Eugenia Drive Fontana, CA 92336	As needed Emergency 30-Day Permit

Leave of Absence

Teacher	Ms. Irma Beach 1399 William McGrath Street Colton, CA 92324	Maternity Leave effective January 6, 1999 through March 2, 1999 with use of sick leave benefits.
Teacher	Mr. Malcolm Butler P.O. Box 221326 Sacramento, CA 95822	Unpaid Special Leave effective July 1, 1999 through June 30, 2000 without compensation or health and welfare benefits.
Teacher	Ms. Cheryl Cooper 5625 Cornwall Avenue Riverside, CA 92506	Unpaid Special Leave effective July 1, 1999 through June 30, 2000 without compensation or health and welfare benefits.

Personnel Report #14

CERTIFICATED PERSONNEL

Placement on 39-Month Reemployment List

Teacher	Mr. Rex Moore 20053 Sweet Bay Riverside, CA 92508	Effective February 10, 1999
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Resignation

Teacher	Ms. Kryste Hanes 4068 A Mercury Circle SE Albuquerque, NM 87118	Effective February 8, 1999
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Teacher	Ms. Nanette delaCruz-Corona 5566 Royal Hill Drive Riverside, CA 92506	Effective February 5, 1999
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Teacher	Ms. Gail Ostrander 1642 D Privet Court Corona, CA 91719	Effective February 9, 1999
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CLASSIFIED PERSONNEL

Regular Assignment

Activity Supervisor	Ms. Nimia Reyes 4233 Aero Lane Riverside, CA 92509	Effective February 17, 1999 Work Year F1 Part-time
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Voluntary Demotion

From Account Clerk to Instructional Aide	Ms. Teri Heinssen 2241 Lone Tree Street Corona, CA 91720	Effective February 22, 1999 Work Year E1 Part-time
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Return to Former Classification

(Did not complete probationary period)

From Stock Clerk/ Delivery Driver to Instructional Aide	Mr. Carl Bourdon 11448 Mojave Drive Mira Loma, CA 91752	Effective February 10, 1999 Work Year E1 Part-time
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Personnel Report #14

CLASSIFIED PERSONNEL

Short-Term/Extra Work

Pedley Elementary; extended day program to target students with remedial help in reading and language skills; September 1, 1998 through June 10, 1999; not to exceed 88 hours total; appropriate hourly rate of pay.

Bil. Language Tutor	Ms. Yolanda Muniz
Bil. Language Tutor	Ms. Vivian Carrasco
Bil. Language Tutor	Ms. Lilia Guillen

Sunnyslope Elementary; to participate in Reading Intervention and extended day classes to build reading and writing skills; January 25, 1999 through June 10, 1999; not to exceed 65 hours total; appropriate hourly rate of pay.

Instructional Aide	Ms. Donna Liggan
Preschool Teacher	Ms. Joan Jardine
Bil. Language Tutor	Ms. Sylvia Alcantar
Instructional Aide	Ms. Rose De Los Reyes

Mission Middle School; to help supervise student dances; February 11, 1999 through March 17, 1999; not to exceed three (3) hours each; appropriate hourly rate of pay.

Campus Supervisor	Ms. Krista Huerta
Campus Supervisor	Ms. Patricia Hopson

Substitute Assignment

Instructional Aide	Ms. Jessica Farley 14269 Canyon Ridge Drive Riverside, CA 92503	As needed
Campus Supervisor	Mr. Kory Mack 7325 Sebastian Avenue Riverside, CA 92509	As needed
Library Technician	Ms. Margaret Myers 7715 Westpark Drive Riverside, CA 92506	As needed
Campus Supervisor	Mr. Jerramie Turner 9833 Union Street Riverside, CA 92509	As needed

Personnel Report #14

CLASSIFIED PERSONNEL

Leave of Absence

Activity Supervisor	Ms. Shannon Robinson 6171 Darcee Drive Riverside, CA 92509	Unpaid Special Leave effective January 27, 1999 through April 28, 1999 (1 1/2 hours per week only) without compensation or health and welfare benefits.
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Resignation

Activity Supervisor	Ms. Maria Huffman 3319 Avalon #108 Riverside, CA 92509	Effective February 19, 1999
Bilingual Language Tutor	Ms. Jacqueline Lizarraga 9363 Hastings Blvd. Riverside, CA 92509	Effective February 5, 1999

MANAGEMENT PERSONNEL

Regular Assignment

Warehouse Manager	Mr. Jose Aguilar 509 E. Victoria Street Rialto, CA 92376	Effective February 11, 1999 Work Year A
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Promotion

From Teacher to Elementary Principal	Ms. Elizabeth Sawley 5640 Susanna Bryant Drive Yorba Linda, CA 92887	Effective February 17, 1999 Administrative Services Credential
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OTHER PERSONNEL

Short-Term Assignment

Warehouse: to serve as a Peak Load Assistant; January 1, 1999 through February 28, 1999;
not to exceed eight (8) hours per day; \$8.23 per hour.

Peak Load Assistant	Mr. John Cole
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Personnel Report #14

CLASSIFIED PERSONNEL

Short-Term Assignment

Glen Avon Elementary; to serve as an extended day teacher; January 28, 1999 through March 31, 1999; not to exceed 22 hours total; \$27.20 per hour.

Extended Day Teacher Ms. Sara Gewirtz

Glen Avon Elementary; to serve as an extended day teacher; January 28, 1999 through March 31, 1999; not to exceed 60 hours total; \$27.20 per hour.

Mr. Jonathan Brubaker	Ms. Zoi Halias	Ms. Kelly Hill
Ms. Erin Janse	Ms. Karin Kelley	Ms. Amy Crawford

Ina Arbuckle Elementary; extended day program to help students in reading and math; October 26, 1998 through February 5, 1999; not to exceed 98 hours total; \$5.15 per hour.

Extended day tutor Ms. Maria Perez

Sunnyslope Elementary; to participate in Reading Intervention and extended day classes to build reading and writing skills; January 25, 1999 through June 10, 1999; not to exceed 65 hours total; appropriate hourly rate of pay.

Instructional Tutor	Ms. Char Sevisend
Instructional Tutor	Ms. Patti Bock
Instructional Tutor	Ms. Sue Lauritzen


Rubidoux High School; to serve as an AVID Tutor; February 5, 1999 through June 10, 1999; not to exceed 25 hours per week; \$6.00 per hour.

AVID Tutor Ms. Julia Munoz

Warehouse; to serve as a Peak Load Assistant; February 5, 1999 through February 28, 1999; not to exceed eight (8) hours per day; \$8.23 per hour.

Peak Load Assistant Ms. Rebeca Thom

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services