



A G E N D A
BOARD OF EDUCATION MEETING
RIVERSIDE UNIFIED SCHOOL DISTRICT
Board Room
6735 Magnolia Avenue, Riverside, California

BOARD OF EDUCATION:
MRS. GAYLE CLOUD
PRESIDENT
CHARLES L. BEATY, Ph.D.
VICE PRESIDENT
MRS. KATHY ALLAVIE
CLERK
MR. TOM HUNT
MEMBER
MRS. PATRICIA LOCK-
DAWSON, MEMBER

Closed Session – 5:00 p.m.

April 15, 2013

Open Session – 5:30 p.m.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification of accommodation in order to participate in a meeting should direct such request to the District Superintendent at 788-7135, Ext. 80402 at least 48 hours before the meeting, if possible.

As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's administrative offices, Reception Area, First Floor, 3380 Fourteenth Street, Riverside, California.

At approximately 9:00 p.m., the Board of Education will determine which of the remaining agenda items can be considered and acted upon prior to 9:30 p.m., and may continue all other items on which additional time is required until a future meeting. All meetings are scheduled to end at 9:30 p.m.

CALL MEETING TO ORDER – 5:00 p.m.

ESTABLISHMENT OF A QUORUM OF THE BOARD OF EDUCATION

PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS

CLOSED SESSION

The Board of Education will recess to Closed Session at 5:00 p.m. to discuss:

1. Consideration of Pupil Services Matters Pursuant to Education Code Sections 35146 and 48918
2. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6

| | |
|--------------------------|--|
| District Representative: | Rick L. Miller, Ph.D., District Superintendent |
| Employee Organizations: | Riverside City Teachers Association |
| | California School Employees Association |
| | Managers, Confidentials, and Supervisors |

RECONVENE OPEN SESSION

The Board of Education will convene in Open Session at 5:30 p.m.

April 15, 2013

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to our flag will be led by Daniela De La Garza, 6th grade Liberty Elementary School student.

GROUP PERFORMANCE

The Louisa May Alcott Elementary School Choir will perform for the Board of Education.

| | <u>Oral Report Assigned To</u> | <u>For Board</u> | <u>Page</u> |
|---|------------------------------------|----------------------|-------------|
| <u>SECTION A – PRESENTATIONS</u> | | | |

A.1 Recognition of the Riverside Polytechnic High School Mock Trial Team, Riverside County Mock Trial Champions

Asst. Supt.
Inst. Services
(7-12)

1

The Board of Education will recognize the Riverside Polytechnic High School Mock Trial Team, for being named Riverside County Mock Trial Champions for the third consecutive year, and placing 9th in the state in the California Mock Trial competition.

A.2 Recognition of the John W. North High School Boys' and Girls' Basketball Teams

Asst. Supt.
Inst. Services
(7-12)

2

The Board of Education will recognize the John W. North High School Boys' Basketball Team, Co-Champions of the Inland Valley League, CIF Division 2AA Champions and CIF State Regional Finalists. The Board will also recognize the John W. North Girls' Basketball Team, who played in the CIF Division II Semifinals. Several individuals also received special CIF honors.

A.3 American Heart Association – Fit Friendly Company Award

Asst. Supt.
Inst. Services
(7-12)

3

Fit-friendly worksites are recognized by the American Heart Association as employers who go above and beyond when it comes to their employees' health.

SECTION B – REPORTS BY HIGH SCHOOL REPRESENTATIVES

B.1 High School Representatives

District
Superintendent

*Naomi Cerda – Abraham Lincoln High School
Mary Jo De Silva – Arlington High School
Evan Cowder – Martin Luther King High School*

SECTION C – PUBLIC INPUT

*Public Input provides an opportunity for citizens to make suggestions, identify concerns, or request information about matters affecting the school District for items **NOT on the agenda**. Complaints against employees will normally be heard in Closed Session, and the District’s complaint procedure should be followed before discussion with the Board.*

Individuals or groups who wish to address the Board are requested to fill out a “Request to Address the Board of Education” card located on the table at the back of the Board Room. Comments or presentations should be limited to five minutes or less.

Pursuant to the Brown Act, Board of Education members cannot discuss or take action on any item which does not appear on the Consent and Action Calendars of the agenda. The Board of Education may provide a reference to staff or other resources of information, request staff to report back at a subsequent meeting, or direct staff to place an item on a future agenda.

SECTION D – DISTRICT EMPLOYEE GROUP REPORTS

D.1 Riverside Council PTA Presentation by Ms. Marilyn Orens, President

District
Superintendent

Ms. Marilyn Orens will report on the activities and accomplishments of the Riverside Council Parent Teacher Association (PTA).

D.2 CSEA Presentation by Mr. Richard Carpenter, President, Riverside Unified School District, Chapter #506

District
Superintendent

Mr. Richard Carpenter will report on the activities and accomplishments of the California School Employees Association (CSEA).

SECTION E – SUBCOMMITTEE REPORT

E.1 Board Instruction Subcommittee Report

Mrs. Patricia Lock-Dawson Report

The Board of Education will receive a report from the Board Instruction Subcommittee.

SECTION F – CONSENT

Moved_____ Seconded_____ Vote_____

All items listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board request specific items to be removed from the Consent Calendar.

| | | | | |
|------------|---|----------------------------|---------|-------|
| F.1 | Minutes of Board Meeting <i>March 16, 2013 – Special Board Meeting March 18, 2013 – Regular Board Meeting</i> | District Superintendent | Consent | 4-10 |
| F.2 | Acceptance of Gifts and Donations to the District <i>Individuals and entities may make gifts or donations of usable items or money to the District. Gifts or donations of \$100 or more in value are accepted and acknowledged by the Board of Education.</i> | Deputy Supt. Business | Consent | 11-12 |
| F.3 | Warrant List No. 15 <i>The payment for the purchase of goods, materials, and services is done in school districts with checks called warrants. Warrant lists are presented to the Board of Education for ratification.</i> | Deputy Supt. Business | Consent | 13-20 |
| F.4 | Approval of Tentative Agreement Between Riverside Unified School District and Its Employees Represented by the California School Employees Association, Chapter 506 <i>It is recommended that the Board of Education approve the Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.</i> | Deputy Supt. Business | Consent | 21-42 |
| F.5 | Approval to Utilize the Cooperative Purchasing Agreement, City of Santa Monica – Contract No. 9370 With West Coast Arborists, Inc. for Comprehensive Urban Forest Maintenance Program <i>Cooperative purchasing agreement for the comprehensive urban forest maintenance program.</i> | Deputy Supt. Business | Consent | 43-54 |
| F.6 | Resolution No. 2012/13-43 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Budget Adjustments to Appropriate Revenues, Expenditures, and Fund Balance and to Transfer Between Accounts and Funds for the Following Fiscal Year | Deputy Supt. Business | Consent | 55-58 |

Approval of this agenda item will allow the District's Business Office staff to process transfers for budget adjustments, to increase and decrease revenues and expenditures and to balance between accounts and major funds as needed for the 2013-14 fiscal year.

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|------------|---|--------------------------|---------|-------|
| F.7 | Resolution No. 2012/13-44 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Encumbrances of Funds for the Following Fiscal Year, Authorizing Signatures for Purchase Orders and Other Contractual Commitments and Establishing Not to Exceed Amounts | Deputy Supt. Business | Consent | 59-62 |
|------------|---|--------------------------|---------|-------|

Approval of this agenda item will allow the District to encumber funds for the 2013-14 fiscal year and will authorize designated staff to sign purchase orders and contractual commitments within certain dollar limitations.

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|------------|---|--------------------------|---------|-------|
| F.8 | Resolution No. 2012/13-45 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer of Funds From the District's General Fund to the District's Child Development Fund and From the District's General Fund to the District's Nutrition Services Fund for the Following Fiscal Year | Deputy Supt. Business | Consent | 63-66 |
|------------|---|--------------------------|---------|-------|

Approval of this agenda item will allow the District to provide temporary loans for the 2013-14 fiscal year from the General Fund to the Child Development Fund and from the General Fund to the Nutrition Services Fund.

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|------------|---|--------------------------|---------|-------|
| F.9 | Resolution No. 2012/13-46 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer From Various District Funds to the General Fund for the Following Fiscal Year | Deputy Supt. Business | Consent | 67-70 |
|------------|---|--------------------------|---------|-------|

Approval of this agenda item will allow the District to provide temporary loans for the 2013-14 fiscal year from various District funds to the District General Fund.

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|-------------|--|--------------------------|---------|-------|
| F.10 | Resolution No. 2012/13-47 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Year-end Budget Adjustments to Appropriate Revenues, Expenditures and Fund Balance, and to Transfer Between Accounts and Funds for the Current Fiscal Year | Deputy Supt. Business | Consent | 71-74 |
|-------------|--|--------------------------|---------|-------|

Approval of this agenda item will allow the District's Business Services staff to process year-end budget adjustments to appropriate revenues, expenditures and fund balance, and to

transfer between accounts and funds as needed to close the financial records for the 2012-13 fiscal year.

F.11 Notices of Completion

Deputy Supt.
Business

Consent 75-98

Notice of Completion – Purchase Order C6002216 – Bid No. 2011/12-44 – Category 18 – Plumbing – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Plumbing at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002221 – Bid No. 2011/12-39 – Category 01 – Earthwork – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Earthwork at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002224 – Bid No. 2011/12-42 – Category 04 – Masonry – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Masonry at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002225 – Bid No. 2011/12-45 – Category 19 – Electrical – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Electrical at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002228 – Bid No. 2011/12-46 – Category 26 – Stadium Track and Field – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Stadium Track and Field at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002257 – Bid No. 2010/11-10 – Category 29 – Stadium Grandstands – Arlington High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Stadium Grandstands at the Arlington High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002273 – Bid No. 2011/12-65 – Category 26 – Stadium Track and Field – Riverside Polytechnic High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Stadium Track and Field at the Riverside Polytechnic High School Athletic Facilities Master Plan.

Notice of Completion – Purchase Order C6002348 – Bid No. 2010/11-32 – Category 29 – Stadium Grandstands – Riverside Polytechnic High School Athletic Facilities Master Plan

A Notice of Completion is recommended for the Stadium Grandstands at the Riverside Polytechnic High School Athletic Facilities Master Plan.

F.12 Single Plans for Student Achievement

Asst. Supt.
Inst. Services
(K-6)

Consent 99-100

California Education Code requires that schools receiving state or federal categorical funding develop an annual Single Plan for Student Achievement (SPSA).

F.13 Out-of-State Field Trips

Asst. Supt.
Inst. Services
(7-12)

Consent 101-105

Out-of-State Field Trip – Chemawa Middle School

Chemawa Middle School's Team Houston will travel to Houston, Texas, to participate in a trip to Johnson Space Center, May 21 – 25, 2013.

Out-of-State Field Trip – Martin Luther King High School

Martin Luther King High School's Odyssey of the Mind team is seeking pre-approval to travel to Lansing, Michigan, to participate in the Odyssey of the Mind World Finals, May 21 – 27, 2013.

F.14 Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints to Riverside County Office of Education

Asst. Supt.
Operations

Consent 106-107

The quarterly report information confirms that there were no complaints filed with any school in the District for the period of January 1, 2013 – March 31, 2013.

F.15 Recommended Actions From the Administrative Hearing Panel and/or the Executive Director, Pupil Services/SELPA and Adoption of the Findings of Fact for All Approved Cases

Exec. Director
Pupil Serv./SELPA

Consent

Confidential
Insert

Cases for Expulsion

Consistent with Administrative Regulation #5144.1, principals may suspend students who are in violation of Education Code Section 48900 and Board Policy #5144.1. Certain violations identified in Education Code Section 48915 are of a serious nature that require recommendation to the Board of Education for expulsion.

Student Cases: #2012-107, #2012-108

Cases for Expulsion With a Recommendation for Suspended Expulsion

Education Code Section 48917 provides that a student who has been recommended for expulsion may have the expulsion suspended by the Board of Education. The suspended expulsion is valid for the term of the original expulsion order. The student is placed upon school probation, assigned to a school program, and must remain there until the conditions identified in the Rehabilitation Plan are met.

Student Cases: #2012-099, #2012-104, #2012-105, #2012-106, #2012-109, #2012-110, #2012-111, #2012-112, #2012-113, #2012-115

Case for Denial of Admission of Students Expelled by Another School District

Education Code Section 48915 permits school districts to enroll a student expelled by another school district for certain specific violations following a hearing in which the receiving school district determines the student does not represent a threat to the safety of students or staff or of disrupting the instructional program.

Student Case: #2012-00T

F.16 Certificated Personnel Assignment Order CE 2012/13-15

Asst. Supt.
Human Res.

Consent

108-114

The latest District's management, certificated personnel actions are presented to the Board of Education for approval.

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|-------------|---|---------------------------|---------|---------|
| F.17 | Classified/Non-Classified Personnel Assignment Order CL 2012/13-15 | Asst. Supt. Human Res. | Consent | 115-121 |
|-------------|---|---------------------------|---------|---------|

The latest District's classified personnel actions are presented to the Board of Education for approval.

SECTION G – REPORT/DISCUSSION

| | | | | |
|------------|--|--------------------------|--------|---------|
| G.1 | Disclosure of Tentative Agreement Between Riverside Unified School District and Its Employees Represented by the California School Employees Association, Chapter 506 | Deputy Supt. Business | Report | 122-131 |
|------------|--|--------------------------|--------|---------|

This item represents the public disclosure of the terms and conditions, including financial impact, of a Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

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|------------|---|--------------------------|--------|---------|
| G.2 | Disclosure of Tentative Agreement Between Riverside Unified School District and Its Employees Represented by the Riverside City Teachers Association | Deputy Supt. Business | Report | 132-171 |
|------------|---|--------------------------|--------|---------|

This item represents the public disclosure of the terms and conditions, including financial impact, of a Tentative Agreement for employees represented by the Riverside City Teachers Association.

SECTION H – PUBLIC HEARINGS

| | | | | |
|------------|---|---------------------------|-------------------|---------|
| H.1 | <u>Public Hearing</u> – Initial Proposal for Negotiations Submitted by the Riverside City Teachers Association With the Riverside Unified School District Board of Education for the 2013-2014 School Year | Asst. Supt. Human Res. | Public Hearing | 172-173 |
|------------|---|---------------------------|-------------------|---------|

A public hearing is to be held on the initial proposal for negotiations submitted by the Riverside City Teachers Association (RCTA) with the Riverside Unified School District Board of Education for the 2013-2014 school year.

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|------------|---|---------------------------|-------------------|---------|
| H.2 | <u>Public Hearing</u> – Initial Proposal for Negotiations Submitted by the Riverside Unified School District Board of Education With the Riverside City Teachers Association for the 2013-2014 School Year | Asst. Supt. Human Res. | Public Hearing | 174-175 |
|------------|---|---------------------------|-------------------|---------|

A public hearing is to be held on the initial proposal for negotiations submitted by the Riverside Unified School District Board of Education with the Riverside City Teachers Association (RCTA) for the 2013-2014 school year.

**H.3 Public Hearing – Intent to Implement Program Flexibility
Provided in February 2009 Budget Act (Tier III Categorical
Programs)**

Deputy Supt.
Business

Public
Hearing

176-179

The Board of Education will hold a public hearing on the District's intent to implement program flexibility provided in the 2009 Budget Act in order to take testimony on Tier III Categorical proposed transfers, proposed uses of funding and proposed program closings.

SECTION I – ACTION

**I.1 Fremont Elementary and Andrew Jackson Elementary
Schools 2013-14 Restructuring/Alternative Governance
Plans**

Asst. Supt.
Inst. Services
(K-6)

Action

180-211

The Restructuring/Alternative Governance Plans for Fremont and Andrew Jackson Elementary Schools have been developed for implementation in the 2013-14 school year.

Moved_____ Seconded_____ Vote_____

I.2 Approval of Head Start Reapplication for 2013-2014

Deputy Supt.
Business

Action

212-258

Riverside Unified School District is submitting a reapplication for year one of the three-year cycle for Head Start funding. The application for federal assistance amounts to \$994,877 funding with a \$248,719 district In-Kind match.

Moved_____ Seconded_____ Vote_____

SECTION J – CONCLUSION

J.1 Board Members' Comments

J.2 Superintendent's Announcements

**J.3 Agenda Items for Future Meetings
Monday, May 6, 2013 – Regular Board Meeting**

ADJOURNMENT

The next regular meeting of the Board of Education is scheduled for Monday, May 6, 2013. The meeting will be called to order at 4:30 p.m. in the Board Room at 6735 Magnolia Avenue, Riverside, California. The Board will adjourn to Closed Session from 4:30 to 5:30 p.m., at which time the Board of Education will reconvene in Open Session.

April 15, 2013

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Recognition of the Riverside Polytechnic High School Mock Trial Team,
Riverside County Mock Trial Champions

Presented by: Dr. William E. Ermert, Assistant Superintendent, Instructional Services 7-12

Responsible

Cabinet Member: Dr. William E. Ermert, Assistant Superintendent, Instructional Services 7-12

Type of Item: Presentation

Short Description: The Board of Education will recognize the Riverside Polytechnic High School Mock Trial Team, for being named Riverside County Mock Trial Champions for the third consecutive year, and placing 9th in the state in the California Mock Trial competition.

DESCRIPTION OF AGENDA ITEM:

The Board of Education will honor Poly High School's Mock Trial team for winning the Riverside County Mock Trial competition and placing 9th overall in the state contest. This marks the 3rd consecutive year that Poly has won the county contest. In addition, student Misha Perinova was named Outstanding Defense Attorney for Riverside County and earned a summer internship with the Riverside County Public Defender's Office.

FISCAL IMPACT: None

RECOMMENDATION: None. Presentation only.

ADDITIONAL MATERIAL: None

**Board Meeting Agenda
April 15, 2013**

Topic: Recognition of the John W. North High School Boys' and Girls' Basketball Teams

Presented by: Dr. William E. Ermert, Assistant Superintendent, Instructional Services 7-12

Responsible

Cabinet Member: Dr. William E. Ermert, Assistant Superintendent, Instructional Services 7-12

Type of Item: Presentation

Short Description: The Board of Education will recognize the John W. North High School Boys' Basketball Team, Co-Champions of the Inland Valley League, CIF Division 2AA Champions and CIF State Regional Finalists. The Board will also recognize the John W. North Girls' Basketball Team, who played in the CIF Division II Semifinals. Several individuals also received special CIF honors.

DESCRIPTION OF AGENDA ITEM:

The Board of Education will honor members of the John W. North High School Boys' and Girls' Basketball Teams for their outstanding performance this past season. The Boys' Team was named Co-Champions of the Inland Valley League, CIF Division 2AA Champions, and CIF State Regional Finalists. The Girls' Team made it to the Division II Semifinals. Several North Team members earned special recognition as well. They include: Dorian Butler, Division 2 AA Player of the Year and recipient of the John R. Wooden Award and HS Gametime Player of the Year; Priscilla Brooks, All-CIF Division 2 AA 1st Team; Simone De Coud, All-CIF Division 2AA 1st Team and McDonald's All American nominee; and Deshon Taylor, All CIF 2AA 1st Team. Boys' Basketball Coach Mike Bartee was named CIF Division 2 AA Coach of the Year and HS Gametime Coach of the Year.

FISCAL IMPACT: None

RECOMMENDATION: None. Presentation only.

ADDITIONAL MATERIAL: None

**Board Meeting Agenda
April 15, 2013**

Topic: American Heart Association – Fit Friendly Company Award

Presented by: Ms. Dayna Perry, American Heart Association
Responsible
Cabinet Member: Dr. William E. Ermert, Assistant Superintendent, Instructional Services 7-12

Type of Item: Presentation

Short Description: Fit-friendly worksites are recognized by the American Heart Association as employers who go above and beyond when it comes to their employees' health.

DESCRIPTION OF AGENDA ITEM:

The American Heart Association will recognize Riverside Unified School District as a gold-level status fit-friendly organization in providing a fitness-oriented work place to their employees.

FISCAL IMPACT: None

RECOMMENDATION: None. Presentation only.

ADDITIONAL MATERIAL: None

UNOFFICIAL

This is an uncorrected copy of Board Minutes. The Minutes do not become official until they are approved by the Board at the next meeting.

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING
HELD MARCH 16, 2013
ARLINGTON HIGH SCHOOL, ADMINISTRATION CONFERENCE ROOM
2951 JACKSON STREET, RIVERSIDE, CALIFORNIA**

CALL MEETING TO ORDER

Mrs. Cloud, Board President, called the Special Board meeting to order at 8:00 a.m.

MEMBERS PRESENT

Mrs. Gayle Cloud, President; Dr. Charles L. Beaty, Vice President; Mrs. Kathy Y. Allavie Clerk; and Mr. Tom Hunt, Member.

Also present were District Superintendent Dr. Rick L. Miller, Ms. Gloria Johnston, and staff.

Mrs. Patricia Lock-Dawson, Member, arrived at 8:04 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to our flag was led by Mrs. Allavie.

SECTION A – PUBLIC INPUT

There were no requests to speak to the Board of Education.

SECTION B – GOVERNANCE TEAM WORKSHOP

EXPECTED OUTCOMES:

- Assessed Meeting Norms and Governance Team Protocols Implementation (Adopted 1-21-12)
- Reviewed/Affirmed/Revised District Goals
- Determined Board Goals

B.1 Join Up and Catch Up

B.2 Agenda Review

B.3 Assessed Meeting Norms and Governance Team Protocols Implementation

The Board members took a break from 9:30 to 9:40 a.m.

B.4 Reviewed/Discussed District Goals

SECTION C – CONCLUSION

C.1 Board Members' – Comments

There were no comments made by Board members.

ADJOURNMENT

Mrs. Cloud adjourned the Public Session at 11:33 a.m.

Kathy Allavie
Clerk
Board of Education

UNOFFICIAL

This is an uncorrected copy of Board Minutes. The Minutes do not become official until they are approved by the Board at the next meeting.

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, MARCH 18, 2013
BOARD ROOM
6735 MAGNOLIA AVENUE, RIVERSIDE, CALIFORNIA**

CALL THE MEETING TO ORDER

Mrs. Cloud, Board President, called the meeting to order at 5:00 p.m.

MEMBERS PRESENT

Mrs. Gayle Cloud, President; Dr. Charles L. Beaty, Vice President; Mrs. Kathy Allavie, Clerk; Mr. Tom Hunt, Member; and Mrs. Patricia Lock-Dawson, Member.

Also present were District Superintendent, Dr. Rick L. Miller, members of the staff, and other interested citizens.

PUBLIC PARTICIPATION ON CLOSED SESSION MATTERS

The Board adjourned to Closed Session at 5:00 p.m.

CLOSED SESSION

1. Consideration of Pupil Services Matters Pursuant to Education Code Sections 35146 and 48918
2. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
District Representative: Rick L. Miller, Ph.D., District Superintendent
Employee Organizations: Riverside City Teachers Association
California School Employees Association
Managers, Confidentials, and Supervisors

RECONVENE OPEN SESSION

The Board reconvened in Open Session at 5:35 p.m. Mrs. Cloud announced that no formal action was taken by the Board during Closed Session.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to our flag was led by Sarah Franco-Colis, 6th grade Henry W. Longfellow Elementary School student.

SECTION A – PRESENTATION

A.1 Recognition of Riverside Unified School District Wrestlers Who Competed at State CIF Championship Competitions

SECTION B – REPORTS BY HIGH SCHOOL REPRESENTATIVES

B.1 Reports presented by Educational Options Center/Riverside Virtual, John W. North, Riverside Polytechnic, and Ramona High Schools' Student Board Representatives.

SECTION C – PUBLIC INPUT

Mr. David Eagle, Martin Luther King High School parent, spoke about students regaining eligibility in athletics and provided a handout for Board members.

SECTION D – DISTRICT EMPLOYEE GROUP REPORT

D.1 RCTA Presentation by Mr. Tim Martin, President, Riverside City Teachers Association

SECTION E – SUBCOMMITTEE REPORT

E.1 Board Finance Subcommittee Report

The Board of Education received a report from Dr. Beaty regarding the Board Finance Subcommittee.

SECTION F – CONSENT

Approval of the Consent Calendar was moved by Mrs. Allavie and seconded by Mr. Hunt and unanimously approved by members present. Items in the Consent Calendar have been published with the agenda and copies are on file in the District administrative offices.

SECTION G – REPORT/DISCUSSION

G.1 Disclosure of Tentative Agreement Between Riverside Unified School District and Its Employees Represented by the California School Employees Association, Chapter 506

Mr. Michael Fine, Deputy Superintendent, Business Services and Governmental Relations, stated that this item represents the public disclosure of the terms and conditions, including financial impact, of a Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

SECTION H – PUBLIC HEARING

H.1 Public Hearing – To Review and Consider a Report Entitled “School Facility Needs Analysis,” Dated February 14, 2013

Mrs. Cloud opened the public hearing at 6:37 p.m.

Ms. Janet Dixon, Director, Planning and Development, stated that the public hearing was being held to review and consider adoption of a report entitled “School Facilities Needs Analysis,” dated February 14, 2013, and to consider and respond to all public comments received by the District.

Mrs. Cloud closed the public hearing at 6:39 p.m.

SECTION I – ACTION

I.1 Resolution No. 2012/13-35 – Resolution of the Board of Education of the Riverside Unified School District Approving a School Facilities Needs Analysis, Adopting Alternative School Facility Fees in Compliance With Government Code Sections 65995.5, 65995.6, and 65995.7, Adopting Responses to Public Comments Received and Making Related Findings and Determinations

Ms. Dixon indicated that the Board was being asked to consider and approve Resolution No. 2012/13-35 approving the School Facilities Needs Analysis and adoption of alternative residential mitigation fees.

The item was moved by Dr. Beaty and seconded by Mrs. Allavie and unanimously approved by members present.

I.2 Resolution No. 2012/13-39 – Resolution of the Board of Education of the Riverside Unified School District Recognizing California Day of the Teacher, May 8, 2013

Mrs. Susan Mills, Assistant Superintendent, Human Resources, stated that staff is recommending that the Board of Education adopt Resolution No. 2012/13-39 which recognizes May 8, 2013 as the California Day of the Teacher.

The item was moved by Mr. Hunt and seconded by Mrs. Lock-Dawson and unanimously approved by members present.

I.3 Resolution No. 2012/13-40 – Resolution of the Board of Education of the Riverside Unified School District Recognizing Classified School Employees Week – May 19-25, 2013

Mrs. Susan Mills, Assistant Superintendent, Human Resources, stated that staff is recommending that the Board of Education adopt Resolution No. 2012/13-40 which recognizes May 19-25, 2013 as Classified School Employees Week.

The item was moved by Dr. Beaty and seconded by Mrs. Lock-Dawson and unanimously approved by members present.

I.4 Resolution No. 2012/13-41 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Issuance of Parity Bonds of Community Facilities District No. 15 (Improvement Area No. 3) Designated Special Tax Bonds, 2013 Series C, Appointing Fiscal Agent, Approving First Supplemental Fiscal Agent Agreement and Bond Purchase Agreement and Authorizing Negotiation of Terms of the Sale of Said Bonds, Approving Preliminary Official Statement and Authorizing Preparation of Final Official Statement and Approving Continuing Disclosure Agreement

Mr. Michael Fine, Deputy Superintendent, Business Services and Governmental Relations, discussed that the Board of Education is being asked to consider adopting Resolution No. 2012/13-41 authorizing the issuance of special tax bonds for Community Facilities District (CFD) No. 15 (Improvement Area No. 3), and approving various related agreements and statements.

Mr. Adam Baur, Principal, Fieldman/Rolapp & Associates, provided information about the existing mortgages within the CFD.

The item was moved by Dr. Beaty and seconded by Mrs. Allavie and unanimously approved by members present.

SECTION J – CONCLUSION

J.1 Board Members' Comments

Mr. Hunt commended John W. North High School's coaches and the team members for their conduct during the California Interscholastic Federation (CIF) games. He discussed his attendance at the California School Boards Association's (CSBA) Legislative Committee meeting in Sacramento this past week, and he discussed the

staff changes and that he feels CSBA is headed in a good direction. He requested that Mr. Fine look at a couple of Assembly Bills: AB948 regarding charter schools and their facilities, and AB928 which would allow nonpublic schools to purchase the CAHSEE.

Mrs. Allavie reported that the Board had a nice Goal setting session on Saturday, and that John W. North Boys' Basketball team did a good job. She discussed her recent visit at two schools: Riverside STEM Academy which was enlightening and fun to see, and an impressive visit at Highgrove Elementary School. Mrs. Allavie mentioned that Highgrove Elementary School does not have any business partnerships, and she suggested that this might be a topic for the Board Communications Subcommittee to especially look at schools that do not have business partnerships.

Dr. Beaty discussed the importance of Mock Trial, and how critical the teacher and attorney support is for this program. He suggested that letters need to be sent to the attorneys that spent so much of their time volunteering for our students. Dr. Beaty discussed what a great year it has been for Boys' and Girls' Basketball at John W. North High School, and he agreed with Mr. Hunt that he was very impressed with the caliber of coaches and fans that we have. He said that King High School Remembers was a record year with over 325 veterans in attendance. He mentioned his attendance with Mrs. Cloud at the 2nd Annual Education Conference for Parents where nationally-known Consuelo Castillo Kickbusch was the keynote speaker.

Mrs. Lock-Dawson stated that the Mock Trial State Competition will be coming to Riverside next weekend, and she said there is going to be an Orientation on March 22 and she was hoping that the Board could provide the "Welcoming" comments at 2:00 p.m. – Mrs. Cloud said that she would check into it. Mrs. Lock-Dawson indicated that the Special Education Prom was scheduled for May 18, at Ramona High School – and that there is a motivated teen that is fundraising for the Prom. She discussed meeting with Mr. Jorge Perez, Career and College Readiness Specialist (7-12), to talk about the Pathways to College Conference that she is trying to put together. She indicated that there is a tentative date for the event of October 5, 2013, and that it is slated to take place after the Riverside College and Career Fair. Mrs. Lock-Dawson said she attended "The Knowledgeable" at Matthew Gage Middle School, which is like Jeopardy, and Leadership Riverside Education Day, where she heard Dr. Miller and Mr. Fine present and said they both did a nice job. She said most principals shared that their biggest challenge is not having an assistant principal.

Mrs. Cloud thanked Mr. Hunt for investing his time in the CSBA Legislative Committee. She indicated that the next Annual CSBA Education Conference is scheduled for December 5 through 7, 2013. She mentioned her attendance at King High School Remembers, and how a 94-year old veteran that she knows talks about the event 4 months in advance because it means so much to him. She indicated that she is glad that we are looking slowly and carefully at our Adult Education program.

J.2 Superintendent's Announcements

Dr. Miller said that our CIF run with John W. North High School Boys' and Girls' was great. He discussed the 2nd Annual Education Conference for Parents at Arlington High School and said that the keynote and breakout sessions were highly attended and a great success.

J.3 Next Board Meeting: April 15, 2013

ADJOURNMENT

Mrs. Cloud adjourned the Public Session at 7:24 p.m., in memory of Ms. Karlene Taylor, graduate of John W. North High School, and a former Arlington High School teacher.

Kathy Allavie
Clerk
Board of Education

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Acceptance of Gifts and Donations to the District

Presented by: Donna Manson, Account Clerk, Business Services

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Individuals and entities may make gifts or donations of usable items or money to the District. Gifts or donations of \$100 or more in value are accepted and acknowledged by the Board of Education.

DESCRIPTION OF AGENDA ITEM:

The District has received the following gifts and donations:

- Arlington High School received \$500.00 from Molina Healthcare, Inc. for their 2nd Annual Parent Summit.
- Chemawa Middle School received \$250.00 from Julie Olson for the Team Houston trip.
- Amelia Earhart Middle School received the following:
 - \$1,000.00 from GAR Laboratories, Inc. for the Fall Leadership Retreat
 - \$500.00 from Thomas Torres Living Trust for the Choir trip
 - \$200.00 from Sam's Club for their ASB Pancake Breakfast Fundraiser
- Benjamin Franklin Elementary School received \$4,776.00 from their Parent Teacher Organization for field trips.
- Martin Luther King High School received the following to purchase the record board for the pool:
 - \$1,000.00 from Riverside Aquatics Association
 - \$1,000.00 from the Grove Community Church
 - \$1,000.00 from the Community Medical Group of Riverside, Inc.

- \$1,000.00 from Bryant and Larson, A Professional Dental Corporation
- \$1,000.00 from Turn-N-Burn Diving
- \$1,000.00 from Riverside Water Polo
- \$1,000.00 from the KHS Girls' Water Polo Boosters
- Martin Luther King High School received \$302.00 from Edison International through their Employee Contributions Campaign.
- Magnolia Elementary School received 40 computers with peripherals from Technical Resource Corporation valued at \$10,000.00.
- Riverside Polytechnic High School received the following:
 - \$1,000.00 from Ejay Filtration, Inc. for their ASB Theatre Team
 - \$1,000.00 from the Carpets By Duane, Inc. for their Wrestling Team
- Network and Information Systems received thirty (30) used desktop computers with peripherals from the Social Security Administration Office of Disability Adjudication and Review valued at \$7,500.00.
- Mark Twain Elementary School received the following:
 - \$200.00 from Mr. and Mrs. Merrill for library books
 - \$200.00 from Wells Fargo Foundation Educational Gift Program

Values are set by donor, and the District has not conducted any independent assessment as to the actual value of the gifted donated item. Inclusion of the value on this report is for information only and does not represent an affirmation of the value.

FISCAL IMPACT: \$34,428.00

RECOMMENDATION: It is recommended that the Board of Education accept the above gifts and donations.

ADDITIONAL MATERIAL: None

**Board Meeting Agenda
April 15, 2013**

Topic: Warrant List No.15

Presented by: Liz O'Donnell, Account Clerk, Business Services

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: The payment for the purchase of goods, materials, and services is done in school districts with checks called warrants. Warrant lists are presented to the Board of Education for ratification.

DESCRIPTION OF AGENDA ITEM:

B-Warrants in excess of \$2,000 issued since last period. Invoices for the claims have been checked and audited by the Business Office. Warrants for the claims have been prepared.

FISCAL IMPACT: \$ 6,921,307.10

RECOMMENDATION: It is recommended that the Board approve the warrants.

ADDITIONAL MATERIAL: Warrant List No. 15

Attached: Yes

RIVERSIDE UNIFIED SCHOOL DISTRICT

Commercial Warrant Listing 2012 - 2013

February 25, 2013 THRU March 15, 2013

B-Warrants In Excess of \$1,999.99 Issued Since Last Period

| Claim | Date | Fund | Warrant | Vendor Name | Claim Amount |
|---|------------|------|----------|--|--------------|
| <u>GENERAL FUND UNRESTRICTED</u> | | | | | |
| 208033 | 02/25/2013 | 03 | 14446573 | WESTERN MUNICIPAL WATER DISTRICT | \$2,119.48 |
| 208035 | 02/25/2013 | 03 | 14446575 | PEDERSEN, PHD, JOHN E. | \$4,000.00 |
| 208049 | 02/25/2013 | 03 | 14446589 | SCHOOL HEALTH SERVICES REGISTRY | \$2,380.22 |
| 208065 | 02/25/2013 | 03 | 14446605 | LOGICAL CHOICE TECHNOLOGIES | \$4,900.00 |
| 208072 | 02/25/2013 | 03 | 14446612 | LOGICAL CHOICE TECHNOLOGIES | \$3,613.00 |
| 208077 | 02/25/2013 | 03 | 14446616 | LOGICAL CHOICE TECHNOLOGIES | \$4,455.00 |
| 208078 | 02/25/2013 | 03 | 14446617 | LOGICAL CHOICE TECHNOLOGIES | \$3,861.00 |
| 208083 | 02/25/2013 | 03 | 14446622 | NIC PARTNERS CONFIDENTIAL | \$31,467.66 |
| 208094 | 02/26/2013 | 03 | 14447934 | LANGUAGE CIRCLE ENTERPRISE, INC. | \$2,305.71 |
| 208157 | 02/27/2013 | 03 | 14448511 | AGUA MANSA MRF, LLC | \$13,192.02 |
| 208253 | 02/28/2013 | 03 | 14451317 | FAGEN FRIEDMAN & FULFROST, LLP | \$13,353.63 |
| 208257 | 02/28/2013 | 03 | 14451321 | WAXIE SANITARY SUPPLY | \$32,651.92 |
| 208276 | 02/28/2013 | 03 | 14451340 | AT&T MOBILITY | \$6,771.66 |
| 208284 | 02/28/2013 | 03 | 14451348 | AT&T | \$14,414.59 |
| 208290 | 02/28/2013 | 03 | 14451354 | PATHFINDER RANCH | \$3,400.00 |
| 208305 | 02/28/2013 | 03 | 14451368 | RED DRAGON ELECTRIC | \$2,209.97 |
| 208307 | 02/28/2013 | 03 | 14451370 | AREY JONES EDUCATIONAL SOLUTIONS | \$6,584.79 |
| 208318 | 02/28/2013 | 03 | 14451381 | TRACE3 | \$250,442.08 |
| 208322 | 03/01/2013 | 03 | 14452046 | SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES | \$48,039.81 |
| 208340 | 03/01/2013 | 03 | 14452064 | DISCOVERY EDUCATION | \$3,095.00 |
| 208343 | 03/01/2013 | 03 | 14452067 | DISCOVERY EDUCATION | \$2,570.00 |
| 208348 | 03/01/2013 | 03 | 14452072 | CANON BUSINESS SOLUTIONS, INC., WEST | \$2,195.32 |
| 208368 | 03/04/2013 | 03 | 14452254 | WESTERN MUNICIPAL WATER DISTRICT | \$2,817.44 |
| 208381 | 03/04/2013 | 03 | 14452267 | JKEAA MUSIC SERVICES, LLC | \$2,000.00 |
| 208388 | 03/04/2013 | 03 | 14452274 | AREY JONES EDUCATIONAL SOLUTIONS | \$7,429.34 |
| 208389 | 03/04/2013 | 03 | 14452275 | AREY JONES EDUCATIONAL SOLUTIONS | \$4,329.17 |
| 208465 | 03/05/2013 | 03 | 14453382 | RIVERSIDE GATEWAY TO COLLEGE | \$22,940.98 |
| 208471 | 03/05/2013 | 03 | 14453388 | PEDERSEN, PHD, JOHN E. | \$4,000.00 |
| 208474 | 03/06/2013 | 03 | 14454627 | SOUTHERN CALIFORNIA EDISON CO | \$14,376.19 |
| 208475 | 03/06/2013 | 03 | 14454628 | WESTERN MUNICIPAL WATER DISTRICT | \$3,369.72 |
| 208533 | 03/06/2013 | 03 | 14454686 | HAREDESIGNS | \$2,477.84 |
| 208548 | 03/07/2013 | 03 | 14455938 | NATIONAL UNIVERSITY | \$9,098.63 |
| 208549 | 03/07/2013 | 03 | 14455939 | NATIONAL UNIVERSITY | \$421,459.01 |
| 208550 | 03/07/2013 | 03 | 14455940 | NIC PARTNERS CONFIDENTIAL | \$29,600.12 |
| 208558 | 03/07/2013 | 03 | 14455948 | WAXIE SANITARY SUPPLY | \$8,226.74 |
| 208589 | 03/07/2013 | 03 | 14455979 | ARCH TECHNOLOGY SOLUTIONS LLC | \$12,383.20 |
| 208590 | 03/07/2013 | 03 | 14455980 | REACH LEADERSHIP ACADEMY | \$6,451.78 |
| 208591 | 03/07/2013 | 03 | 14455981 | ARCH TECHNOLOGY SOLUTIONS LLC | \$14,276.76 |

| | | | | | |
|--------|------------|----|----------|---|-------------|
| 208592 | 03/07/2013 | 03 | 14455982 | STUDENT TRANSPORTATION OF AMERICA | \$7,118.13 |
| 208594 | 03/07/2013 | 03 | 14455984 | STUDENT TRANSPORTATION OF AMERICA | \$23,091.35 |
| 208596 | 03/07/2013 | 03 | 14455986 | STUDENT TRANSPORTATION OF AMERICA | \$22,255.00 |
| 208597 | 03/07/2013 | 03 | 14455987 | STUDENT TRANSPORTATION OF AMERICA | \$35,227.09 |
| 208613 | 03/07/2013 | 03 | 14456002 | UNIVAR USA | \$4,501.41 |
| 208618 | 03/07/2013 | 03 | 14456007 | WORTH AVE. GROUP, LLC | \$3,885.00 |
| 208634 | 03/08/2013 | 03 | 14457435 | MEDINA PEST CONTROL | \$2,200.00 |
| 208700 | 03/08/2013 | 03 | 14457501 | WESTERN MUNICIPAL WATER DISTRICT | \$3,498.47 |
| 208708 | 03/11/2013 | 03 | 14458831 | CCS PRESENTATION SYS | \$3,310.22 |
| 208720 | 03/11/2013 | 03 | 14458843 | CANON BUSINESS SOLUTIONS, INC., WEST | \$3,075.00 |
| 208724 | 03/11/2013 | 03 | 14458847 | PARKHOUSE TIRE, INC. | \$2,104.93 |
| 208728 | 03/11/2013 | 03 | 14458851 | BB&T INSURANCE SERVICES OF CALIFORNIA, INC. | \$5,000.00 |
| 208731 | 03/11/2013 | 03 | 14458854 | KMBS C/O BURTRONICS BUSINESS SYSTEMS | \$16,736.25 |
| 208734 | 03/11/2013 | 03 | 14458857 | SKYLINE ENGINEERING | \$2,727.80 |
| 208751 | 03/11/2013 | 03 | 14458874 | STATE OF CA/DEPT. JUSTICE | \$4,986.00 |
| 208756 | 03/11/2013 | 03 | 14458879 | BALLARD & TIGHE | \$2,395.47 |
| 208785 | 03/12/2013 | 03 | 14459313 | HAWTHORNE LIFT SYSTEMS | \$4,664.10 |
| 208813 | 03/12/2013 | 03 | 14459341 | CDI COMPUTER DEALERS, INC. | \$5,285.00 |
| 208844 | 03/13/2013 | 03 | 14460242 | PALOMAR CHRISTIAN CONFERENCE CENTER | \$31,934.00 |
| 208852 | 03/13/2013 | 03 | 14460250 | SCHOOL SPACE SOLUTIONS, INC. | \$3,652.56 |
| 208853 | 03/13/2013 | 03 | 14460251 | UNIVAR USA | \$22,905.38 |
| 208875 | 03/13/2013 | 03 | 14460273 | CDW-G | \$5,512.20 |
| 208880 | 03/13/2013 | 03 | 14460278 | JKEAA MUSIC SERVICES, LLC | \$3,700.00 |
| 208881 | 03/13/2013 | 03 | 14460279 | CDW-G | \$2,323.08 |
| 208884 | 03/13/2013 | 03 | 14460282 | CDW-G | \$3,506.04 |
| 208932 | 03/14/2013 | 03 | 14462727 | THE GAS COMPANY | \$11,856.20 |
| 208935 | 03/14/2013 | 03 | 14462729 | WESTERN MUNICIPAL WATER DISTRICT | \$2,586.75 |
| 208938 | 03/14/2013 | 03 | 14462732 | THE GAS COMPANY | \$2,913.85 |
| 208940 | 03/14/2013 | 03 | 14462734 | AREY JONES EDUCATIONAL SOLUTIONS | \$2,092.97 |
| 208941 | 03/14/2013 | 03 | 14462735 | AREY JONES EDUCATIONAL SOLUTIONS | \$6,603.70 |
| 208942 | 03/14/2013 | 03 | 14462736 | WAXIE SANITARY SUPPLY | \$8,280.58 |
| 208988 | 03/14/2013 | 03 | 14462781 | APPLE COMPUTER INC-AUSTIN | \$2,181.61 |
| 208989 | 03/14/2013 | 03 | 14462782 | APPLE COMPUTER INC-AUSTIN | \$2,508.61 |
| 208997 | 03/14/2013 | 03 | 14462790 | TURF STAR, INC. | \$6,204.27 |
| 209040 | 03/15/2013 | 03 | 14463764 | KMBS C/O BURTRONICS BUSINESS SYSTEMS | \$6,289.82 |

TOTAL FOR FUND 03 \$1,300,372.62

GENERAL FUND RESTRICTED 06

| | | | | | |
|--------|------------|----|----------|------------------------------------|--------------|
| 208030 | 02/25/2013 | 06 | 14446570 | RIVERSIDE PUBLISHING CO. | \$4,894.21 |
| 208036 | 02/25/2013 | 06 | 14446576 | PROFESSIONAL TUTORS OF AMERICA | \$16,524.00 |
| 208041 | 02/25/2013 | 06 | 14446581 | RISE INTERPRETING, INC. | \$5,820.00 |
| 208044 | 02/25/2013 | 06 | 14446584 | RIVERSIDE COUNTY OFFICE OF ED. | \$3,069.46 |
| 208045 | 02/25/2013 | 06 | 14446585 | STUDENTNEST.COM | \$9,872.50 |
| 208051 | 02/25/2013 | 06 | 14446591 | SOMERSET EDUCATIONAL SERVICES INC. | \$36,918.03 |
| 208053 | 02/25/2013 | 06 | 14446593 | STARTING GATE EDUCATIONAL SERVICES | \$168,176.76 |
| 208059 | 02/25/2013 | 06 | 14446599 | CCS PRESENTATION SYS | \$3,645.01 |
| 208070 | 02/25/2013 | 06 | 14446610 | TURNAROUND SCHOOLS | \$5,500.00 |
| 208087 | 02/25/2013 | 06 | 14446626 | SINGLEWIRE SOFTWARE LLC | \$50,000.00 |

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|--------|------------|----|----------|---|--------------|
| 208104 | 02/26/2013 | 06 | 14447944 | 1-ON-1 LEARNING WITH LAPTOPS | \$2,263.50 |
| 208158 | 02/27/2013 | 06 | 14448512 | CAROLYN E. WYLIE CENTER | \$3,145.00 |
| 208165 | 02/27/2013 | 06 | 14448519 | ALTERNATIVES UNLIMITED, INC. | \$3,658.61 |
| 208166 | 02/27/2013 | 06 | 14448520 | AAVANZA | \$7,513.98 |
| 208168 | 02/27/2013 | 06 | 14448522 | AMTECH ELEVATORS | \$2,465.00 |
| 208169 | 02/27/2013 | 06 | 14448523 | AMTECH ELEVATORS | \$3,404.10 |
| 208173 | 02/27/2013 | 06 | 14448525 | AUDITORY INSTRUMENTS, INC. | \$26,944.52 |
| 208180 | 02/27/2013 | 06 | 14448532 | THE WRITE STUFF | \$2,000.00 |
| 208193 | 02/27/2013 | 06 | 14448545 | HARRIS, DENNIS L. | \$2,000.00 |
| 208254 | 02/28/2013 | 06 | 14451318 | FAMILY SERVICE ASSOCIATION | \$111,823.80 |
| 208280 | 02/28/2013 | 06 | 14451344 | RIVER CITY TESTING | \$7,998.88 |
| 208292 | 02/28/2013 | 06 | 14451356 | PEARSON | \$3,500.00 |
| 208294 | 02/28/2013 | 06 | 14451358 | RIVERSIDE, CITY OF | \$21,780.78 |
| 208326 | 03/01/2013 | 06 | 14452050 | PEARSON | \$4,472.00 |
| 208386 | 03/04/2013 | 06 | 14452272 | NCS PEARSON, INC | \$12,500.00 |
| 208387 | 03/04/2013 | 06 | 14452273 | ! # 1 TOUCH-SCREEN TABLET COMPUTER TUTORING | \$7,418.33 |
| 208410 | 03/04/2013 | 06 | 14452296 | NEWMIND GROUP, INC. | \$14,491.50 |
| 208425 | 03/04/2013 | 06 | 14452311 | WATERLINE TECHNOLOGIES, INC. | \$2,118.05 |
| 208429 | 03/04/2013 | 06 | 14452315 | POWELL PIPE SUPPLY | \$2,339.99 |
| 208436 | 03/04/2013 | 06 | 14452322 | PARENT INSTITUTE FOR QUALITY EDUCAT | \$7,315.00 |
| 208494 | 03/06/2013 | 06 | 14454647 | LLOYD, BRIAN | \$2,000.00 |
| 208499 | 03/06/2013 | 06 | 14454652 | APPLE COMPUTER INC-AUSTIN | \$15,087.31 |
| 208504 | 03/06/2013 | 06 | 14454657 | APPLE COMPUTER INC-AUSTIN | \$3,427.68 |
| 208508 | 03/06/2013 | 06 | 14454661 | RIVERSIDE ARTS COUNCIL | \$8,951.17 |
| 208530 | 03/06/2013 | 06 | 14454683 | APPLE COMPUTER INC-AUSTIN | \$2,948.30 |
| 208559 | 03/07/2013 | 06 | 14455949 | EDUCATION DEVELOPMENT CENTER,INC. | \$6,000.00 |
| 208563 | 03/07/2013 | 06 | 14455953 | OAK GROVE INSTITUTE | \$3,872.98 |
| 208564 | 03/07/2013 | 06 | 14455954 | OAK GROVE INSTITUTE | \$6,996.53 |
| 208576 | 03/07/2013 | 06 | 14455966 | CAL-HOSA HEADQUARTERS | \$3,045.00 |
| 208617 | 03/07/2013 | 06 | 14456006 | YOUR TRAVEL CENTER INC. | \$3,481.40 |
| 208623 | 03/07/2013 | 06 | 14456012 | AMTECH ELEVATORS | \$2,465.00 |
| 208640 | 03/08/2013 | 06 | 14457441 | RIVERSIDE PUBLISHING CO. | \$6,114.85 |
| 208643 | 03/08/2013 | 06 | 14457444 | #1 AT-HOME TUTORS, INC. | \$2,071.72 |
| 208649 | 03/08/2013 | 06 | 14457450 | ALTERNATIVES UNLIMITED, INC. | \$16,425.44 |
| 208662 | 03/08/2013 | 06 | 14457463 | AREY JONES EDUCATIONAL SOLUTIONS | \$13,317.46 |
| 208687 | 03/08/2013 | 06 | 14457488 | MORALES-MORALES, ARNULFO & KARINA | \$2,000.00 |
| 208701 | 03/11/2013 | 06 | 14458824 | EDMENTUM HOLDINGS, INC. | \$3,693.60 |
| 208707 | 03/11/2013 | 06 | 14458830 | MIRACLE RECREATION EQUIPMENT | \$2,173.72 |
| 208742 | 03/11/2013 | 06 | 14458865 | SOCO GROUP, INC. | \$5,515.05 |
| 208745 | 03/11/2013 | 06 | 14458868 | THERESA HANCOCK & ASSOCIATES | \$5,000.00 |
| 208746 | 03/11/2013 | 06 | 14458869 | STUDENT TRANSPORTATION OF AMERICA | \$11,641.31 |
| 208747 | 03/11/2013 | 06 | 14458870 | STUDENT TRANSPORTATION OF AMERICA | \$10,200.95 |
| 208748 | 03/11/2013 | 06 | 14458871 | STUDENT TRANSPORTATION OF AMERICA | \$30,840.44 |
| 208749 | 03/11/2013 | 06 | 14458872 | STUDENT TRANSPORTATION OF AMERICA | \$32,750.69 |
| 208750 | 03/11/2013 | 06 | 14458873 | STUDENT TRANSPORTATION OF AMERICA | \$29,703.13 |
| 208798 | 03/12/2013 | 06 | 14459326 | NEFF CONSTRUCTION, INC. | \$34,319.70 |
| 208816 | 03/12/2013 | 06 | 14459344 | BONNETT IRRIGATION | \$4,670.21 |

| | | | | | |
|--------|------------|----|----------|--|-------------|
| 208821 | 03/12/2013 | 06 | 14459349 | CSHA | \$2,685.00 |
| 208845 | 03/13/2013 | 06 | 14460243 | RIVERSIDE COUNTY OFFICE OF ED. | \$5,000.00 |
| 208846 | 03/13/2013 | 06 | 14460244 | RIVERSIDE COUNTY OFFICE OF ED. | \$5,000.00 |
| 208847 | 03/13/2013 | 06 | 14460245 | RIVERSIDE COUNTY OFFICE OF ED. | \$7,000.00 |
| 208848 | 03/13/2013 | 06 | 14460246 | RIVERSIDE COUNTY OFFICE OF ED. | \$15,000.00 |
| 208854 | 03/13/2013 | 06 | 14460252 | BRAIN HURRICANE, LLC | \$9,063.00 |
| 208855 | 03/13/2013 | 06 | 14460253 | ACADEMIC ADVANTAGE | \$5,121.79 |
| 208861 | 03/13/2013 | 06 | 14460259 | CAROLYN E. WYLIE CENTER | \$11,915.37 |
| 208864 | 03/13/2013 | 06 | 14460262 | COYNE & ASSOCIATES EDUCATION CORP. | \$27,522.82 |
| 208899 | 03/13/2013 | 06 | 14460297 | BRICKLEY ENVIROMENTAL | \$2,100.00 |
| 208911 | 03/13/2013 | 06 | 14460309 | BARRON PHD, ABBE | \$4,500.00 |
| 208919 | 03/13/2013 | 06 | 14460317 | APOLLO WOOD RECOVERY, INC. | \$10,808.64 |
| 208924 | 03/14/2013 | 06 | 14462719 | JASPER ENGINES & TRANSMISSIONS | \$2,181.60 |
| 208953 | 03/14/2013 | 06 | 14462747 | SURE PREP LEARNING, LLC. | \$38,168.00 |
| 208954 | 03/14/2013 | 06 | 14462748 | RIVERSIDE COUNTY OFFICE OF ED. | \$14,000.00 |
| 208977 | 03/14/2013 | 06 | 14462770 | REVOLUTION PREP | \$2,759.31 |
| 208979 | 03/14/2013 | 06 | 14462772 | EDUCATIONAL ACHIEVEMENT SERVICES, INC. | \$3,000.00 |
| 208987 | 03/14/2013 | 06 | 14462780 | DIRECT EDGE, INC. | \$12,703.94 |
| 208995 | 03/14/2013 | 06 | 14462788 | ALL CITY MANAGEMENT SERVICES, INC. | \$2,457.45 |
| 208999 | 03/14/2013 | 06 | 14462792 | CENTEN CONSULTING, LLC | \$4,946.80 |
| 209031 | 03/15/2013 | 06 | 14463755 | CRAMM, DR. KENNETH | \$5,892.10 |
| 209063 | 03/15/2013 | 06 | 14463787 | LEARNING PLUS ASSOCIATES | \$8,531.70 |
| 209072 | 03/15/2013 | 06 | 14463796 | KEEP HOPE ALIVE PROJECTS | \$3,366.11 |

TOTAL FOR FUND 06 \$1,026,010.28

ADULT EDUCATION FUND 11

| | | | | | |
|--------|------------|----|----------|--------------------------------------|-------------|
| 208164 | 02/27/2013 | 11 | 14448518 | LABYRINTH PUBLICATION | \$2,122.23 |
| 208733 | 03/11/2013 | 11 | 14458856 | KMBS C/O BURTRONICS BUSINESS SYSTEMS | \$10,437.95 |

TOTAL FOR FUND 11 \$12,560.18

CAFETERIA SPECIAL REVENUE I

| | | | | | |
|--------|------------|----|----------|------------------------------------|-------------|
| 208123 | 02/26/2013 | 13 | 14447963 | DJ CO-OPS | \$5,877.65 |
| 208136 | 02/26/2013 | 13 | 14447976 | GOLD STAR FOODS, INC. | \$10,365.20 |
| 208143 | 02/26/2013 | 13 | 14447983 | P & R PAPER SUPPLY | \$20,720.64 |
| 208149 | 02/26/2013 | 13 | 14447989 | SUNRISE PRODUCE COMPANY | \$17,755.02 |
| 208150 | 02/26/2013 | 13 | 14447990 | SUNRISE PRODUCE COMPANY | \$12,862.71 |
| 208152 | 02/26/2013 | 13 | 14447992 | SYSCO LOS ANGELES, INC. | \$3,030.43 |
| 208222 | 02/27/2013 | 13 | 14448573 | SUNRISE PRODUCE COMPANY | \$25,403.35 |
| 208228 | 02/27/2013 | 13 | 14448579 | HOLLANDIA DAIRY | \$35,475.26 |
| 208238 | 02/28/2013 | 13 | 14451302 | GOOD, ALBA | \$2,720.00 |
| 208241 | 02/28/2013 | 13 | 14451305 | DICK AND JANE BAKING CO., LLC | \$2,448.00 |
| 208242 | 02/28/2013 | 13 | 14451306 | POWELL, DOUG | \$4,558.00 |
| 208243 | 02/28/2013 | 13 | 14451307 | FAIRLIGHT BAKERY, INC. | \$3,978.80 |
| 208244 | 02/28/2013 | 13 | 14451308 | FRESH START BAKERIES NORTH AMERICA | \$2,968.00 |
| 208245 | 02/28/2013 | 13 | 14451309 | GOLDEN STATE MANAGEMENT LLC | \$2,520.00 |
| 208248 | 02/28/2013 | 13 | 14451312 | P & R PAPER SUPPLY | \$11,553.18 |
| 208270 | 02/28/2013 | 13 | 14451334 | GOLD STAR FOODS, INC. | \$6,214.12 |
| 208288 | 02/28/2013 | 13 | 14451352 | GOLD STAR FOODS, INC. | \$3,002.77 |
| 208289 | 02/28/2013 | 13 | 14451353 | GOLD STAR FOODS, INC. | \$7,843.14 |

| | | | | | |
|--------------------------|------------|----|----------|------------------------------------|---------------------|
| 208293 | 02/28/2013 | 13 | 14451357 | SUNRISE PRODUCE COMPANY | \$5,941.64 |
| 208308 | 02/28/2013 | 13 | 14451371 | SUNRISE PRODUCE COMPANY | \$27,980.94 |
| 208317 | 02/28/2013 | 13 | 14451380 | SUNRISE PRODUCE COMPANY | \$5,789.11 |
| 208319 | 02/28/2013 | 13 | 14451382 | GOLD STAR FOODS, INC. | \$27,799.92 |
| 208424 | 03/04/2013 | 13 | 14452310 | CLARION CONSTRUCTION, INC. | \$3,373.00 |
| 208438 | 03/04/2013 | 13 | 14452324 | HOLLANDIA DAIRY | \$32,854.36 |
| 208446 | 03/04/2013 | 13 | 14452332 | GOLD STAR FOODS, INC. | \$67,838.80 |
| 208447 | 03/04/2013 | 13 | 14452333 | GOLD STAR FOODS, INC. | \$33,318.11 |
| 209016 | 03/15/2013 | 13 | 14463740 | GOOD, ALBA | \$2,640.00 |
| 209018 | 03/15/2013 | 13 | 14463742 | POWELL, DOUG | \$4,074.00 |
| 209019 | 03/15/2013 | 13 | 14463743 | FRESH START BAKERIES NORTH AMERICA | \$2,968.00 |
| 209021 | 03/15/2013 | 13 | 14463745 | GOLDEN STATE MANAGEMENT LLC | \$2,640.00 |
| 209022 | 03/15/2013 | 13 | 14463746 | HOLLANDIA DAIRY | \$43,702.63 |
| 209062 | 03/15/2013 | 13 | 14463786 | GOLD STAR FOODS, INC. | \$2,411.02 |
| 209064 | 03/15/2013 | 13 | 14463788 | GOLD STAR FOODS, INC. | \$2,907.50 |
| TOTAL FOR FUND 13 | | | | | \$445,535.30 |

DEFERRED MAINTENANCE FUND

| | | | | | |
|--------------------------|------------|----|----------|--------------------------|--------------------|
| 208101 | 02/26/2013 | 14 | 14447941 | FLOOR TECH AMERICA, INC. | \$12,424.22 |
| TOTAL FOR FUND 14 | | | | | \$12,424.22 |

BUILDING FUND 21

| | | | | | |
|--------------------------|------------|----|----------|--|---------------------|
| 208258 | 02/28/2013 | 21 | 14451322 | CHALLENGER SHEET METAL, INC. | \$2,388.70 |
| 208260 | 02/28/2013 | 21 | 14451324 | NUWAY, INC. | \$6,974.94 |
| 208261 | 02/28/2013 | 21 | 14451325 | ECONO FENCE | \$2,772.75 |
| 208262 | 02/28/2013 | 21 | 14451326 | ROADWAY ENGINEERING & CONTRACTING | \$24,560.00 |
| 208272 | 02/28/2013 | 21 | 14451336 | CHAMPION ELECTRIC | \$8,997.00 |
| 208323 | 03/01/2013 | 21 | 14452047 | HMC ARCHITECTS | \$9,527.24 |
| 208327 | 03/01/2013 | 21 | 14452051 | HMC ARCHITECTS | \$5,431.45 |
| 208503 | 03/06/2013 | 21 | 14454656 | JPI DEVELOPMENT GROUP, INC. | \$21,725.55 |
| 208507 | 03/06/2013 | 21 | 14454660 | MONTGOMERY HARDWARE COMPANY | \$53,240.85 |
| 208509 | 03/06/2013 | 21 | 14454662 | MONTGOMERY HARDWARE COMPANY | \$2,802.15 |
| 208511 | 03/06/2013 | 21 | 14454664 | JPI DEVELOPMENT GROUP, INC. | \$24,640.15 |
| 208514 | 03/06/2013 | 21 | 14454667 | SOUTHERN CALIFORNIA WEST COAST ELECTRIC INC. | \$23,036.08 |
| 208517 | 03/06/2013 | 21 | 14454670 | SOUTHWEST GENERAL CONTRACTORS, INC. | \$32,770.63 |
| 208593 | 03/07/2013 | 21 | 14455983 | ARTHUR J GALLAGHER & CO. INS BROKERS OF CA INC | \$30,305.71 |
| 208698 | 03/08/2013 | 21 | 14457499 | THE GAS COMPANY | \$33,408.16 |
| 208795 | 03/12/2013 | 21 | 14459323 | HMC ARCHITECTS | \$9,910.46 |
| 208797 | 03/12/2013 | 21 | 14459325 | HMC ARCHITECTS | \$3,659.95 |
| 208805 | 03/12/2013 | 21 | 14459333 | KNORR SYSTEMS INC. | \$15,810.44 |
| 209066 | 03/15/2013 | 21 | 14463790 | COLBI TECHNOLOGIES, INC. | \$4,000.00 |
| TOTAL FOR FUND 21 | | | | | \$315,962.21 |

SPECIAL RESERVE FUND FOR C

| | | | | | |
|--------------------------|------------|----|----------|-------------------------|--------------------|
| 208894 | 03/13/2013 | 40 | 14460292 | NATURE-TECH LANDSCAPING | \$35,226.32 |
| 208895 | 03/13/2013 | 40 | 14460293 | NATURE-TECH LANDSCAPING | \$4,826.79 |
| TOTAL FOR FUND 40 | | | | | \$40,053.11 |

SELF-INSURANCE FUND 67

| | | | | | |
|--------|------------|----|----------|--------------------------|-------------|
| 208227 | 02/27/2013 | 67 | 14448578 | THOMPSON & COLEGATE | \$2,047.15 |
| 208359 | 03/01/2013 | 67 | 14452083 | UNION BANK OF CALIFORNIA | \$81,112.16 |

| | | | | | |
|--------------------------|------------|----|----------|--|---------------------|
| 208455 | 03/05/2013 | 67 | 14453372 | SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES | \$49,534.51 |
| 208527 | 03/06/2013 | 67 | 14454680 | DELTA HEALTH SYSTEMS | \$3,181.49 |
| 208644 | 03/08/2013 | 67 | 14457445 | DELTA HEALTH SYSTEMS | \$165,302.89 |
| 208730 | 03/11/2013 | 67 | 14458853 | COMMUNITY ACTION EMPLOYEE ASSISTANC | \$5,530.00 |
| 208843 | 03/13/2013 | 67 | 14460241 | UNION BANK OF CALIFORNIA | \$196,153.36 |
| 208969 | 03/14/2013 | 67 | 14462763 | TOMARK SPORTS INC | \$2,556.92 |
| 209043 | 03/15/2013 | 67 | 14463767 | RUSD WORKER'S COMP TRUST | \$28,426.19 |
| 209067 | 03/15/2013 | 67 | 14463791 | THOMPSON & COLEGATE | \$9,743.94 |
| TOTAL FOR FUND 67 | | | | | \$543,588.61 |

MULTIPLE FUND CODES

| | | | | | |
|--------|------------|--|----------|---|--------------|
| 208034 | 02/25/2013 | | 14446574 | ALTURA CREDIT UNION | \$11,123.76 |
| 208219 | 02/27/2013 | | 14448570 | DISCOVERY EDUCATION | \$4,140.00 |
| 208263 | 02/28/2013 | | 14451327 | OFFICE MAX | \$21,944.67 |
| 208264 | 02/28/2013 | | 14451328 | OFFICE MAX | \$10,190.82 |
| 208265 | 02/28/2013 | | 14451329 | OFFICE MAX | \$5,219.01 |
| 208266 | 02/28/2013 | | 14451330 | OFFICE MAX | \$2,995.39 |
| 208449 | 03/05/2013 | | 14453366 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$3,860.44 |
| 208450 | 03/05/2013 | | 14453367 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$2,667.70 |
| 208452 | 03/05/2013 | | 14453369 | SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES | \$857,002.12 |
| 208453 | 03/05/2013 | | 14453370 | SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES | \$514,176.25 |
| 208454 | 03/05/2013 | | 14453371 | SAN DIEGO COUNTY SCHOOLS VOLUNTARY EMPLOYEES | \$88,140.63 |
| 208456 | 03/05/2013 | | 14453373 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$112,334.55 |
| 208457 | 03/05/2013 | | 14453374 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$54,634.05 |
| 208458 | 03/05/2013 | | 14453375 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$13,513.60 |
| 208459 | 03/05/2013 | | 14453376 | SOUTHERN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS A | \$27,975.90 |
| 208461 | 03/05/2013 | | 14453378 | AMERICAN DENTAL PROF SERVICE | \$8,361.94 |
| 208462 | 03/05/2013 | | 14453379 | AMERICAN DENTAL PROF SERVICE | \$6,747.31 |
| 208466 | 03/05/2013 | | 14453383 | METROPOLITAN LIFE INSURANCE COMPANY | \$4,899.71 |
| 208467 | 03/05/2013 | | 14453384 | METROPOLITAN LIFE INSURANCE COMPANY | \$5,046.61 |
| 208476 | 03/06/2013 | | 14454629 | PACIFIC EDUCATORS, INC | \$2,572.10 |
| 208565 | 03/07/2013 | | 14455955 | OFFICE MAX | \$16,178.33 |
| 208566 | 03/07/2013 | | 14455956 | OFFICE MAX | \$7,943.36 |
| 208567 | 03/07/2013 | | 14455957 | OFFICE MAX | \$3,913.15 |
| 208598 | 03/07/2013 | | 14455988 | STUDENT TRANSPORTATION OF AMERICA | \$136,045.34 |
| 208599 | 03/07/2013 | | 14455989 | STUDENT TRANSPORTATION OF AMERICA | \$68,145.04 |
| 208600 | 03/07/2013 | | 14455990 | STUDENT TRANSPORTATION OF AMERICA | \$136,378.16 |
| 208601 | 03/07/2013 | | 14455991 | STUDENT TRANSPORTATION OF AMERICA | \$68,379.95 |
| 208603 | 03/07/2013 | | 14455992 | STUDENT TRANSPORTATION OF AMERICA | \$68,356.08 |
| 208620 | 03/07/2013 | | 14456009 | STUDENT TRANSPORTATION OF AMERICA | \$138,648.46 |
| 208762 | 03/12/2013 | | 14459290 | THE GAS COMPANY | \$33,262.63 |
| 208782 | 03/12/2013 | | 14459310 | RIVERSIDE, CITY OF | \$347,293.51 |
| 208873 | 03/13/2013 | | 14460271 | EDUCATIONAL ACHIEVEMENT SERVICES, INC. | \$15,500.00 |
| 208893 | 03/13/2013 | | 14460291 | DELTA EDUCATION | \$7,674.74 |
| 208921 | 03/14/2013 | | 14462716 | FROST, DAVIS & DONNELLY | \$6,000.00 |
| 208927 | 03/14/2013 | | 14462722 | LEGO EDUCATION | \$2,028.18 |
| 208943 | 03/14/2013 | | 14462737 | OFFICE MAX | \$24,311.42 |
| 208944 | 03/14/2013 | | 14462738 | OFFICE MAX | \$12,228.37 |
| 208945 | 03/14/2013 | | 14462739 | OFFICE MAX | \$5,427.60 |

| | | | | |
|---|------------|----------|-----------------------------------|-----------------------|
| 208946 | 03/14/2013 | 14462740 | OFFICE MAX | \$2,588.49 |
| 208951 | 03/14/2013 | 14462745 | STUDENT TRANSPORTATION OF AMERICA | \$33,822.27 |
| 208952 | 03/14/2013 | 14462746 | STUDENT TRANSPORTATION OF AMERICA | \$17,083.05 |
| TOTAL FOR VARIOUS FUND CODES | | | | \$2,908,754.69 |
| TOTAL OF WARRANTS OVER \$1,999.99 | | | | \$6,605,261.22 |
| TOTAL OF WARRANTS UNDER \$1,999.99 | | | | \$316,045.88 |
| GRAND TOTAL OF WARRANTS | | | | \$6,921,307.10 |

RIVERSIDE COUNTY
3/19/2013 12:40:56 PM

**Board Meeting Agenda
April 15, 2013**

Topic: Approval of Tentative Agreement Between Riverside Unified School District and its Employees Represented by the California School Employees Association, Chapter 506

Presented by: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: It is recommended that the Board of Education approve the Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

DESCRIPTION OF AGENDA ITEM:

The District has reached multiple agreements with one of its collective bargaining units, the California School Employees Association, Chapter 506 (CSEA) representing classified employees. The agreements are documented as 1) Tentative Agreement (TA) Article VIII Dated January 31, 2013, 2) Tentative Agreement Article III Dated February 20, 2013, 3) Tentative Agreement Article XI Dated February 20, 2013, and 4) Memorandum of Understanding (MOU) Furlough Payback Dated February 22, 2013. The TAs and MOU are the result of the collective bargaining process that began in May 2012.

The TAs and MOU incorporate the following provisions:

1. Article VIII, Sections 8.1 through 8.3 – Provides clarity and revisions to existing practice and establishes new practices with regard to temporary assignment in higher classification, pay for work outside their normal duties, reclassification, Reclassification Advisory Committee, and Reclassification Appeals Board.
2. Article III, Sections 3.1, 3.6 and 3.9 – Provides clarity and revisions to existing practice with regard to leave for CSEA business. The topic of a District Calendar Committee is added to Article III and removed from Article XI (as noted below).

3. Article XI, Section 11.7 – Moves the topic of a District Calendar Committee from Article XI to Article III (as noted above).
4. Furlough Payback – specifically:
 - Provides a one-time compensation adjustment equivalent to up to ten days, subject to various restrictions and processes, as payback for furlough days taken during the 2010-11 and 2011-12 fiscal years.
 - The equivalent percentage for five furlough days in each year is 2.2%, which is rounded to 2.5% and applied to current base salary as of March 1, 2013. The one-time adjustment is only available to current employees who were in active paid status during the respective fiscal years of the furloughs.
 - The equivalent value for hourly employees is based on current hours worked and current hourly rate of pay as of March 1, 2013.
 - The one-time compensation adjustment is not creditable or pensionable compensation for the purposes of PERS.
 - The one-time compensation adjustment shall be paid on or before June 30, 2013.

The financial impacts of the TAs and MOU were disclosed at the regular meeting of the Board of Education held on March 18, 2013. The Riverside County Office of Education has completed their review of the financial disclosures and related impacts.

Ratification by CSEA is pending at the time this agenda item was prepared.

FISCAL IMPACT: The agreement provisions outlined above for the Tentative Agreements do not have a fiscal impact. The provisions of the Memorandum of Understanding for the furlough payback are estimated to cost \$2.4 million (\$1.6 million of General Fund as reflected in the attached disclosures) in the current fiscal year on a one-time basis with no recurring cost. The source of funds is tied directly to the employee's current funding includes federal and state restricted programs, Child Development funds, Nutrition Service funds with the majority of the funding being sourced from the District's unrestricted ending fund balance.

RECOMMENDATION It is recommended that the Board of Education approve the Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

ADDITIONAL MATERIAL: 1) Tentative Agreement Article VIII Dated January 31, 2013, 2) Tentative Agreement Article III Dated February 20, 2013, 3) Tentative Agreement Article XI Dated February 20, 2013, 4) Memorandum of Understanding Furlough Payback Dated February 22, 2013

Attached: Yes

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
TENTATIVE AGREEMENT
February 20, 2013**


Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to:

Article III (Organizational Rights) is amended in its entirety to read:

3.0 Access: The parties agree that the CSEA Labor Relations Representative employed by the CSEA to advise Chapter 506 shall have reasonable access to unit members during working hours when urgent circumstances make it impractical to see such unit members at other times and when prior notice is given to the unit member's supervisor. Such meetings shall not cause the unit member involved to miss more than thirty (30) minutes of work time in any one day. The CSEA shall make every reasonable effort to conduct its business during unit member lunch breaks or before or after working hours.


If the District provides an annual New Employee Orientation, CSEA will be afforded the opportunity to speak to the new members about the benefits of CSEA and answer any questions they may have.

3.1 Communications: The CSEA shall have the exclusive use of a bulletin board at each work site approximately four (4) feet by four (4) feet, in locations convenient to all unit members. The CSEA shall have the right to use the District's mail service and unit member mailboxes for the dissemination of information concerning CSEA business, provided that, given any general distribution, a courtesy copy to the Assistant Superintendent, Human Resources, will be included with such distribution. **The CSEA president and/or designees shall have the right to send communication (via district email) to all unit members.** All postings for bulletin boards or items for school mailboxes must contain the identification of the CSEA and, if appropriate, the date of removal.

 CSEA
District

- 3.2 Use of District Facilities: The District authorizes the CSEA to use the District's facilities and buildings at times other than normal working hours and hours of student instruction in accordance with District policies as long as the CSEA submits the appropriate Civic Center Act form to the immediate supervisor of the facility or building. In emergencies the District may authorize the CSEA to use the District's facilities and buildings during normal working hours as long as the CSEA declares, in writing, that the use of such facilities and buildings constitutes an emergency and as long as the use of such buildings and facilities does not interfere with the instructional program.
- 3.2.1 The immediate supervisor of the facility or building may grant the CSEA use of District equipment as long as such use is in accordance with the procedures provided for in the Civic Center Act and as long as the use of such equipment does not interfere with the normal student instruction or work production in the District. The CSEA shall pay for the cost of all materials and supplies incident to each use.
- 3.2.2 The CSEA agrees to leave facilities, buildings and/or equipment used in a clean and orderly condition.
- 3.2.3 No equipment may be removed from school property, and the CSEA will pay for any loss or damage of equipment resulting from CSEA use thereof.
- 3.3 Bargaining Unit Information: On or about each September 1, the District shall provide the CSEA with a seniority list. The District shall provide the CSEA, on or before November 15 of each year, a list of unit members, their home addresses, designated worksites, and salary classifications. The District also shall provide the CSEA, within a week following each meeting of the Board of Education, a copy of the routine personnel actions that affect unit members covered by this Agreement. Furthermore, the District shall send the CSEA president a Board of Education agenda prior to each Board of Education meeting, accompanied by the unapproved draft of the minutes of previous meetings. In addition, the District shall provide the CSEA with three (3) copies of the tentative budget and three (3) copies of the adopted budget whenever these documents become a matter of public record.

- 3.3.1 Right to Review Documents: The CSEA shall have the right to review those District documents which are open by law to public inspection provided that such review occurs during business hours and is scheduled at the mutual convenience of the CSEA and the District representatives.
- 3.4 Restriction on Negotiations and Agreements: The District shall not conduct any negotiations with any organization that claims to represent the employer-employee relations interest of unit members previously defined by unit determination procedures to be exclusively represented by the CSEA. In turn, the CSEA agrees its representatives shall conduct negotiations on employer-employee relations exclusively with the District representatives appointed by the Board of Education.
- 3.5 Distribution of Contract: Within thirty (30) days after the execution of this contract, the District shall print or duplicate and provide, without charge, a copy of this contract to the CSEA for every unit member in the bargaining unit. Any unit member who becomes a member of the bargaining unit after the execution of this Agreement shall be provided with a copy of this Agreement by the District without charge at the time of employment. Mutually agreed to addendums to this Agreement shall be sent to each unit member through the school mail by the District. In addition to the copies provided for above, the District shall provide to the CSEA one hundred (100) copies of this agreement and/or any subsequent addendums.
- 3.6 CSEA Leave: ~~CSEA shall have the right to use up to a total of thirty (30) unit member days of paid leave for its officers or representatives~~ **The District shall allow paid leave for all delegates (up to the maximum number of delegates allowed by CSEA State formula) to use for local, state or national conference attendance. or for conducting other business pertinent to the CSEA.** CSEA may purchase up to an additional **thirty (30)** ~~ten (10)~~ days **for conducting other business pertinent to the CSEA.** The District shall charge the CSEA **minimum wage** ~~five dollars and fifty cents (\$5.50)~~ for each hour of leave purchased. Users of this leave shall be excused upon providing written notice of their intent to be absent through use of the appropriate District form. Such notice must be presented by the unit member to the unit member's immediate supervisor at least two (2)

 CSEA
District

workdays before the leave commences. This leave shall be charged in units not less than four (4) hours, the equivalent of one-half (½) day.

3.7 Release Time Member:

- A. CSEA Chapter #506 shall be allowed one member to be chosen at the Chapter's discretion, to be released from his or her regular duties to the District for the elected term of one year as determined by Chapter #506. The position will be a twelve (12) months, eight (8) hours per day position. The Release Time Member shall be responsible for handling grievances, disciplinary meetings and working with member concerns. The District shall utilize this person as needed; however, if there is a conflict in scheduling of the Release Time Member, the District shall either re-schedule the meeting or call upon another Certified Job Steward (not a CSEA Site Representative) as needed. CSEA Chapter #506 shall provide a list of Certified Job Stewards to the Human Resources Department upon request.
- B. The CSEA Release Time Member shall be contracted for a twelve (12) months, eight (8) hours work year. After the CSEA Chapter #506 elections in January, the CSEA elected Release Time Member will submit a tentative work schedule for the calendar year. The calendar shall be submitted to the Assistant Superintendent in Human Resources or his or her designee by February 1. All absences will be reported to the Assistant Superintendent of Human Resources. When the Release Time Member is a ten (10) months or eleven (11) months employee and they return back to their former position after serving in this role, they will receive the rate of pay and work year assigned to that position at the time of their return.
- C. The Release Time Member shall be paid in the usual manner as if he or she were a regular employee of the District and shall suffer no reduction in salary, step, fringe, or other benefits. The Release Time Member shall be guaranteed the right to return to the classification occupied before election if said position would have been available in the normal course of events. This would be subject to the layoff provisions of Article 15.

D. The Release Time Member shall be compensated at his/her daily rate of pay as set forth in Appendix A1-B of the Bargaining Unit Agreement. The District will pay for ~~3/4th~~ ~~2/3rd~~ of the compensation for the Release Time Member and CSEA Chapter #506 will pay ~~1/4th~~ ~~1/3rd~~ of the compensation for the Release Time Member. CSEA Chapter #506 will reimburse the District semi-annually. The Release Time Member will receive full Public Employees Retirement System (PERS) service credit for all contracted workdays to the extent permitted by law and PERS. CSEA Chapter #506 shall reimburse the District for any overtime payment accrued by the Release Time Member.

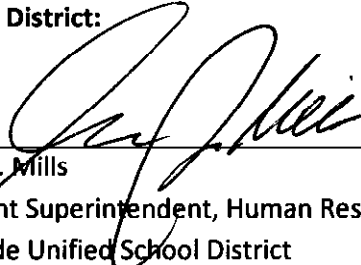
3.8 Budget Committee Representation: In the event the District forms a District-wide Budget Advisory Committee, CSEA shall not have less representation than any other employee organization.

3.9 Calendar Committee Representation: **If the District convenes a Calendar Committee, CSEA shall not have less representation than any other group.**

 CSEA
District

AGREED:

For the District:

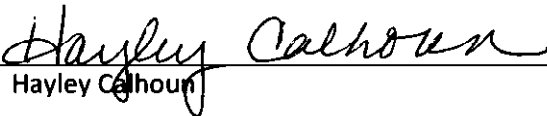

Susan J. Mills

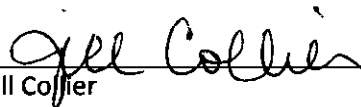
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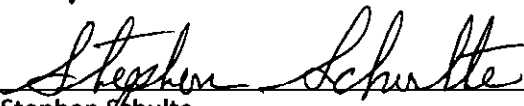
Assistant Superintendent, Human Resources
Riverside Unified School District


Vanessa Connor



Gregory Anderson


Hayley Calhoun


Jill Collier

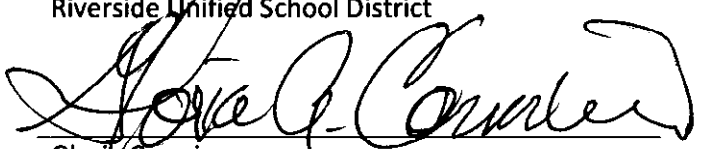

Stephen Schulte

For CSEA:


Richard P. Carpenter, Jr.

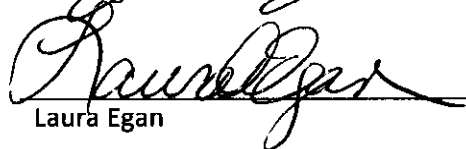
Date

President, CSEA Chapter 506
Riverside Unified School District


Gloria Cormier


Colleen Hairston


Joe Baglio


Laura Egan


Tim Wooten


CSEA
District

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
TENTATIVE AGREEMENT
January 31, 2013**


Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to:

Article VIII (Salary Classification) is amended in its entirety to read:

- 8.0 Placement in Class and Definition: Every bargaining unit position shall be placed in a class, and each class assigned a salary range. The assignment of the salary range to a class shall be known as "salary classification." **"Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.**

Employees will receive a copy of their specific job description upon initial employment and/or upon a change to their specific assignment or job description. Refer to Appendix A for a complete listing of classifications and salary ranges.

- 8.1 Temporary Assignment in Higher Classification and Reclassification Requirements: ~~Whenever the duties actually performed by an incumbent in a position are not actually reflected in or reasonably related to the specific statement of duties required to be performed as set forth in the job specification for the position, the unit member shall be granted pay for work out of classification, or reclassified, in accordance with the criteria and procedures set forth in Section 8.2.~~ **When a unit member is temporarily performing the duties of a person in a higher salary range for any period of time which exceeds five (5) working days within a fifteen (15) day calendar period, the unit member shall be paid at the higher classification for the entire period during**

 CSEA
District

which the unit member is required to work out of the unit member's classification. The pay step on the higher salary range shall be on the next higher dollar figure above their regular pay, or step 1, whichever is greater.

8.1.1 ~~Pay for Work out of Classification:~~ Where the duties performed are not fixed and prescribed for the position or reasonably related thereto, whether or not such duties are fixed and prescribed for a higher paid position, the unit member shall be entitled to an upward adjustment of salary in an amount which will reasonably reflect the duties which the incumbent performed. This section shall be effective, and the incumbent shall be entitled to the upward adjustment for the entire period the duties were performed, provided that the assignment was for a period of more than five (5) working days during a fifteen (15) calendar day period. It is the intent of this section to permit the District to work unit members temporarily outside their normal duties but in so doing to require that some reasonable additional compensation be provided the unit member during such temporary assignment when that assignment is of significant duration. Assignments in a higher classification shall be offered as equally as possible among qualified unit members.

8.1.2 ~~Distribution of Out of Classification Assignments:~~ Out of Classification assignments shall be offered as equally as possible among qualified unit members.

8.1.3 ~~Procedure:~~ The Grievance Procedure of this Agreement shall be utilized for claims for pay for work out of classification. If, at any level of the Grievance Procedure, the parties agree that the issue is reclassification, the issue shall be submitted to the Joint Association and District Reclassification Committee.

8.2 ~~Joint Association and District Reclassification Committee:~~ "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position. Where, as a result of the gradual increase of the duties being performed by a unit member, and where the duties will be extended on a continuing basis, the incumbent shall be entitled to have the position upgraded to a higher classification. It is the intent of this section that the incumbent(s) shall be entitled to provide for the upgrading of positions to higher classifications where there has been a significant change, required by the District, in the

duties being performed by incumbents in such positions, where such changes are not temporary in nature, and where changes require a skill level or a responsibility level higher than that usually required of the existing position classification.

8.2.1 Reclassification Advisory Committee: ~~The Joint Association and District~~ **Reclassification Advisory Committee (RAC)** shall be composed of four (4) representatives from **the District and four (4) representatives from CSEA** each side, ~~three of whom shall be permanent members of the committee. The fourth member shall be appointed by each side at their discretion.~~ **The Reclassification Advisory Committee (RAC) reviews the request for reclassification using established criteria and issues a decision. No person shall be appointed to the Joint Committee participate on the RAC without first having been appropriately trained appropriate training in the method and process of determining classifications and ranking. Decisions of the RAC shall be made by majority vote.**

8.2.2 Criteria/Requirements: An employee, or group of employees, may request a review of their position by filling out a Request for Reclassification form (received from and returned to Human Resources). ~~Request Submission Deadlines:~~ “Request for Reclassification” forms ~~must be received in Human Resources on or before January 15, March 15, and October or September 15.~~ **Forms received by any “Submission” date will be considered by the Joint Committee RAC within sixty (60) days after the “Submission” date deadline.**

~~8.2.1 Should the District change the job content (requirements of the job as to knowledge and skills, mental effort, responsibility and working conditions) of an existing job, or create a new job classification the following procedure shall be utilized:~~

~~8.2.1.1 The proposed description will be developed and submitted to the Joint Association and District Reclassification Committee, who shall promptly review such new or changed job description to determine if the job description and range accurately reflect the scope of the job as currently performed and/or as proposed.~~

~~8.2.1.2 If the Joint Association and District Reclassification Committee agree on the new job description and the assigned salary range, the job description shall then be forwarded to the affected unit member unless there is no affected unit member.~~

8.2.3 If, however, a unit member assigned to work in that job description does not agree with the Reclassification Advisory Committee's decision, the unit member's sole remedy shall be an member may appeal this decision to the full committee RAC within ten (10) workdays from the date the employee was notified in writing of the decision job description was forwarded. If an appeal is made, the RAC shall respond within ten (10) days to schedule a meeting The Committee shall promptly meet with the unit member to review the matter and to render a their final decision.

8.2.4 If reconsideration by the RAC reaffirms their prior conclusion that reclassification is unwarranted, the employee is notified of their right to appeal this decision to the Reclassification Appeals Board (RAB) comprised of three (3) CSEA (President, Job Steward, Labor Representative) and three (3) Management (Assistant Superintendent, Human Resources, Director, Classified Personnel, 1 additional designee) representatives. The decision of the RAB Committee in this situation shall be by consensus, final and shall not be subject to the grievance procedure. The job description shall then be forwarded to the Board of Education for approval and implementation.

8.3 All approved reclassifications shall be forwarded to CSEA for review. If necessary, CSEA will submit a written demand to bargain over the proposed changes to the job description including but not limited to the title, duties, and salary range.

~~8.2.1.3 If the Joint Association and District Reclassification Committee is unable to agree upon an appropriate salary classification for the proposed new or changed description, the parties have the option to declare impasse and seek mediation in accordance with applicable law. However, the District may fill the position.~~

~~8.2.1.4 Unit Clarification: In the event there is a dispute as to whether or not a new position is to be included within the bargaining unit, either party~~

~~may petition the Public Employment Relations Board for Unit Clarification.~~

8.3.1 ~~8.2.1.5~~ Salary Placement of Reclassified Position: When a position or class of positions is reclassified to a higher range, the position or positions shall be placed at a minimum, on the step of the new range which will result in a percentage salary increase not less than the difference between successive ranges, approximately two and one-half percent (2½%).

8.3.2 ~~8.2.1.6~~ Effective Date of Rate Adjustment: Any adjustment in the rate will be effective as of the date the new classification was established or the change or changes implemented. Incumbent unit members shall have their rate adjusted effective to the date they filed a request for reclassification to the Committee.

~~8.2.2~~ Committee: ~~The Joint Association and District Reclassification Committee shall be composed of four (4) representatives from each side, three of whom shall be permanent members of the committee. The fourth member shall be appointed by each side at their discretion. No person shall be appointed to the Joint Committee without first having been appropriately trained in the method and process of determining classifications and ranking.~~

~~8.2.2.1~~ ~~The Joint Committee shall meet within sixty (60) days after the "Request for Reclassification" form submission deadlines. (March 15 and October 15)~~

~~8.2.3~~ Training: ~~The Association and the District shall participate in periodic reclassification training sessions.~~

8.43 Incumbent Rights: When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

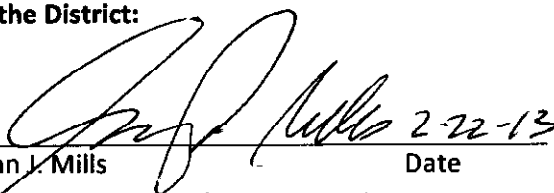
8.54 Downward Adjustment: When it is agreed that an entire classification shall be reallocated to a lower salary classification, all incumbents serving therein shall be continued at their former rate of pay until future salary adjustments provide a salary increase for those incumbents in the new salary classification. Any other downward adjustment of salary shall be considered a demotion, and shall take place only in


accordance with the layoff or disciplinary procedures of this Agreement and applicable law.

8.65 Abolition of a Position or Class of Positions: If the District proposes to abolish a class of positions, it shall notify CSEA in writing.

AGREED:

For the District:


Susan J. Mills Date 2-22-13
Assistant Superintendent, Human Resources
Riverside Unified School District


Vanessa Connor



Gregory Anderson

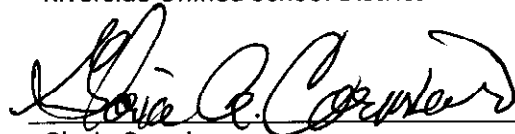

Hayley Calhoun

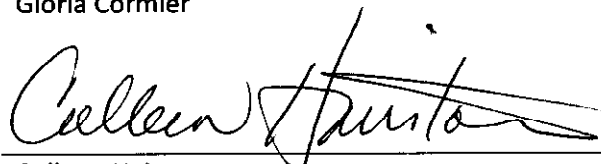

Jill Collier

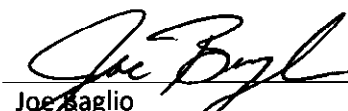

Stephen Schulte

For CSEA:



Richard P. Carpenter, Jr. Date 2-22-13
President, CSEA Chapter 506
Riverside Unified School District


Gloria Cormier


Colleen Hairston


Joe Baglio


Laura Egan


Tim Wooten


CSEA
District

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
TENTATIVE AGREEMENT
February 20, 2013**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to:

Article XI (Holidays) is amended in its entirety to read:

11.0 Scheduled Holidays: The District shall provide thirteen (13) scheduled holidays. These shall be as follows:

| | |
|-------------------------------|---|
| Independence Day | July 4 |
| Labor Day | The first Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | The Thursday proclaimed by the President and the following Friday |
| Christmas Day | December 25 and an additional day during Winter Recess |
| New Year's Day | January 1 |
| Martin Luther King's Birthday | Third Monday in January |
| Lincoln's Day | February 12 |
| President's Day | Third Monday in February |
| Memorial Day | The last Monday in May |
| Admission's Day | (September 9) or in lieu holiday |

The scheduled holidays shall be as they appear on the school calendar in conformance with the District instructional year. The parties agree to meet and negotiate the placement of holidays within the school calendar no later than November 1, and prior to establishing the calendar for each year.


CSEA
District

11.1 Additional Holidays: Every day declared by the President or Governor of this state as a public fast, thanksgiving, or holiday, or any day legally declared a holiday by the Governing Board, shall be a paid holiday for the unit members in the bargaining unit who meet the requirements in 11.5.

11.2 Floating Holiday: A unit member shall have an extra floating holiday in honor of the unit member's birthday. The Floating Holiday cannot be accrued or carried over into a new school year.

The Supervisor shall notify a unit member requesting a Floating Holiday of the status of the request prior to the start of the requested Floating Holiday, but in no instance later than ten (10) days after the unit member has submitted the request. If two (2) or more unit members in the same site/department request the same date for a Floating Holiday, the most senior employee shall be given preference.

The date of the Floating Holiday shall be mutually agreed upon by the unit member and the unit member's immediate supervisor. If a mutual date cannot be agreed upon by the unit member and the unit member's supervisor, then a Personnel Administrator shall determine the alternative Floating Holiday date and the unit member shall be entitled to an alternate Floating Holiday of one and one-half (1 ½) days.

11.3 Holidays on Saturday or Sunday: When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday.

11.4 Other Possible Holidays: On any school day during which pupils would otherwise have been in attendance, but are not and for which certificated personnel receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.

11.5 Holiday Eligibility: Except as otherwise provided in the Article, a unit member must be in paid status on the working day immediately preceding or succeeding the holiday to be


paid for the holiday. Unit members, who are not normally assigned to duty during the school holidays of December 25 and January 1 and the one (1) additional day at Christmas time, shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.


11.6 Holiday Pay: Any unit member who works on a designated holiday as indicated in Article 11.0 (excluding the floating holiday) shall be compensated at two and one-half (2½) times the regular rate of pay.


~~11.7 Calendar Committee: The District shall meet with up to three (3) representatives of CSEA to negotiate a calendar for the following school year. The District and CSEA shall mutually agree to the date and time of the meeting. The District may invite RCTA representatives to participate as equal members in the negotiations.~~


AGREED:


For the District:


 2-22-13
Susan J. Mills Date
Assistant Superintendent, Human Resources
Riverside Unified School District


Vanessa Connor

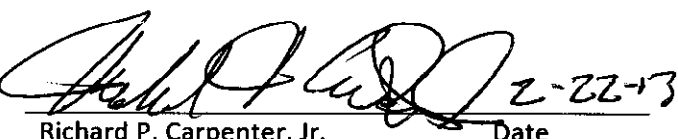

Gregory Anderson

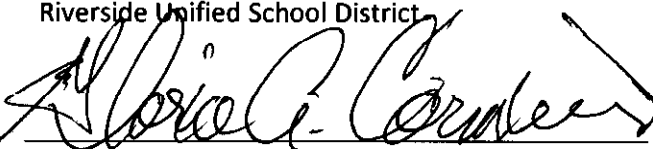

Hayley Calhoun



Jill Collier

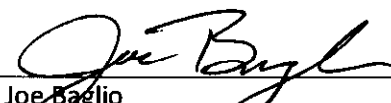

Stephen Schulte


For CSEA:


 2-22-13
Richard P. Carpenter, Jr. Date
President, CSEA Chapter 506
Riverside Unified School District


Gloria Cormier


Colleen Hairston


Joe Baglio


Laura Egan


Tim Wooten

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
MEMORANDUM OF UNDERSTANDING
February 22, 2013**



Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to:

Due to the passage of Proposition 30 (November 2012), the Riverside Unified School District's structural deficit has been decreased; although not eliminated. As such, the District's dependence on its one-time fund balance to support the structural deficit has been reduced. The District recognizes that its employee family stepped up during the recent state fiscal crisis and assisted the District during 2010-11 and 2011-12 to meet its budget goals by agreeing to temporarily reduce their work year and incur unpaid furlough days. The District appreciates this personal sacrifice and desires to pay back an equitable amount of the money "borrowed" from our employees through the furloughs.

The process of making one-time compensation adjustments is complex and time-consuming. The District desires to simplify this process in order to process a one-time compensation adjustment in a timely and efficient manner.

To this end, the parties agree as follows:

- Provide a one-time compensation adjustment equivalent to up to ten days, subject to the restrictions and process outlined below.
- To be eligible for this one-time compensation adjustment, classified bargaining unit members shall be in an active employment status as of March 1, 2013. The one-time adjustment is not applied retroactively and is not applied to separated employees or other employees who are not in active employment status as of March 1, 2013.
- For ease of application, the one-time compensation adjustment shall be the equivalent of the value of five furlough days per year for up to two years (up to ten days total) converted to a percentage based on total value of the furlough day savings to total value of classified annual salaries plus fixed costs assigned to classified bargaining unit members.
 - Total value of five furlough days is \$1,067,870.71.
 - Total value of annual salaries and fixed costs assigned to classified bargaining unit members is \$48,243,170.40.

 CSEA
 District

- Equivalent percentage for five furlough days is 2.2%.
 - The equivalent percentage for five furlough days of 2.2% is rounded up to 2.5% for the purposes of this one-time compensation adjustment.
 - The equivalent value of the furlough days shall be computed differently for classified bargaining unit members who are categorized as hourly employees (see below).
- The one-time compensation adjustment shall be based on the rounded equivalent percentage above of 2.5% applied to each classified bargaining unit member's base salary as of March 1, 2013.
- Subject to the limitations above, to be eligible for this one-time compensation adjustment, classified bargaining unit members shall have been in an active paid status at any time during the 2010-11 fiscal year to receive the equivalent percentage for five days (or 2.5%), and at any time during the 2011-12 fiscal year to receive the equivalent percentage for five days (or 2.5%).
- Subject to the limitations above, classified bargaining unit members who were in an active paid status at any time during both the 2010-11 and 2011-12 fiscal years shall receive the equivalent percentage for ten days (or 5.0%).
- The equivalent value of the furlough days shall be computed differently for classified bargaining unit members who are categorized as hourly employees, and shall be based on the hourly employee's current number of daily hours as of March 1, 2013 multiplied by the hourly employee's current hourly pay rate as of March 1, 2013 multiplied by either five or ten days depending on the following:
 - Classified bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during the 2010-11 fiscal year shall receive an equivalent of five days.
 - Classified bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during the 2011-12 fiscal year shall receive an equivalent of five days.
 - Classified bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during both the 2010-11 and 2011-12 fiscal years shall receive the equivalent of ten days.
- The one-time compensation adjustment is not creditable or pensionable compensation for the purposes of PERS.
- The one-time compensation adjustment shall be paid on or before June 30, 2013.
- The funding source would be the District's one-time ending fund balance which is higher than anticipated due to the passage of Proposition 30.

 CSEA
 District

- The estimated cost of this one-time compensation adjustment is \$2,400,000.
- AGREED:

For the District:

Susan J. Mills
Assistant Superintendent, Human Resources
Riverside Unified School District

Vanessa Connor
Vanessa Connor

Gregory Anderson
Gregory Anderson

Hayley Calhoun
Hayley Calhoun

Jill Collier
Jill Collier

Stephen Schulte
Stephen Schulte

For CSEA:

Richard P. Carpenter, Jr.
President, CSEA Chapter 506
Riverside Unified School District

Gloria Cormier
Gloria Cormier

Colleen Hairston
Colleen Hairston

Joe Baglio
Joe Baglio

Laura Egan
Laura Egan

Tim Wooten
Tim Wooten

CSEA
District

**Board Meeting Agenda
April 15, 2013**

Topic: Approval to Utilize the Cooperative Purchasing Agreement, City of Santa Monica - Contract No. 9370 with West Coast Arborists, Inc. for Comprehensive Urban Forest Maintenance Program

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Cooperative purchasing agreement for the comprehensive urban forest maintenance program.

DESCRIPTION OF AGENDA ITEM:

California law provides that public agencies may establish cooperative purchasing agreements wherein one public agency awards a competitive contract to a vendor and allows other public agencies to utilize or “piggyback” on the contract. Approval of a cooperative purchasing agreement does not obligate the Board of Education to issue a contract or appropriate any funds. As indicated below, the Board of Education must find and determine that the use of a cooperative purchasing agreement is in the best interests of the District.

Riverside Unified School District desires to utilize an existing competitively awarded contract for the comprehensive urban forest maintenance program. City of Santa Monica awarded a contract to West Coast Arborists, Inc., which allows for cooperative purchasing agreements between public agencies. The contract is valid through July 20, 2016.

District staff has reviewed the available cooperative purchasing agreements and other formal purchasing options for the comprehensive urban forest maintenance program services and found that the subject contract best meets the needs of the District.

FISCAL IMPACT: The approval of this agenda item to allow the use of the cooperative purchasing agreement referenced without limit as to dollar amount or items.

RECOMMENDATION: It is recommended that the Board of Education find and determine that it is in the best interest of the District to approve the utilization of Cooperative Purchasing Agreement from City of Santa Monica to West Coast Arborists, Inc. to purchase quantities at unit prices quoted, sufficient to meet the needs of the Riverside Unified School District. Furthermore, the District will make all purchases in its own name, be responsible for payment directly to the vendor, and is responsible for any tax liability.

ADDITIONAL MATERIAL: Cooperative Purchasing Agreement, City of Santa Monica – Contract No. 9370

Attached: Yes



Community & Cultural Services Department
Public Landscape Division
2600 Ocean Park Blvd.
Santa Monica, CA 90405
(310) 458 – 8974 ph
(310) 399 – 6984 fx

NOTICE OF REQUEST FOR PROPOSALS CITY OF SANTA MONICA

Notice is hereby given that sealed proposals will be received at the City of Santa Monica Public Landscape Division, 2600 Ocean Park Blvd., Santa Monica, California, until 8:00 AM (Pacific Time) March 14, 2011 for the following:

COMPREHENSIVE URBAN FOREST MAINTENANCE PROGRAM

Bid proposal forms and specifications may be obtained from the, City of Santa Monica, Public Landscape Division 2600 Ocean Park Blvd., Santa Monica, California, 90405. Proposals must be submitted in the format provided within this document by City of Santa Monica.

Submission of a bid will be deemed a binding offer to enter into a contract on the terms contained therein for 180 days from the bid opening.

The award, if any, will be made to the best bidder(s). In evaluating whether a bidder(s) is (are) the best bidder(s) pursuant to the Municipal Code, City staff may utilize some or all of the following criteria:

1. Quality and completeness of the proposal.
2. Qualifications and experience of the firm, its financial ability, types of equipment, insurance coverage, experience in the management of large scale urban forest maintenance projects and emergency response capability.
3. Current contract work experience, customer service record, performance on projects of an equal or scale and the quantity and quality of previous work.
4. The firm's equipment, its maintenance facility and greenwaste recycling capability.
5. Tree inventory software provided to the City and technical support for software and data management. Quantity and types of inventory equipment and the ability to provide accurate inventory updates for all trees serviced.
6. Community Partnerships with letters of reference, trade organization activities and memberships.
7. Proposed ability to recommend and meet Project Schedules Capability to perform all proposed services.
8. Cost.

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary bidder.

The City reserves the right to award the bid to separate bidders on any of the items as provided in and set forth in the Bidder's proposal form furnished by the City. It is further understood that if the bidder to whom any award is made fails to enter into a contract, award may be made to the next best bidder, who shall be bound to perform as if she/he received the award in the first instance.

The City of Santa Monica reserves the right to reject any and all bids and to waive all minor irregularities.

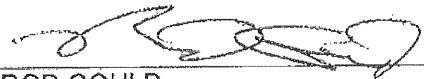
NOTICE: IF THE SUCCESSFUL BIDDER IS REQUIRED TO POSSESS A CITY OF SANTA MONICA BUSINESS LICENSE, THE CITY MAY DELAY PAYMENT OF ANY SUMS DUE TO ANY SUCCESSFUL BIDDER UNTIL SUCH LICENSE HAS BEEN OBTAINED.

Dated this 17th day of February, 2011

APPROVED AS TO FORM:

CITY OF SANTA MONICA


Marsha Jones Moutrie
CITY ATTORNEY


ROD GOULD
City Manager

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), entered into this 20th day of July, 2011 (the "Execution Date"), by and between the CITY OF SANTA MONICA, a municipal corporation ("City"), and WEST COAST ARBORISTS, INC., a California corporation ("Contractor"), is made with reference to the following:

RECITALS:

A. The City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.

B. The Contractor is qualified to do business, and is doing business, in the State of California. Contractor represents that it has the background, knowledge, experience and expertise necessary to provide the services set forth in this Agreement.

C. The City and Contractor desire to enter into this Agreement for the Contractor to provide professional services to the City as set forth herein, upon the terms and conditions set forth below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

AGREEMENT

SECTION 1. TERM.

A. Term. The term of this Agreement is for a period of five years, commencing on the Execution Date, and terminating five calendar years thereafter ("Termination Date"), unless terminated earlier as set forth herein, or extended pursuant to Section 1.B below.

B. Options to Extend. Provided that the City is satisfied with Contractor's performance under this Agreement and Contractor is in full compliance with the terms and conditions of this Agreement, the City shall have, in its sole and complete discretion, five options (each, an "Extension Option") to extend the term of this Agreement for a one-year period (each, an "Extension Term"), following the Termination Date or the expiration of the preceding Extension Term, on the same terms and conditions set forth in this Agreement.

SECTION 2. SERVICES TO BE PERFORMED BY CONTRACTOR.

Contractor shall perform all of the services ("Services") that are more fully set forth in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference. The Services shall be completed in accordance with the schedule and other requirements as described in Exhibit A.

SECTION 3. SERVICES TO BE PERFORMED BY CITY.

City shall perform the following services:

- A. Make available to Contractor any currently existing documents, data or information pertinent to the Services, including CAD files of the "City Tree Map" and City Street Map without trees.
- B. Designate a representative authorized to act on behalf of City.
- C. Promptly examine and render findings on all documents submitted for staff review by Contractor.
- D. Set up and maintain a website to keep residents informed about work schedules for individual streets or neighborhoods and meeting schedules, etc.

SECTION 4. COMPENSATION.

A. Compensation for Scope of Services. Contractor shall be compensated for Services performed in accordance with the terms of this Agreement in the amounts shown in Exhibit B, Cost Proposal, attached hereto and incorporated herein by reference. The total amount of compensation for Year 1 shall not exceed One Million, One Hundred Seventy-Four Thousand, Five Hundred Fifty Dollars (\$1,174,550). The total amount of compensation for each subsequent year for the term of this Agreement may be adjusted annually for inflation. The total compensation to Contractor for the term of this Agreement shall not exceed Six Million, Two Hundred Eighty-Six Thousand, Nine Hundred Twenty-Six Dollars (\$6,286,926).

B. Payment by City. Within ten (10) days after receipt of an invoice from Contractor as provided in Exhibit A, the City will pay the Contractor for all amounts that are not disputed in good faith. Payments for Services rendered shall be paid at the rates set forth in Exhibit B.

C. Rejection. Invoices, or any portion thereof, that are rejected by City shall be returned to the Contractor within seven (7) days after City's receipt of the invoice, along with a statement of reasons for the rejection; provided, however, that failure by City to either timely reject an invoice, or any portion thereof, or specify reasons for the rejection, shall not constitute a waiver of rights by City. Contractor shall correct and resubmit any rejected invoices, or any portion thereof, within seven (7) days after Contractor receives such statement of reasons by City.

D. Withholding. The City may, in its sole and absolute discretion, withhold any payment or payments, in whole or in part, otherwise due to Contractor to protect City against actual or threatened loss in the event of any of the following:

1. Defective Work. Defective or unsatisfactory work not corrected.
2. Third-Party Claims. Third party claims or stop notices filed or reasonable evidence indicating probable filing of such claims.
3. Nonpayment. Failure of the Contractor to make payments properly to subcontractors or for materials or labor.
4. Inability to Complete. A reasonable doubt that the contract can be completed for the balance unpaid.
5. Violation of Law. Failure of Contractor or any of its subcontractors to comply with any applicable law, including any penalties assessment for such violation.
6. Exhibit A. Any basis for withholding payment as set forth in Exhibit A.
7. Other Breach. Any breach of this Agreement.

SECTION 5. NOTICES.

All notices, demands, requests or approvals to be given under this Agreement, shall be given in writing and conclusively shall be deemed served when delivered personally or on the third business day after deposit in the United States mail, postage prepaid, registered or certified, addressed as follows:

A. All notices, demands, requests, or approvals from Contractor to City shall be addressed to City at:

City of Santa Monica
Public Landscape Division
Attention: Community Forester
2600 Ocean Park Boulevard
Santa Monica, CA 90405

B. All notices, demands, requests, or approvals from City to Contractor shall be addressed to Contractor at:

West Coast Arborists, Inc.
Attention: Area Manager
2200 E. Via Burton Street
Anaheim, CA 92806

C. Either City or Contractor may, from time to time by notice in writing served upon the other party, designate a different address or a different individual to whom all notices, demands, requests, or approvals are thereafter to be addressed.

SECTION 6. INDEPENDENT PARTIES.

Both parties to this Agreement will be acting in an independent capacity and not as agents, employees, partners, or joint venturers of one another. Neither the City nor its officers or employees shall have any control over the conduct of Contractor or any of Contractor's agents, employees, or subcontractors, except as otherwise provided herein.

SECTION 7. INTEGRATED CONTACT.

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No oral agreement or implied covenant shall be held to vary the provisions hereof. Any modifications of this Agreement will be effective only by written execution signed by both City and Contractor, and approved as to form by the City Attorney.

SECTION 8. INSURANCE.

Prior to commencing work and for the term of this Agreement, Contractor shall procure, maintain and pay for insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by Contractor and Contractor's agents, representatives, employees or subcontractors. The requirements of insurance are set forth in Exhibit C, Insurance Requirements and Verification, attached hereto and incorporated herein by reference.

SECTION 9. COST OF LITIGATION.

If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of any alleged breach of any provision of this Agreement, the prevailing party shall be entitled to receive from the losing party all reasonable costs, disbursements and expenses, and such amount as the court may adjudge to be reasonable attorney's fees.

SECTION 10. DEFENSE, INDEMNIFICATION AND HOLD HARMLESS.

Contractor shall indemnify, defend and hold harmless City (including, but not limited to, its City Council, boards and commissions, officers, agents and employees) against any or all loss, damages, liability, claims, suits, costs, expenses, and judgments, whatsoever, including reasonable attorney's fees, arising from the negligent or willful acts, errors or omissions of Contractor or Contractor's officers, agents, employees or subcontractors, in the performance of services, activities or work conducted pursuant to this Agreement.

Contractor shall indemnify, defend and hold harmless City (including, but not limited to, its City Council, boards and commissions, officers, agents and employees) from and against any and all claims and losses whatsoever, including reasonable attorney's fees occurring to or resulting from any and all persons, firms, or corporations employed or contracted by the Contractor or Contractor's subcontractors in connection with Contractor's Services under this Agreement.

SECTION 11. PROHIBITION AGAINST TRANSFERS.

Contractor shall not assign, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without the prior written consent of City. Any attempt to do so without the City's consent shall be null and void, and any assignee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Contractor or of any general partner or joint venture or syndicate member of Contractor, if a partnership or joint venture or syndicate exists, which shall result in changing the control of Contractor, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

SECTION 12. PERMITS AND LICENSES.

Contractor, at its sole expense, shall obtain and maintain during the term of this Agreement all required business and professional permits, licenses and certificates.

SECTION 13. WAIVER.

A waiver by either party to this Agreement of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein.

SECTION 14. TERMINATION.

In the event that Contractor fails or refuses to perform any of the provisions of this Agreement, City may send written notice of default specifying the nature of the default and the steps necessary to cure the default to Contractor. If the default is not cured within a period of five (5) days after receipt by Contractor of City's written notice, or within another time period as may be specified by City, then City may immediately terminate this Agreement by written notice.

City shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving ten (10) days written notice to Contractor. Upon termination of this Agreement, City shall pay to Contractor any undisputed compensation earned and unpaid up to the effective date of termination.

SECTION 15. COMPLIANCE WITH LAW.

Contractor shall comply with all laws of the State of California and the United States, and all ordinances, rules and regulations enacted or issued by City. If such ordinances, rules or regulations enacted or issued by the City after the effective date of this Agreement significantly impact Contractor's performance of its obligations under this Agreement, equitable adjustment may be made to the time of performance, the compensation, or both, as appropriate.

SECTION 16. SANTA MONICA LIVING WAGE ORDINANCE.

This Agreement is subject to the City of Santa Monica's Living Wage Ordinance, Santa Monica Municipal Code Chapter 4.65 ("Living Wage Ordinance") which requires the payment of Minimum Wage for work done on any contract to any worker who does not actually work as a manager, supervisor or confidential employee, and who is not required to possess an occupational license. The Living Wage Ordinance sets the Minimum Wage per hour and provides for an annual adjustment each July 1st by an amount corresponding to the previous calendar year's change in the Consumer Price Index for Urban Wage Earners and Clerical Workers in Los Angeles, Riverside and Orange Counties. The Living Wage Ordinance also requires Contractor to provide the same benefits to a same-sex spouse or domestic partner of an employee working on this Agreement as are provided to any spouse of an employee working on this Agreement. If this Agreement is subject to such Living Wage Ordinance, then the Contractor shall comply with all of its provisions. Failure to comply with the provisions of the Living Wage Ordinance shall be grounds for termination of this Agreement. Questions concerning the Living Wage Ordinance may be directed to the City Finance Department at (310) 458-8281.

SECTION 17. DISCRIMINATION.

Contractor shall not discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age, sexual orientation, marital status, AIDS or disability, and shall comply with the requirements of City, state and federal law.

SECTION 18. NUISANCE.

Contractor shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of Services under this Agreement.

SECTION 19. RECORDS.

Contractor shall maintain complete and accurate records with respect to costs, expenses, receipts and other such information required by the City for the Services provided where compensation is on the basis of hourly rates, subcontractor costs, and/or other direct costs.

Contractor shall maintain records of all Services provided in sufficient detail to permit an evaluation of the Services. All records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Representatives of City or its designees shall be allowed free access to Contractor's books and records, and shall have the right to examine, audit and make transcripts there from as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of three (3) years after receipt of final payment.

If City's audit discloses an error of five percent (5%) or more in information reported by Contractor and City's audit is correct, Contractor shall pay the cost of City's audit computed on the basis of four (4) times the direct payroll of the audit staff completing the audit and audit report.

SECTION 20. REPORTS.

Each and every final report, work product, map, record and other document reproduced, prepared or caused to be prepared by Contractor pursuant to or in connection with this Agreement and delivered to the City shall be the exclusive property of City, including the originals of all notes, memoranda, sketches, letters and documents developed and received by Contractor.

Contractor shall furnish reports concerning the status of Services required under this Agreement at City's request. No report, work product, map, record or other document given to or prepared or assembled by Contractor pursuant to this Agreement shall be made available to any individual or organization by Contractor without prior written approval by City. City shall not reuse or make any modifications to the designs, plans and specifications prepared by Contractor without the prior authorization of Contractor. The provisions of this Section shall apply to all materials developed by subcontractors pursuant to this Agreement unless otherwise authorized in writing by City prior to execution of any agreement with said subcontractors.

SECTION 21. STANDARD OF CARE.

Contractor agrees that all Services performed hereunder, including the services performed by any subcontractor, shall be provided in a manner consistent with that level of care and skill ordinarily exercised by members of Contractor's profession currently practicing in the same locality under similar conditions.

SECTION 22. SUBCONTRACTORS.

Requests for subcontractors shall be submitted in writing, describing the scope of work to be contracted, the name of the proposed subcontractor, and the total price or hourly rates used in preparing an estimated cost for the subcontractor's services. The City may issue approval of the subcontractor in the form of a Work Order.

Contractor shall be responsible for the quality of all subcontractor work performed pursuant to this Agreement. Contractor may terminate and replace the services of any subcontractor subject to the prior written approval by the City, which shall not be unreasonably withheld or delayed. Every subcontract or agreement of any kind entered into between Contractor and any subcontractor (or between any subcontractor and others) shall contain the following provision:

This agreement is consistent with the specified terms and conditions of the Professional Services Agreement entered into by and between the City of Santa Monica and West Coast Arborists, Inc., on _____ (hereinafter referred to as the "City Agreement") including, but not limited to the Sections entitled: Services to be Performed by Contractor; Compensation; and Insurance.

SECTION 23. GOVERNING LAW.

This Agreement shall be construed in accordance with and governed by the laws of the State of California.

SECTION 24. VENUE AND JURISDICTION.

The parties agree that the services to be performed pursuant to this Agreement shall be deemed by the parties to take place in Santa Monica, California. Accordingly, any litigation arising out of this Agreement shall be brought in either the United States District Court, Central District of California, or the Superior Court of California, County of Los Angeles, West District, as appropriate. The parties agree that venue exists in either court. The parties further agree that either court will have personal jurisdiction over the parties to this Agreement

SECTION 25. NO CONFLICT OF INTEREST.

During the term of this Agreement, Contractor agrees that it will perform no act of any kind that may create a conflict of interest or the appearance of a conflict of interest with regard to the Services provided under this Agreement. Should a conflict of interest arise during the term of this Agreement, Contractor agrees to seek the written approval of the City prior to performing any services.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

ATTEST:



MARIA STEWART
City Clerk

CITY OF SANTA MONICA,
a municipal corporation

By: 

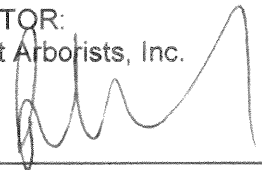
ROD GOULD
City Manager

APPROVED AS TO FORM:



MARSHA JONES MOUTRIE
City Attorney

CONTRACTOR:
West Coast Arborists, Inc.

By: 

Print Name: PATRICK MAHONEY

Title: PRESIDENT

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Resolution No. 2012/13-43 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Budget Adjustments to Appropriate Revenues, Expenditures, and Fund Balance and to Transfer Between Accounts and Funds for the Following Fiscal Year

Presented by: Sandra L. Meekins, Director, Business Services

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Approval of this agenda item will allow the District's Business Office staff to process transfers for budget adjustments, to increase and decrease revenues and expenditures and to balance between accounts and major funds as needed for the 2013-14 fiscal year.

DESCRIPTION OF AGENDA ITEM:

Subsequent to the adoption of the District's annual budget, the District may receive funds or receive notice of the appropriation of new or additional funds to the District from a variety of federal, state and local sources. California Education Code Section 42602 provides that the governing board of a school district may, by a majority vote of its members, budget and use any unbudgeted income provided during the fiscal year from any source.

Additional changes in revenue and expenses are anticipated to be received from a variety of federal, state and local sources. All revenues and expenditures must be accounted for and accounts balanced. Some accounts may have deficits or surpluses after activity is posted and may require transfers or other accounting solutions.

Given the need to make timely adjustments to keep the budget current with changes to actual revenues and expenses during the year, the attached resolution has been prepared to authorize the District's Business Office staff to make budget adjustments and to recognize any changes in revenue and associated expenditures related to previously unbudgeted funds. As a condition of the blanket authorization, the resolution requires that the details be presented to the Board of

Education as a part of the First and the Second Interim Financial Reports and that the Board of Education ratify the transfers and appropriations.

FISCAL IMPACT: Unknown

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 2012/13-43 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Budget Adjustments to Appropriate Revenues, Expenditures, and Fund Balance, and to Transfer Between Accounts and Funds for the Following Fiscal Year.

ADDITIONAL MATERIAL: Resolution No. 2012/13-43

Attached: Yes

RESOLUTION NO. 2012/13-43

**RESOLUTION OF THE BOARD OF EDUCATION OF THE RIVERSIDE
UNIFIED SCHOOL DISTRICT TO AUTHORIZE BUDGET
ADJUSTMENTS TO APPROPRIATE REVENUES, EXPENDITURES,
AND FUND BALANCE, AND TO TRANSFER BETWEEN ACCOUNTS
AND FUNDS FOR THE FOLLOWING FISCAL YEAR**

WHEREAS, the Board of Education of the Riverside Unified School District has determined that revenues are anticipated to be received in the following fiscal year; and

WHEREAS, the Board of Education of the Riverside Unified School District has determined that expenditures are necessary in the following fiscal year; and

WHEREAS, such revenues, expenditures and/or fund balance are in excess of amounts previously budgeted;

WHEREAS, certain accounts may have surpluses or deficits;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to California Education Code Section 42602, the Riverside Unified School District may appropriate any such excess funds, identify and make such transfers between the designated and/or unappropriated fund balances and any expenditure classification(s), or balance any expenditure classification(s) of the budget of the Riverside Unified School District as are necessary to permit the payment of obligations for the Riverside Unified School District incurred during the 2013-14 fiscal year.

BE IT FURTHER RESOLVED that the Governing Board of the Riverside Unified School District authorizes the following positions to approve budget revisions and appropriation transfers as necessary to keep accounts current and accurate:

Deputy Superintendent – Business Services and Governmental Relations
Director – Business Services
Manager – Fiscal Services

AND BE IT FURTHER RESOLVED that all transfers and resolutions that have been made, the Riverside Unified School District shall submit such transfers to the Riverside Unified School District Board of Education for ratification. Said ratification shall be included as a part of the Riverside Unified School District's First and Second Interim Reports and shall be limited to major object classification(s) in accordance with the law.

PASSED AND ADOPTED by the Board of Education of the Riverside Unified School District at its regular meeting held on April 15, 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathy Y. Allavie, Clerk
Board of Education

Dated: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Resolution No. 2012/13-44 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Encumbrances of Funds for the Following Fiscal Year, Authorizing Signatures for Purchase Orders and Other Contractual Commitments and Establishing Not to Exceed Amounts

Presented by: Sandra L. Meekins, Director, Business Services

**Responsible
Cabinet Member:** Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Approval of this agenda item will allow the District to encumber funds for the 2013-14 fiscal year and will authorize designated staff to sign purchase orders and contractual commitments within certain dollar limitations.

DESCRIPTION OF AGENDA ITEM:

It is necessary to begin the process of issuing purchase orders and other contractual commitments for the 2013/14 fiscal year prior to the adoption of a budget for 2013-14. Programs that operate on a year-round basis and certain other obligations need to be attended to prior to the start of the fiscal year on July 1st.

Normally the budget provides the underlying legislative document that contains the authority to encumber funds. Without an adopted budget, there is no legislative authority for encumbering funds for the following fiscal year. California Education Code Section 35161 provides in part that the governing board of a district may discharge any duty imposed by law upon it or upon the district and may delegate to an officer or employee any of those powers or duties.

The attached resolution has been prepared authorizing the encumbrance of funds for the 2013-14 fiscal year in order to have books, supplies and equipment on hand for schools and departments immediately after the beginning of the fiscal year. Furthermore the resolution delegates to the Deputy Superintendent of Business Services and Governmental Relations, the Director of

Business Services, the Fiscal Services Manager of Purchasing, and the Director and Assistant Director of Nutrition Services the authority to enter into these obligations, and directs staff to use their best efforts to incorporate these encumbrances in the 2013-14 budget. In order to improve efficiency of processing, this resolution also delegates to purchasing staff positions the authority to sign purchase orders based on certain dollar limits. This resolution provides the official legislative action by which the Board of Education may authorize staff to encumber funds.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 2012/13-44 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Encumbrances of Funds for the Following Fiscal Year, Authorizing Signatures for Purchase Orders and Other Contractual Commitments and Establishing Not to Exceed Amounts.

ADDITIONAL MATERIAL: Resolution No. 2012/13-44

Attached: Yes

RESOLUTION NO. 2012/13-44

**RESOLUTION OF THE BOARD OF EDUCATION OF RIVERSIDE
UNIFIED SCHOOL DISTRICT AUTHORIZING THE ENCUMBRANCES
OF FUNDS FOR THE FOLLOWING FISCAL YEAR, AUTHORIZING
SIGNATURES FOR PURCHASE ORDERS AND OTHER
CONTRACTUAL COMMITMENTS AND ESTABLISHING NOT TO
EXCEED AMOUNTS**

WHEREAS, the Riverside Unified School District has determined that it has a need to issue purchase orders for the following fiscal year prior to July 1 in order to have books, supplies, and equipment on hand for schools immediately after the beginning of the fiscal year;

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

Deputy Superintendent – Business Services and Governmental Relations
Director – Business Services
Fiscal Services Manager – Purchasing
Contract Analyst

BE IT FURTHER RESOLVED that the Board of Education of the Riverside Unified School District authorizes staff in the following position to sign and approve purchase orders on behalf of the Board of Education for Nutrition Services purchases up to the dollar limit indicated:

| | |
|---------------------------------------|---|
| Director – Nutrition Services | \$70,000 |
| Assistant Director-Nutrition Services | \$70,000 |
| Buyer I | \$25,000 non-contract items, \$50,000 contract items; |

AND BE IT FURTHER RESOLVED that the Board of Education of the Riverside Unified School District authorizes Purchasing Department staff in the following positions to sign and approve any purchase orders on behalf of the Board of Education up to the dollar limitations indicated:

| | |
|----------------|---|
| Buyer I and II | \$25,000 non-contract items, \$50,000 contract items; |
|----------------|---|

AND BE IT FURTHER RESOLVED that purchase orders supported by an agreement for services or by a competitively awarded bid where a contract has been signed by one of the District authorized signers are not subject to the dollar limitations noted above.

BE IT FURTHER RESOLVED that the Governing Board of the Riverside Unified School District directs staff to use their best efforts to incorporate the encumbrances authorized by this resolution in the 2013-14 District Budget.

PASSED AND ADOPTED by the Board of Education of the Riverside Unified School District at its regular meeting held on April 15, 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathy Y. Allavie, Clerk
Board of Education

Dated: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Resolution No. 2012/13-45 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer of Funds from the District’s General Fund to the District’s Child Development Fund and From the District’s General Fund to the District’s Nutrition Services Fund for the Following Fiscal Year

Presented by: Sandra L. Meekins, Director, Business Services

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Approval of this agenda item will allow the District to provide temporary loans for the 2013-14 fiscal year from the General Fund to the Child Development Fund and from the General Fund to the Nutrition Services Fund.

DESCRIPTION OF AGENDA ITEM:

Education Code 42603 allows the Governing Board of a school district to temporarily transfer cash to another fund or account of the District for payment of obligations. Amounts transferred are generally repaid in the same fiscal year; however, transfers made within 120 days of the end of the fiscal year may be repaid in the following fiscal year. Any interest earned from excess funds shall be transferred back to the General Fund.

In order to meet the Child Development and the Nutrition Services Fund’s daily cash obligations for payroll and accounts payable, District staff is requesting authorization to process temporary transfers of cash from the District’s General Fund to the Child Development Fund or to the Nutrition Services Fund through June 30, 2014. The Education Code cited above limits the amount of funds that can be transferred from any one fund. Any funds borrowed will be repaid within the timelines specified by Education Code 42603.

Authorization is requested for the not to exceed amounts as follows:

| | |
|--------------|---|
| General Fund | \$1,500,000.00 to Child Development Fund |
| General Fund | \$1,200,000.00 to Nutrition Services Fund |

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 2012/13-45 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer of Funds from the District’s General Fund to the District’s Child Development Fund and From the District’s General Fund to the District’s Nutrition Services Fund for the Following Fiscal Year.

ADDITIONAL MATERIAL: Resolution No. 2012/13-45

Attached: Yes

RESOLUTION NO. 2012/13-45

**RESOLUTION OF THE BOARD OF EDUCATION OF THE RIVERSIDE
UNIFIED SCHOOL DISTRICT AUTHORIZING THE TEMPORARY
TRANSFER OF FUNDS FROM THE DISTRICT'S GENERAL FUND TO
THE DISTRICT'S CHILD DEVELOPMENT FUND AND FROM THE
DISTRICT'S GENERAL FUND TO THE DISTRICT'S NUTRITION
SERVICES FUND FOR THE FOLLOWING FISCAL YEAR**

WHEREAS, the District's Child Development Fund and the District's Nutrition Services Fund must meet its payroll and accounts payable obligations; and

WHEREAS, the timing of the apportionments due the Child Development Fund and the Nutrition Services Fund are delayed and not received on a timely basis; and

WHEREAS, Education Code 42603 allows the Board of Education of any school district to direct monies held in any fund or account to be temporarily transferred to another fund or account of the District for payment of obligations; and,

WHEREAS, the transfer or transfers shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Riverside Unified School District directs the County Treasurer to transfer an amount not to exceed \$1,500,000 from the District's General Fund to the District's Child Development Fund and to transfer an amount not to exceed \$1,200,000 from the District's General Fund to the District's Nutrition Services Fund for the 2013-14 fiscal year.

PASSED AND ADOPTED by the Board of Education of the Riverside Unified School District at its regular meeting held on April 15, 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathy Y. Allavie, Clerk
Board of Education

Dated: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Resolution No. 2012/13-46 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer From Various District Funds to the General Fund for the Following Fiscal Year

Presented by: Sandra L. Meekins, Director, Business Services

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Approval of this agenda item will allow the District to provide temporary loans for the 2013-14 fiscal year from various District funds to the District General Fund.

DESCRIPTION OF AGENDA ITEM:

California Education Code 42603 allows the Governing Board of a school district to temporarily transfer cash to another fund or account of the District for payment of obligations. Amounts transferred are generally repaid in the same fiscal year; however, transfers made within 120 days of the end of the fiscal year may be repaid in the following fiscal year.

In order to meet the District's daily cash obligations for payroll, accounts payable and debt service, District staff is requesting authorization to process temporary transfers of cash from a variety of funds to the General Fund for the period July 1, 2013 through June 30, 2014. The Education Code cited above limits the amount of funds that can be transferred from any one fund. Additionally, the exact cash availability in each fund will vary from week to week. Because of these two factors, the numbers provided below are estimates, but no more than 75 percent of the maximum in any fund or account during the current fiscal year will be transferred. Any funds borrowed will be repaid within the timelines specified by California Education Code 42603.

Authorization is requested for the not to exceed amounts as follows:

| | | |
|-------------------------------|---------|-------------------------|
| Adult Education Fund | Fund 11 | \$ 2,898,000.00 |
| Deferred Maintenance Fund | Fund 14 | 1,154,000.00 |
| Building Fund | Fund 21 | 21,715,000.00 |
| Capital Facilities Fund | Fund 25 | 4,077,000.00 |
| County School Facilities Fund | Fund 35 | 2,517,000.00 |
| Capital Outlay Fund | Fund 40 | 5,136,000.00 |
| Self-Insurance Fund | Fund 67 | <u>34,239,000.00</u> |
| Total Funds Available | | <u>\$ 71,736,000.00</u> |

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 2012/13-46 – Resolution of the Board of Education of the Riverside Unified School District Authorizing the Temporary Transfer From Various District Funds to the General Fund for the Following Fiscal Year.

ADDITIONAL MATERIAL: Resolution No. 2012/13-46

Attached: Yes

RESOLUTION NO. 2012/13-46

**RESOLUTION OF THE BOARD OF EDUCATION OF THE RIVERSIDE
UNIFIED SCHOOL DISTRICT AUTHORIZING THE TEMPORARY
TRANSFER OF FUNDS FROM VARIOUS DISTRICT FUNDS TO THE
GENERAL FUND FOR THE FOLLOWING FISCAL YEAR**

WHEREAS, the California State Legislature has enacted legislation that defers over \$49,526,434 of the 2012-13 Principal Apportionment to the Riverside Unified School District; and

WHEREAS, the timing of the ultimate payments of the deferred amounts is anticipated to be in July and in August of 2013; and

WHEREAS, the District may have insufficient cash available in the General Fund to meet its financial obligations; and,

WHEREAS, Education Code 42603 allows the Board of Education of any school district to direct monies held in any fund or account to be temporarily transferred to another fund or account of the District for payment of obligations; and,

WHEREAS, the transfer or transfers shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Riverside Unified School District directs the County Treasurer to transfer an amount not to exceed 75 percent of the maximum in the various District funds to the General Fund. Current not to exceed amounts total \$71,736,000.00 as outlined below.

| | | |
|-------------------------------|---------|-------------------------|
| Adult Education Fund | Fund 11 | \$ 2,898,000.00 |
| Deferred Maintenance Fund | Fund 14 | 1,154,000.00 |
| Building Fund | Fund 21 | 21,715,000.00 |
| Capital Facilities Fund | Fund 25 | 4,077,000.00 |
| County School Facilities Fund | Fund 35 | 2,517,000.00 |
| Capital Outlay Fund | Fund 40 | 5,136,000.00 |
| Self-Insurance Fund | Fund 67 | <u>34,239,000.00</u> |
| Total Funds Available | | <u>\$ 71,736,000.00</u> |

PASSED AND ADOPTED by the Board of Education of the Riverside Unified School District
at its regular meeting held on April 15, 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathy Y. Allavie, Clerk
Board of Education

Dated: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Resolution No. 2012/13-47 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Year-end Budget Adjustments to Appropriate Revenues, Expenditures and Fund Balance, and to Transfer Between Accounts and Funds for the Current Fiscal Year

Presented by: Sandra L. Meekins, Director, Business Services

**Responsible
Cabinet Member:** Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: Approval of this agenda item will allow the District's Business Services staff to process year-end budget adjustments to appropriate revenues, expenditures and fund balance, and to transfer between accounts and funds as needed to close the financial records for the 2012-13 fiscal year.

DESCRIPTION OF AGENDA ITEM:

Subsequent to the adoption of the District's annual budget, the District may receive funds or receive notice of the appropriation of new or additional funds to the District from a variety of federal, state and local sources. California Education Code Section 42602 provides that the governing board of a school district may, by a majority vote of its members, budget and use any unbudgeted income provided during the fiscal year from any source.

During the year-end closing process, all revenues and expenditures must be accounted for and accounts balanced. Some accounts may have deficits or surpluses after all of the activity for the year is posted. Accounts with deficits may require transfers or other accounting solutions in order to properly close the accounting records.

Given the need to make timely adjustments during the year-end closing process, the attached resolution has been prepared to authorize the District to make year-end budget adjustments and to recognize any additional revenue and associated expenditures related to previously unbudgeted funds. As a condition of the blanket authorization, the resolution requires that the

details be presented to the Board of Education when completed and that the Board of Education ratify the transfers and appropriations.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 2012/13-47 – Resolution of the Board of Education of the Riverside Unified School District to Authorize Year-End Budget Adjustments to Appropriate Revenues, Expenditures and Fund Balance, and to Transfer Between Accounts and Funds for the Current Fiscal Year.

ADDITIONAL MATERIAL: Resolution No. 2012/13-47

Attached: Yes

Resolution No. 2012/13-47

**RESOLUTION OF THE BOARD OF EDUCATION OF THE RIVERSIDE
UNIFIED SCHOOL DISTRICT TO AUTHORIZE YEAR-END BUDGET
ADJUSTMENTS TO APPROPRIATE REVENUES, EXPENDITURES
AND FUND BALANCE, AND TO TRANSFER BETWEEN ACCOUNTS
AND FUNDS FOR THE CURRENT FISCAL YEAR**

WHEREAS, the Board of Education of the Riverside Unified School District has determined that revenues have been received in the current fiscal year; and

WHEREAS, the Board of Education of the Riverside Unified School District has determined that expenditures are necessary in the current fiscal year; and

WHEREAS, such revenues, expenditures and/or fund balance are in excess of amounts previously budgeted; and

WHEREAS, as part of the year-end accounting records closing process, certain accounts may have surpluses or deficits;

NOW, THEREFORE, BE IT RESOLVED that pursuant to California Education Code Section 42602, the Riverside Unified School District may appropriate any such excess funds, identify and make such transfers between the designated and/or unappropriated fund balances and any expenditure classification(s), or balance any expenditure classification(s) of the budget of the Riverside Unified School District for the 2012-13 fiscal year as are necessary to permit the payment of obligations of the Riverside Unified School District incurred during the 2012-13 fiscal year.

BE IT FURTHER RESOLVED that after all transfers have been made, the Riverside Unified School District shall submit such transfers to the Riverside Unified School District Board of Education for ratification. Said ratification shall be limited to major object classification(s) in accordance with the law.

PASSED AND ADOPTED by the Board of Education of the Riverside Unified School District at its regular meeting held on April 15, 2013 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathy Allavie, Clerk
Board of Education

Dated: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002216 – Bid No. 2011/12-44 – Category 18 - Plumbing - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Plumbing at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2011/12-44 – Category 18 – Plumbing – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Pro-Craft Construction, Inc., and Purchase Order C6002216 was issued in the amount of \$850,000.00. Four change orders were approved for (\$39,107.78), bringing the total amount of the purchase order to \$810,892.22.

The scope of work for this project was to provide the plumbing at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Pro-Craft Construction, Inc. – Purchase Order C6002216, for a total of \$810,892.22.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Plumbing - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 5, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Pro-Craft Construction, Inc. 31597 Outer Highway 10 South, Suite "B" Redlands, CA 92373 |
| Bid #: | 2011/12-44 |
| Category # / Title | 18 - Plumbing |
| PO#: | C-6002216 |
| Original Contract Amount: | \$850,000.00 |
| Total # of Change Orders: | 4 |
| Total \$ of Change Orders: | (\$39,107.78) |
| New Contract Amount: | \$810,892.22 |
| Date of Completion: | January 31, 2013 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:

Jim Lewis

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002221 – Bid No. 2011/12-39 – Category 01 – Earthwork - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Earthwork at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2011/12-39 – Category 01 – Earthwork – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Crew, Inc., and Purchase Order C6002221 was issued in the amount of \$597,300.00. One subsequent change order was approved for \$9,785.16, bringing the total amount of the purchase order to \$607,085.16.

The scope of work for this project was to provide the earthwork at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Crew, Inc. – Purchase Order C6002221, for a total of \$607,085.16.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Earthwork - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 4, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Crew, Inc. 19618 South Susana Road Rancho Dominguez, CA 90221 |
| Bid #: | 2011/12-39 |
| Category # / Title | 01 - Earthwork |
| PO#: | C-6002221 |
| Original Contract Amount: | \$597,300.00 |
| Total # of Change Orders: | 1 |
| Total \$ of Change Orders: | \$9,785.16 |
| New Contract Amount: | \$607,085.16 |
| Date of Completion: | December 31, 2012 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:

Jim Lewis

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002224 – Bid No. 2011/12-42 – Category 04 – Masonry - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Masonry at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2011/12-42 – Category 04 – Masonry – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Kretschmar & Smith, Inc., and Purchase Order C6002224 was issued in the amount of \$307,880.00. One subsequent change order was approved for (\$50,180.00), bringing the total amount of the purchase order to \$257,700.00.

The scope of work for this project was to provide the masonry at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Kretschmar & Smith, Inc. – Purchase Order C6002224, for a total of \$257,700.00.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Masonry - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 4, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Kretschmar & Smith, Inc. 6293 Pedley Road Riverside, CA 92509 |
| Bid #: | 2011/12-42 |
| Category # / Title | 04 - Masonry |
| PO#: | C-6002224 |
| Original Contract Amount: | \$307,880.00 |
| Total # of Change Orders: | 1 |
| Total \$ of Change Orders: | (\$50,180.00) |
| New Contract Amount: | \$257,700.00 |
| Date of Completion: | December 31, 2012 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:

Jim Lewis

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002225 – Bid No. 2011/12-45 – Category 19 - Electrical - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Electrical at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2011/12-45 – Category 19 – Electrical – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Pacific Electric Lighting & Sound, Inc. dba W.B. Walton Electric, Inc., and Purchase Order C6002225 was issued in the amount of \$1,275,675.00. Two change orders were approved for \$6,974.83, bringing the total amount of the purchase order to \$1,282,649.83.

The scope of work for this project was to provide the electrical at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

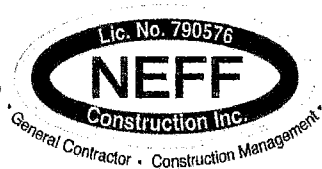
FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Pacific Electric Lighting & Sound, Inc. dba W.B. Walton Electrical, Inc. – Purchase Order C6002225, for a total of \$1,282,649.83.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Electrical - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|--|
| Date: | March 5, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Pacific Electric Lighting & Sound, Inc. dba W.B. Walton Electric 330 East 3 rd Street Beaumont, CA 92223 |
| Bid #: | 2011/12-45 |
| Category # / Title | 19 - Electrical |
| PO#: | C-6002225 |
| Original Contract Amount: | \$1,275,675.00 |
| Total # of Change Orders: | 2 |
| Total \$ of Change Orders: | \$6,974.83 |
| New Contract Amount: | \$1,282,649.83 |
| Date of Completion: | January 31, 2013 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:

Jim Lewis

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002228 – Bid No. 2011/12-46 – Category 26 – Stadium Track & Field - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Stadium Track & Field at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2011/12-46 – Category 26 – Stadium Track & Field – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Byrom-Davey, Inc., and Purchase Order C6002228 was issued in the amount of \$875,832.00.

The scope of work for this project was to provide the stadium track and field at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

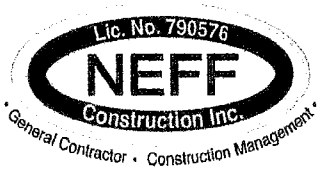
Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Byrom-Davey, Inc. – Purchase Order C6002228, for a total of \$875,832.00.

ADDITIONAL MATERIAL: Notice of Completion – Stadium Track & Field - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 5, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Byrom-Davey, Inc. 13220 Evening Creek Drive South, #103 San Diego, CA 92128 |
| Bid #: | 2011/12-46 |
| Category # / Title | 26 - Stadium Track & Field |
| PO#: | C-6002228 |
| Original Contract Amount: | \$875,832.00 |
| Total # of Change Orders: | 0 |
| Total \$ of Change Orders: | \$0 |
| New Contract Amount: | \$875,832.00 |
| Date of Completion: | January 31, 2013 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:

Jim Lewis

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Notice of Completion – Purchase Order C6002257 – Bid No. 2010/11-10 – Category 29 – Stadium Grandstands - Arlington High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Stadium Grandstands at the Arlington High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On January 17, 2012, the Board of Education approved Bid No. 2010/11-10 – Category 29 – Stadium Grandstands – Arlington High School Athletic Facilities Master Plan. The bid was awarded to Southern Bleacher Company, Inc., and Purchase Order C6002257 was issued in the amount of \$226,000.00.

The scope of work for this project was to provide the stadium grandstands at the Arlington High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is seventy-six percent (76%) from Measure B; seven percent (7%) from Redevelopment; and seventeen percent (17%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Southern Bleacher Company, Inc. – Purchase Order C6002257, for a total of \$226,000.00.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Stadium Grandstands - Arlington High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 4, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Arlington H.S. Athletic Field Upgrades |
| Contractor: | Southern Bleacher Company, Inc. P.O. Box One, Graham, TX 76450 801 Fifth Street, Graham, TX 96450 |
| Bid #: | 2010/11-10 |
| Category # / Title | 29 - Stadium Grandstands |
| PO#: | C-6002257 |
| Original Contract Amount: | \$226,000.00 |
| Total # of Change Orders: | 0 |
| Total \$ of Change Orders: | \$0 |
| New Contract Amount: | \$226,000.00 |
| Date of Completion: | December 31, 2012 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed:



**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002273 – Bid No. 2011/12-65 – Category 26 – Stadium Track & Field – Riverside Polytechnic High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible

Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Stadium Track & Field at the Riverside Polytechnic High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On March 5, 2012, the Board of Education approved Bid No. 2011/12-65 – Category 26 – Stadium Track & Field – Riverside Polytechnic High School Athletic Facilities Master Plan. The bid was awarded to C.S. Legacy Construction, Inc., and Purchase Order C6002273 was issued in the amount of \$1,223,924.00. Two change orders were approved for \$679.91, bringing the total amount of the purchase order to \$1,224,603.91.

The scope of work for this project was to provide the stadium track and field at the Riverside Polytechnic High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

Funding for this project is fifty percent (50%) from Measure B; eleven percent (11%) from Redevelopment; and thirty-nine percent (39%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for C.S. Legacy Construction, Inc. – Purchase Order C6002273, for a total of \$1,224,603.91.

Consent Agenda — Page 1

ADDITIONAL MATERIAL: Notice of Completion – Stadium Track & Field – Riverside Polytechnic High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|---|
| Date: | March 4, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Poly H.S. Field Upgrades & Pool |
| Contractor: | C.S. Legacy Construction, Inc. 13263 Yorba Avenue Chino, CA 91710 |
| Bid #: | 2011/12-65 |
| Category # / Title | 26 - Stadium Track & Field |
| PO#: | C-6002273 |
| Original Contract Amount: | \$1,223,924.00 |
| Total # of Change Orders: | 2 |
| Total \$ of Change Orders: | \$679.91 |
| New Contract Amount: | \$1,224,603.91 |
| Date of Completion: | March 1, 2013 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Notice of Completion – Purchase Order C6002348 – Bid No. 2010/11-32 – Category 29 – Stadium Grandstands – Riverside Polytechnic High School Athletic Facilities Master Plan

Presented by: Jane Jumnongsilp, Purchasing Manager

Responsible
Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Consent

Short Description: A Notice of Completion is recommended for the Stadium Grandstands at the Riverside Polytechnic High School Athletic Facilities Master Plan.

DESCRIPTION OF AGENDA ITEM:

On April 16, 2012, the Board of Education approved Bid No. 2010/11-32 – Category 29 – Stadium Grandstands – Riverside Polytechnic High School Athletic Facilities Master Plan. The bid was awarded to Schultz Industries, Inc. dba Sturdisteel Company, and Purchase Order C6002348 was issued in the amount of \$257,500.00.

The scope of work for this project was to provide the stadium grandstands at the Riverside Polytechnic High School Athletic Facilities Master Plan.

District staff, architect, and inspector of record have reviewed the project, deemed the project complete, and a Notice of Completion is now being requested.

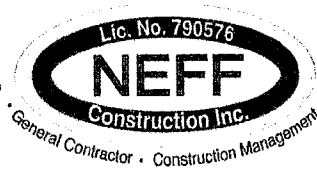
Funding for this project is fifty percent (50%) from Measure B; eleven percent (11%) from Redevelopment; and thirty-nine percent (39%) from Special Reserve.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education direct that a Notice of Completion be filed for Schultz Industries, Inc. dba Sturdisteel Company – Purchase Order C6002348, for a total of \$257,500.00.

ADDITIONAL MATERIAL: Notice of Completion – Stadium Grandstands – Riverside Polytechnic High School Athletic Facilities Master Plan.

Attached: Yes



1701 South Bon View Avenue, Ontario, CA 91761

Telephone No. 909-947-3768 FAX 909-947-3823

NOTICE OF COMPLETION REQUEST

| | |
|----------------------------|--|
| Date: | March 4, 2013 |
| To: | Laurie O'Brien Riverside Unified School District |
| From: | Neff Construction, Inc. |
| Project: | Poly H.S. Field Upgrades & Pool |
| Contractor: | Schultz Industries, Inc. dba Sturdisteel Company P.O. Box 2655, Waco, TX 76702 131 Ava Drive, Hewitt, TX 76643 |
| Bid #: | 2010/11-32 |
| Category # / Title | 29 - Stadium Grandstands |
| PO#: | C-6002348 |
| Original Contract Amount: | \$257,500.00 |
| Total # of Change Orders: | 0 |
| Total \$ of Change Orders: | \$0 |
| New Contract Amount: | \$257,500.00 |
| Date of Completion: | March 1, 2013 |
| Requested Board Meeting: | April 15, 2013 |

The Contractor has completed their contractual obligation to the Riverside Unified School District. All Field Work has been performed, all Closeout Items have been submitted and all Change Orders have been approved.

Signed: _____

**Board Meeting Agenda
April 15, 2013**

Topic: Single Plans for Student Achievement

Presented by: Janie Rhoades, Director, Program Quality/Academic English Learners
Jodi Gonzales, Instructional Services Specialist, Program Quality/
Academic English Learners

Responsible
Cabinet Member: Judi Paredes, Assistant Superintendent, Instructional Services

Type of Item: Consent

Short Description: California Education Code requires that schools receiving state or federal categorical funding develop an annual Single Plan for Student Achievement (SPSA).

DESCRIPTION OF AGENDA ITEM:

All elementary, middle and high schools in the Riverside Unified School District receive categorical funding and are required to have an annual Single Plan for Student Achievement (SPSA). The SPSA is a document that provides an overview of the instructional areas of focus, an analysis of current educational practice, SMART goals (Strategic, Measurable, Attainable, Results-oriented Time-bound), action plans, and interventions. It also specifies how categorical funding such as state Economic Impact Aid and federal Title I funds will be used to supplement site instructional programs. In addition to the Board of Education, School Site Councils are required to review and approve the SPSAs annually.

All twenty-three Title I schools have fulfilled requirements of the Elementary and Secondary Education Act (ESEA) in order to implement a Title I school-wide program. A school-wide program allows a school to use Title I funds to support all students for broader school-wide purposes.

This 2012-13 school year, John Adams, Patricia Beatty, Bryant, Emerson, Fremont, Hawthorne, Highgrove, Highland, Andrew Jackson, Thomas Jefferson, Liberty, Henry W. Longfellow, Monroe, Mountain View, Pachappa, William Howard Taft, Victoria, Central, Chemawa, Sierra and University Heights are Title I Program Improvement schools. Bryant and Highgrove Elementary Schools have met the ESEA adequate yearly progress (AYP) goals based on the 2012 California Standards Tests and will exit Program Improvement if the 2013 AYP goals are met.

The STEM Academy SPSA is not included in this consent item as this is a first year school and additional time is needed by staff to fully collaborate to create the school's mission, vision, collective commitments, and CST scores as a baseline for SMART Goals.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board approve the 2012-13 Single Plans for Student Achievement for all school sites.

ADDITIONAL MATERIAL: The Single Plans for Student Achievement can be reviewed via the following link: <http://www.rusdlink.org/Page/2797>.

Attached: No

Board Meeting Agenda

April 15, 2013

Topic: Out-of-State Field Trip – Chemawa Middle School

Presented by: Dr. William E. Ermert, Assistant Superintendent, Instructional Services

Responsible
Cabinet Member: Dr. William E. Ermert, Assistant Superintendent, Instructional Services

Type of Item: Consent

Short Description: Chemawa Middle School's Team Houston will travel to Houston, Texas, to participate in a trip to Johnson Space Center, May 21 – 25, 2013.

DESCRIPTION OF AGENDA ITEM:

Chemawa Middle School's Team Houston will travel to Houston, Texas, to participate in a trip to Johnson Space Center, May 21 – 25, 2013. The trip will be funded by fundraising activities.

FISCAL IMPACT: None

RECOMMENDATION: Approval is requested for the Chemawa Middle School's Team Houston multiple-day field trip.

ADDITIONAL MATERIAL: Multiple-Day Field Trip application and itinerary

Attached: Yes



RIVERSIDE UNIFIED SCHOOL DISTRICT
Elementary and Secondary Education

Procedures #6153 (f)
(Ref: Policy #6153
Rules & Reg. #6153)

MULTIPLE-DAY FIELD TRIP APPLICATION

Multiple-Day Field Trip Application must be submitted to the Director of Elementary or Secondary Education for approval **two months prior to departure** for in-state trips, and **four months prior to departure** for out-of-state and out-of-country trips. Out-of-country field trips require Board approval at least **four months prior to departure**. The Multiple-Day Final Checklist is due to the principal 2 weeks prior to departure. Submit application to the Director of Elementary or Secondary Education for approval within time limits as noted.

School: Chemawa Middle School Grade Level: 8
Teacher's Name: Rebecca Boganwright Teaching (Subject): Science Phone #: 352-8244
Field Trip Dates: 5/21/13 - 5/25/13 Location (City and State): Houston, TX
Number School Days Missed: 4 Number Students: 24 Number Adults: 4 Ratio Adult to Student: 1 To 6

Name and Title of Adults: Sean Curtin (principal), Richard Ramirez (counselor) (alternate)
Rebecca Boganwright (teacher), Scott Kirkwood (teacher), Stephanie Fortune
Administrator Accompanying Group ☒ Yes ☐ No Name(s): Sean Curtin Taylor Grache

Name of Group (i.e. Choir, Drill Team, Swim Team, etc.): Team Houston (student group)
Name of Event (ATTACH INFORMATION DESCRIBING EVENT): Trip to Johnson Space Center
Link to course of study: CA Standard - Earth and Solar System

Estimated cost per student: ≈\$1,000 Detailed Funding Plan: see attached form

Transportation By: ☒ Bus -- Check one: ☒ RUSD or ☐ Charter 15569-15570
☒ Plane United
☐ Private Vehicle (The vehicle MUST have one seat and a seat belt for each person in the car.)
☒ **NOTE:** CHECK THIS BOX TO VERIFY THAT ALL DRIVERS OF PRIVATE VEHICLES HAVE BEEN APPROVED BY RUSD'S TRANSPORTATION DEPARTMENT. Field trip will not be approved until private vehicle drivers have been approved.
☐ Other Curtin - Boganwright - Kirkwood - Fortune - Ramirez - Kent

Insurance for Host Organization (if applicable): Rental Vehicles - 4 - Enterprise

Housing Accommodations: Marriott Springs Suites Hotel 1101 Magnolia Ave.
(Hotel booked through Space Center Houston) Webster, TX 77598

SIGNATURES:

| | | | |
|--|------------------|------------------------|----------------|
| <u>[Signature]</u> | <u>2/11/2013</u> | <u>[Signature]</u> | <u>2/11/13</u> |
| Teacher | Date | Principal | Date |
| <u>[Signature]</u> | <u>3-27-13</u> | <u>[Signature]</u> | <u>3-21-13</u> |
| Director Elementary - Secondary Education | Date | Transportation Manager | Date |
| <u>[Signature]</u> | | | |
| Deputy - Assistant Superintendent, Instruction | Date | *Superintendent | Date |

*For out-of-state requests only

**For out-of-country requests only

**Date of Board Action

DEPARTMENT USE ONLY

- ☐ Approval pending clearance of Transportation and signed Multiple Day Final Checklist
☐ Not approved because _____

A Multiple-Day Checklist, signed by the site principal, is required to be filed with the Elementary or Secondary Education department 1 week prior to departure.

Chemawa Trip to Johnson Space Center

May 21-25, 2013

Purpose: To attend a multiple day, overnight field trip to Houston, TX for students to tour the Johnson Space Center and Space Center Houston. Students will possibly be personally meeting director of Johnson Space Center and former Chemawa student, Mr. Michael Coats.

Funding: Total group cost of trip is approximately \$20,000. Total group cost must be raised for any student to attend the trip. Plans for fundraising include: selling car wash tickets, spaghetti dinner, selling candy, getting donations from local businesses and friends and family.

Transportation:

Airline – United Groups Flight

Tuesday May 21, 2013 – Flight #0999

Depart: Los Angeles Int'l Airport @ 1:30 pm (nonstop)

Arrive: Houston Hobby Airport @ 6:44 pm

Saturday May 25, 2013 – Flight #0849

Depart: Houston Hobby Airport @ 1:15 pm (nonstop)

Arrive: Los Angeles Int'l Airport @ 2:58 pm

Rental Vehicles – Enterprise

713-645-7222

Pick up and drop off at Houston Hobby Airport

Mini Van Automobile (4 vans – 6 passengers per van + driver)

RUSD School Bus –

Depart from Chemawa @ 9:30am Tuesday May 21 to LAX

Arrive at Chemawa approximately 4:30pm Saturday, May 25 from LAX

Itinerary:

Tuesday, May 21, 2013 –

Students depart from Chemawa Middle School at 9:00 am on school bus

Arrive at LAX approximately 11:00 am

Students depart from LAX @ 1:30 pm

Arrive at Hobby Airport in Houston, TX @ 6:44pm

Check into Hotel

Wednesday, May 22, 2013 –

10:00am - NASA/JSC Education activity

Thursday, May 23, 2013 -

4:00pm – check into Space Center Houston/ Space Center Houston Activity

Friday, May 24, 2013

Tram tour of JSC

Tour of Neutral Buoyancy Lab

Space Center Houston activity

Saturday, May 25, 2013

9:00 pm – Check out of hotel

Depart from Hobby Airport @ 1:15pm

Arrive in LAX @ 2:58 pm

Depart from LAX on school bus approximately 3:45pm

Arrive at Chemawa Middle School approximately 4:30 pm

Housing:

Students and chaperones will be staying 4 to a room at
Spring Suites Hotel Marriot
1101 Magnolia Ave
Webster, TX 77598
281-332-2999

Supervision: 4 chaperones are scheduled to attend trip.

RUSD employees – Rebecca Boganwright (teacher), Stephanie Fortune (teacher), Scott Kirkwood (teacher), Sean Curtin (principal), *Possible alternate chaperone* - Richard Ramirez (counselor)

Permission forms: All permission forms must be signed by parent/legal guardian prior to student attending trip. Copies of all forms including emergency contact and parent and medical information will be taken on trip. Forms include:

1. RUSD Consent form for Field Trip
2. RUSD Waiver and Release Agreement for Participation in Voluntary District Sponsored Overnight Activity
3. RUSD Medical Consent Form for Field Trip (if applicable)
4. RUSD District Field Trip Parent/Guardian Consent, Waiver and Hold Harmless

Emergency Plans

If emergency with student occurs, trip supervisors and RUSD employees will contact emergency contact person as designated of the RUSD Consent Form for Field Trip. If any physical harm needing medical attention should happen with student, student will be taken to closest hospital emergency room.

In case of emergency, parents may contact:

| | |
|--|--------------|
| Rebecca Boganwright (trip coordinator/teacher) | 951-897-6670 |
| Scott Kirkwood (teacher) | 951-941-7235 |
| Stephanie Fortune (teacher) | 951-313-7702 |
| Sean Curtin (principal) | 951-283-1260 |
| Chemawa Middle School | 951-352-8244 |

Possible alternate chaperone
Richard Ramirez (counselor)

909-226-2918

Board Meeting Agenda

April 15, 2013

Topic: Out-of-State Field Trip – Martin Luther King High School

Presented by: Dr. William E. Ermert, Assistant Superintendent, Instructional Services

Responsible
Cabinet Member: Dr. William E. Ermert, Assistant Superintendent, Instructional Services

Type of Item: Consent

Short Description: Martin Luther King High School's Odyssey of the Mind team is seeking pre-approval to travel to Lansing, Michigan, to participate in the Odyssey of the Mind World Finals, May 21 – 27, 2013.

DESCRIPTION OF AGENDA ITEM:

Martin Luther King High School's Odyssey of the Mind team is seeking pre-approval for a trip to Lansing, Michigan, to participate in the Odyssey of the Mind World Finals. The trip would take place May 21 – 27, 2013. Final approval will be pending compliance with all Riverside Unified School District Policies and Procedures.

FISCAL IMPACT: None

RECOMMENDATION: Pre-approval is requested for Martin Luther King High School's Odyssey of the Mind multiple-day field trip.

ADDITIONAL MATERIAL: None. Pre-approval only.

Attached: No

**Board Meeting Agenda
April 15, 2013**

Topic: *Valenzuela/CAHSEE* Lawsuit Settlement Quarterly Report on *Williams* Uniform Complaints to Riverside County Office of Education

Presented by: Kirk R. Lewis, Ed.D., Assistant Superintendent Operations

Responsible

Cabinet Member: Kirk R. Lewis, Ed.D., Assistant Superintendent Operations

Type of Item: Consent

Short Description: The quarterly report information confirms that there were no complaints filed with any school in the District for the period of January 1, 2013 – March 31, 2013.

DESCRIPTION OF AGENDA ITEM:

For the period of January 1, 2013 – March 31, 2013, there were no complaints filed with any school in Riverside Unified School District relating to the *Valenzuela/CAHSEE* (Williams) Lawsuit. The quarterly report has been submitted to the Riverside County Office of Education.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education accept the report.

ADDITIONAL MATERIAL: *Valenzuela/CAHSEE* Lawsuit Settlement Quarterly Report on *Williams* uniform Complaints.

Attached: Yes



Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186(d)]

District: Riverside Unified School District

Person completing this form: Kirk R. Lewis Title: Asst. Supt. Operations

Quarterly Report: ☐ 1st Quarter (July – September 2012) Due: October 12, 2012
 (check one) ☐ 2nd Quarter (October – December 2012) January 11, 2013
☒ 3rd Quarter (January – March 2013) April 12, 2013
☐ 4th Quarter (April – June 2013) July 12, 2013

Date for information to be reported publicly at governing board meeting: April 15, 2013

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

| General Subject Area | Total # of Complaints | # Resolved | # Unresolved |
|---|-----------------------|------------|--------------|
| Textbooks and Instructional Materials | 0 | 0 | 0 |
| Teacher Vacancy or Misassignments | 0 | 0 | 0 |
| Facilities Conditions | 0 | 0 | 0 |
| CAHSEE Intensive Instruction and Services | 0 | 0 | 0 |
| TOTALS | 0 | 0 | 0 |

Richard L. Miller, Ph.D.

Print Name of District Superintendent

Richard L. Miller
 Signature of District Superintendent

4/8/13
 Date

Return to: Riverside County Office of Education
 Division of Educational Services
 Attn: Diana M. Asseier, Assistant Superintendent
 P.O. Box 868
 Riverside, CA 92502-0868

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Certified Personnel Assignment Order – CE 12/13-15 and
Classified/Non-Classified Personnel Assignment Order CL 12/13-15

Presented by: Kyley Ybarra, Director of Certificated Personnel and
Vanessa Connor, Director of Classified Personnel

Responsible
Cabinet Member: Susan Mills, Assistant Superintendent, Human Resources

Type of Item: Consent

Short Description: The latest District's management, certificated and classified personnel actions are presented to the Board of Education for approval.

DESCRIPTION OF AGENDA ITEM:

Board approval is requested of the District's latest management, certificated and classified personnel actions, which include the following:

Change in Status from Substitute Employee to Regular Employee, Change of Employment Status, Increase in Hours, Increase in Hours/Work Year, Leaves, New Hires, Non-Reemployment of Employees on a Temporary Contract (E.C. §44909, §44920, and §44921), Promotions, Reclassifications – Managers/Supervisors, Rehires (Within 39 Months), Rehires–Managers/Supervisors, Resignations, Retirements, School Nutrition Association (SNA) Certification, Substitutes, Suspensions, Terminations, and Voluntary Demotions/Reassignments/Reductions/Transfers.

FISCAL IMPACT: To be determined

RECOMMENDATION: It is recommended that the Board of Education approve the District's latest personnel actions for both certificated and classified.

ADDITIONAL MATERIAL: Certificated Personnel Assignment Order – CE 12/13-15 and
Classified/Non-Classified Personnel Assignment Order CL 12/13-15

Attached: Yes

CERTIFICATED PERSONNEL ASSIGNMENT ORDER #CE 12/13-15

April 15, 2013

CERTIFICATED PERSONNEL

Change of Employment Status

Frank Augustus Miller

Middle School

McCloud, Daniel J.

From: Teacher,
Probationary 1

To: Teacher,
Probationary 2

08/27/12

Increase in Hours

Castle View Elementary
School

Payne, Bonnie S.

LSH Specialist

From: 80%
To: 100%

03/01/13

Psychological Services

Martin, Suzanne L.

School Psychologist

From: 80%
To: 100%

03/11/13

Nelson, Diana L.

School Psychologist

From: 50%
To: 70%

03/20/13

Leaves

Elementary Site

(Paid Administrative Leave)

12/13-8061

Teacher

03/25/13 –
03/27/13

Hawthorne Elementary School

(Family Medical Leave Act Leave)

Fuentes, Olga C.

Teacher

03/04/13 –
05/03/13

John F. Kennedy Elementary School

(Family Medical Leave Act Leave)

McKee, Alison M.

Teacher

03/25/13 –
04/26/13

Leaves - Continued

| | | |
|--|---------|------------------------|
| (California Family Rights Act Leave) Paino, Tawnya V. | Teacher | 04/16/13 – 05/31/13 |
| Magnolia Elementary School (Family Medical Leave Act Leave) Richards, Casey M. | Teacher | 03/12/13 – 03/29/13 |

Non-Reemployment of Employees on a Temporary Contract (E.C. §44909)

| | | |
|------------------|--------------------|----------|
| Elementary Sites | | |
| 12/13-108475 | Pre-School Teacher | 06/14/13 |
| 12/13-85697 | Pre-School Teacher | 06/14/13 |
| 12/13-108609 | Pre-School Teacher | 06/14/13 |
| 12/13-127978 | Pre-School Teacher | 06/14/13 |
| 12/13-187404 | Pre-School Teacher | 06/14/13 |
| 12/13-24945 | Pre-School Teacher | 06/14/13 |
| 12/13-105428 | Pre-School Teacher | 06/14/13 |
| 12/13-96937 | Pre-School Teacher | 06/14/13 |
| 12/13-157909 | Pre-School Teacher | 06/14/13 |
| 12/13-124655 | Pre-School Teacher | 06/14/13 |
| 12/13-186160 | Pre-School Teacher | 06/14/13 |
| 12/13-65596 | Pre-School Teacher | 06/14/13 |
| 12/13-149104 | Pre-School Teacher | 06/14/13 |

Non-Reemployment of Employees on a Temporary Contract (E.C. §44909) - Continued

| | | |
|---------------------------|--------------------|----------|
| 12/13-82289 | Pre-School Teacher | 06/14/13 |
| 12/13-159822 | Pre-School Teacher | 06/14/13 |
| 12/13-199427 | Pre-School Teacher | 06/14/13 |
| Pupil Services Department | | |
| 12/13-222034 | School Nurse | 06/28/13 |
| Riverside Adult School | | |
| 12/13-183413 | GED Proctor | 05/18/13 |
| 12/13-108618 | Teacher | 05/18/13 |
| 12/13-206820 | Teacher | 06/12/13 |
| 12/13-204643 | Teacher | 06/12/13 |
| 12/13-236312 | Teacher | 05/31/13 |
| 12/13-162272 | Teacher | 06/12/13 |
| 12/13-13151 | Teacher | 05/30/13 |
| 12/13-222707 | Teacher | 06/08/13 |
| 12/13-240263 | Teacher | 05/31/13 |
| 12/13-192230 | Teacher | 05/17/13 |
| 12/13-35630 | Teacher | 06/12/13 |
| 12/13-225259 | Teacher | 05/31/13 |
| 12/13-2096 | Teacher | 04/13/13 |
| 12/13-210822 | Teacher | 06/12/13 |
| 12/13-4777 | Teacher | 05/31/13 |

Non-Reemployment of Employees on a Temporary Contract (E.C. §44909) - Continued

| | | |
|-------------------------------|--------------------|----------|
| Secondary Site 12/13-60681 | Pre-School Teacher | 06/14/13 |
|-------------------------------|--------------------|----------|

Non-Reemployment of Employees on a Temporary Contract (E.C. §44920)

| | | |
|----------------------------------|---------|----------|
| Elementary Sites 12/13-212601 | Teacher | 06/14/13 |
| 12/13-243702 | Teacher | 06/14/13 |
| 12/13-191628 | Teacher | 06/14/13 |
| 12/13-130062 | Teacher | 06/14/13 |
| 12/13-230723 | Teacher | 06/14/13 |
| 12/13-136866 | Teacher | 06/14/13 |
| 12/13-207173 | Teacher | 06/14/13 |
| 12/13-147597 | Teacher | 06/14/13 |
| 12/13-198385 | Teacher | 06/14/13 |
| 12/13-212509 | Teacher | 06/14/13 |
| 12/13-214982 | Teacher | 06/14/13 |
| 12/13-186119 | Teacher | 06/14/13 |
| 12/13-205377 | Teacher | 06/14/13 |
| 12/13-121643 | Teacher | 06/14/13 |
| 12/13-207701 | Teacher | 06/14/13 |
| 12/13-162733 | Teacher | 06/14/13 |
| 12/13-241579 | Teacher | 06/14/13 |

Non-Reemployment of Employees on a Temporary Contract (E.C. §44920) – Continued

Elementary Sites - Continued

| | | |
|--------------|----------------|----------|
| 12/13-210449 | Teacher | 06/14/13 |
| 12/13-158446 | Teacher | 06/14/13 |
| 12/13-164661 | Teacher | 06/14/13 |
| 12/13-86253 | LSH Specialist | 06/14/13 |
| 12/13-173604 | TOSA-HEARTS | 06/14/13 |
| 12/13-221637 | Teacher | 06/14/13 |
| 12/13-178285 | Teacher | 06/14/13 |
| 12/13-196563 | Teacher | 06/14/13 |
| 12/13-230446 | Teacher | 06/14/13 |

Psychological Services

| | | |
|--------------|---------|----------|
| 12/13-169330 | Teacher | 06/14/13 |
|--------------|---------|----------|

Secondary Sites

| | | |
|--------------|---------|----------|
| 12/13-236354 | Teacher | 06/14/13 |
| 12/13-222541 | Teacher | 06/14/13 |

Non-Reemployment of Employees on a Temporary Contract (E.C. §44921)

Secondary Site

| | | |
|--------------|-----------------|----------|
| 12/13-170438 | ROTC Instructor | 06/29/13 |
|--------------|-----------------|----------|

Rehires (Within 39 Months)

| | | |
|---|----------------------------------|----------|
| Mark Twain Elementary School Mosley-Marks, Alicia M. | Teacher on Special Assignment | 02/25/13 |
|---|----------------------------------|----------|

Resignations

| | | |
|---|---------|----------|
| Magnolia Elementary School Hicks, Terri L. | Teacher | 06/14/13 |
|---|---------|----------|

Retirements

| | | |
|--|---------|----------|
| Monroe Elementary School James, Jeanette N. | Teacher | 06/14/13 |
| Mt. View Elementary School Carter, Cassandra J. | Teacher | 02/28/13 |

Substitutes

| | | |
|---------------------|--------------------|----------|
| Aguilar, Tania | Substitute Teacher | 03/20/13 |
| Broersma, Rebecca | Substitute Teacher | 03/19/13 |
| Buswell, Korrie | Substitute Teacher | 03/20/13 |
| Croom, Tanya | Substitute Teacher | 03/18/13 |
| Gray, Jordan | Substitute Teacher | 03/18/13 |
| Hendricks, Elissa | Substitute Teacher | 03/08/13 |
| Hernandez II, Tomas | Substitute Teacher | 03/07/13 |
| Infante, Ashlea | Substitute Teacher | 03/19/13 |
| Long, Jarrod | Substitute Teacher | 03/08/13 |
| Lyles, Lolita | Substitute Teacher | 03/08/13 |
| McMane, Tarin | Substitute Teacher | 03/18/13 |
| Munoz, Angela | Substitute Teacher | 03/07/13 |
| Perez, Adrian | Substitute Teacher | 03/08/13 |
| Perry, Jarred | Substitute Teacher | 30/06/13 |
| Roberts, Sharon | Substitute Teacher | 03/20/13 |
| Sackett, Barbara | Substitute Teacher | 03/18/13 |
| Smith, Kevin | Substitute Teacher | 03/06/13 |
| Trujillo, Everardo | Substitute Teacher | 03/08/13 |
| Vanta, Mark | Substitute Teacher | 03/20/13 |
| Washington, Taylor | Substitute Teacher | 03/18/13 |
| Younger, Connie | Substitute Teacher | 03/18/13 |

CLASSIFIED/NON-CLASSIFIED PERSONNEL ASSIGNMENT ORDER #CL 12/13-15

April 15, 2013

CLASSIFIED PERSONNEL**Change in Status from Substitute Employee to Regular Employee**John Adams Elementary
School

| | | | |
|---------------------|--------------------|--------------------|----------|
| Aguilar, Latisha L. | Cafeteria Worker I | 10 months, 3 hours | 03/19/13 |
|---------------------|--------------------|--------------------|----------|

Amelia Earhart Middle
School

| | | | |
|------------------------|--------------------|--------------------|----------|
| Rodriguez, Lorraine C. | Cafeteria Worker I | 10 months, 3 hours | 03/20/13 |
|------------------------|--------------------|--------------------|----------|

Fremont Elementary
School

| | | | |
|----------------|-------------------------|----------------------|----------|
| Palm, Emery M. | School Office Assistant | 10 months, 6.5 hours | 03/11/13 |
|----------------|-------------------------|----------------------|----------|

John W. North High
School

| | | | |
|-----------------|--------------------|--------------------|----------|
| Chavez, Yuliana | Cafeteria Worker I | 10 months, 3 hours | 03/14/13 |
|-----------------|--------------------|--------------------|----------|

Nutrition Services

| | | | |
|-----------------------|-----------------------------------|--------------------|----------|
| Young, Christopher J. | Nutrition Services Utility Worker | 12 months, 8 hours | 03/11/13 |
|-----------------------|-----------------------------------|--------------------|----------|

Riverside Polytechnic
High School

| | | | |
|-------------------|--------------------|--------------------|----------|
| Cardoza, Donna S. | Cafeteria Worker I | 10 months, 3 hours | 03/20/13 |
|-------------------|--------------------|--------------------|----------|

| | | | |
|--------------|--------------------|--------------------|----------|
| Kelly, Joann | Cafeteria Worker I | 10 months, 3 hours | 03/25/13 |
|--------------|--------------------|--------------------|----------|

Sierra Middle School

| | | | |
|-------------------|---|--------------------|----------|
| Guerrero, Adriana | Instructional Assistant – Special Education I | 10 months, 5 hours | 04/08/13 |
|-------------------|---|--------------------|----------|

University Heights Middle
School

| | | | |
|-------------------|--------------------|--------------------|----------|
| Harris, Tammie M. | Cafeteria Worker I | 10 months, 3 hours | 03/19/13 |
|-------------------|--------------------|--------------------|----------|

Increase in Hours/Work Year

Mark Twain Elementary
School

Saulet, Azizi H.

Intensive Behavior
Interventions Assistant

From: 6 hours/day
To: 6.5 hours/day

02/22/13

Leaves

Central Middle School

Buswell, Laurie M.

Campus Supervisor

Unpaid FMLA Leave

03/11/13 –
03/26/13

12/13-209121

Paid Administrative
Leave

03/08/13 –
03/12/13

Hawthorne Elementary
School

Alarcon, Monica E.

Instructional Assistant –
Preschool

Unpaid General Leave

12/10/12 –
05/31/13
*Amendment to
11/13/12 Board*

New Hires

Harrison Elementary
School

Paulos, Jonathan A.

Instructional Assistant –
Special Education II

10 months, 6 hours

03/28/13

Promotions

Holkan, Travis R.

From: Maintenance &
Operations,
Grounds Maintenance
Worker,
12 months, 8 hours

To: Maintenance &
Operations,
Irrigation Worker,
12 months, 8 hours

03/22/13

Reclassifications – Managers/Supervisors

| | | | |
|---------------------------|--|--|----------|
| Jumnongsilp, Chenchira J. | From: Business Services, Purchasing Manager, 12 months, 8 hours | To: Business Services, Manager, Fiscal Services - Procurement/Accounts Payable, 12 months, 8 hours | 05/01/13 |
| Roloson, Kirsten F. | From: Nutrition Services, Operations Manager, 12 months, 8 hours | To: Nutrition Services, Assistant Director, Nutrition Services, 12 months, 8 hours | 07/01/12 |

Rehires – Managers/Supervisors

| | | | |
|---|--|--------------------|----------|
| Maintenance & Operations Williams, Orin L. | Director IV, Maintenance & Operations | 12 months, 8 hours | 04/16/13 |
|---|--|--------------------|----------|

Resignations

John Adams Elementary
School

| | | | |
|---------------------|--|---------------------|----------|
| Metoyer, Desiree L. | Instructional Assistant - Preschool | 9 months of service | 06/14/13 |
|---------------------|--|---------------------|----------|

| | | | |
|--------------------|-------------------------|---------------------------------|----------|
| Meza Jr., Henry C. | Instructional Assistant | 6 years, 3 months of service | 03/30/13 |
|--------------------|-------------------------|---------------------------------|----------|

John F. Kennedy
Elementary School

| | | | |
|-------------------|---------------------------------------|---------------------------------|----------|
| Ferryman, LaDonna | Elementary Library Media Assistant | 5 years, 7 months of service | 03/19/13 |
|-------------------|---------------------------------------|---------------------------------|----------|

Frank Augustus Miller
Middle School

| | | | |
|---------------------|--|---------------------|----------|
| Woolsey, Candice M. | Instructional Assistant – Special Education I | 4 months of service | 03/16/13 |
|---------------------|--|---------------------|----------|

Resignations - Continued

Pachappa Elementary
School

| | | | |
|-----------------|--|---------------------------------|----------|
| Kline, Mary Ann | Instructional Assistant – Special Education I | 6 years, 6 months of service | 03/30/13 |
|-----------------|--|---------------------------------|----------|

Riverside Polytechnic
High School

| | | | |
|----------------|--------------------|--------------------|----------|
| Garcia, Dianna | Cafeteria Worker I | 4 years of service | 03/08/13 |
|----------------|--------------------|--------------------|----------|

Retirements

Educational Options
Center

| | | | |
|-----------------------|-------------------------|----------------------------------|----------|
| Butterwick, Sophia R. | School Office Assistant | 27 years, 7 months of service | 04/06/13 |
|-----------------------|-------------------------|----------------------------------|----------|

Project T.E.A.M.

| | | | |
|-------------------|-------------------------------|----------------------------------|----------|
| Anderson, Jean M. | Job Development Specialist | 15 years, 7 months of service | 06/14/13 |
|-------------------|-------------------------------|----------------------------------|----------|

William Howard Taft
Elementary School

| | | | |
|-------------------|--|----------------------------------|----------|
| Anderson, Jean M. | Instructional Assistant – Special Education I | 17 years, 8 months of service | 06/14/13 |
|-------------------|--|----------------------------------|----------|

School Nutrition Association (SNA) Certification

Nutrition Services

| | | | |
|-----------------|------------------------|-----------------------------------|------------------------|
| Gibson, Theresa | Food Production Worker | From: Range 9-5 To: Range 10-5 | 03/01/13 – 02/28/14 |
|-----------------|------------------------|-----------------------------------|------------------------|

Suspensions

| | | | |
|--------------|-----------|-------|----------|
| 12/13-203187 | Custodian | 1 day | 04/08/13 |
|--------------|-----------|-------|----------|

Terminations

12/13-238669

Cafeteria Worker I

03/22/13

Voluntary Demotions/Reassignments/Reductions/Transfers

| | | | |
|--------------------------|--|--|----------|
| Bobbler, Roselia C. | From: Hawthorne Elementary School, Instructional Assistant – Special Education II, 10 months, 6 hours | To: John Adams Elementary School, Instructional Assistant – Special Education II, 10 months, 6 hours | 03/18/13 |
| Nunez, Ciara N. | From: William Howard Taft Elementary School, Instructional Assistant – Special Education I, 10 months, 3.5 hours | To: Highland Elementary School, Instructional Assistant – Special Education I, 10 months, 5 hours | 04/08/13 |
| Sanford, Timothy W. | From: Harrison Elementary School, Instructional Assistant – Special Education II, 10 months, 6 hours | To: John W. North High School, Instructional Assistant – Special Education II, 10 months, 6 hours | 03/13/13 |
| Vaipulu, Jr., Vitolio O. | From: John W. North High School, Instructional Assistant – Special Education II, 10 months, 6 hours | To: Riverside Polytechnic High School, Instructional Assistant – Special Education I, 10 months, 5 hours | 03/12/13 |

NON-CLASSIFIED PERSONNEL

New Hires

| | | |
|------------------------------|----------------------------------|----------|
| Allala Jr., Jerry | Sub. Custodian/Campus Supervisor | 03/18/13 |
| Arriaga, Rosanna | Sub. Noon Playground Supervisor | 03/15/13 |
| Avila De Ruiz | Sub. Cafeteria Worker I | 03/15/13 |
| Berrun, Charlene | Sub. Custodian | 03/13/13 |
| Brizuela, Amanda | Sub. Noon Playground Supervisor | 03/19/13 |
| Camarena, Priscilla | Sub. Cafeteria Worker I | 03/11/13 |
| Campos, Yesenia | Workability | 03/20/13 |
| Cardenas De Orosco | Sub. Noon Playground Supervisor | 03/01/13 |
| Foster, Valeria | Sub. Noon Playground Supervisor | 03/01/13 |
| Garcia – Daza, Lizeth | Sub. Cafeteria Worker I | 03/08/13 |
| Gomez, Amy L. | Sub. Cafeteria Worker I | 03/11/13 |
| Grenier, Ghabby | Sub. Custodian | 03/13/13 |
| Hanaa, Meleika | Sub. Cafeteria Worker I | 03/08/13 |
| Healy, Paige | Sub. Noon Playground Supervisor | 03/01/13 |
| Hernandez, Francisco | Workability | 03/26/13 |
| Hernandez, Jacquelinno J. | Sub. Noon Playground Supervisor | 03/19/13 |
| Kelley, Jacob | Workability | 03/13/13 |
| Kincaid, Richard | Sub. Noon Playground Supervisor | 03/06/13 |
| Landin De Paz, Rosa | Sub. Noon Playground Supervisor | 03/15/13 |
| Lutchmansingh, Lance | Workability | 03/26/13 |
| Magana, Christopher | Workability | 03/26/13 |
| Marquez, Irene | Sub. Noon Playground Supervisor | 03/11/13 |
| Martinez Jr., Peter | Sub. Custodian | 03/20/13 |
| Martinez, Lizbeth | Sub. Noon Playground Supervisor | 03/19/13 |
| Martinez-Martinez, Martha | Sub. Noon Playground Supervisor | 03/07/13 |
| Mercado, Maria | Sub. Cafeteria Worker I | 03/20/13 |
| Miranda, Izzamar | Sub. Noon Playground Supervisor | 03/19/13 |
| Odom, Eboni | Sub. Health Assistant | 03/20/13 |
| Osornio Jr, Carlos | Workability | 03/11/13 |
| Parker, Shaunda | Sub. Cafeteria Worker I | 03/08/13 |
| Perez, Selena | Workability | 03/11/13 |
| Pham, Thien | Sub. Noon Playground Supervisor | 03/12/13 |
| Phillips, Victoria | Tutor | 03/12/13 |
| Pisano, Andrew | Workability | 03/20/13 |
| Ramirez De Hartzog, E Pamela | Sub. Cafeteria Worker I | 03/08/13 |
| Reedman, Angela | Sub. Noon Playground Supervisor | 03/12/13 |
| Rodriguez, Maria | Sub. Cafeteria Worker I | 03/08/13 |
| Tapia, Febe | Sub. Noon Playground Supervisor | 03/01/13 |
| Thompson, Michael | Sub. Custodian | 03/18/13 |
| Thorpe, Veronica | Sub. Noon Playground Supervisor | 03/15/13 |

New Hires – *Athletic Coaches

Martin Luther King High School
Owen, Jesses

Water Polo – Assistant

02/28/13

*The temporary athletic coaches listed above are knowledgeable of the assigned sports and meet the qualifications and competencies required by law.

**Board Meeting Agenda
April 15, 2013**

Topic: Disclosure of Tentative Agreement Between Riverside Unified School District and its Employees Represented by the California School Employees Association, Chapter 506

Presented by: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Responsible

Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Report

Short Description: This item represents the public disclosure of the terms and conditions, including financial impact, of a Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

DESCRIPTION OF AGENDA ITEM:

The District has reached agreement on a Tentative Agreement (TA) with one of its collective bargaining units, the California School Employees Association, Chapter 506 (CSEA) representing classified employees. The TA is the result of the collective bargaining process that began in February 2012.

The TA incorporates the following provisions:

1. Article XV – Makes technical changes in language to conform to current law regarding layoff and reemployment. Also makes formal a best practice to provide orientation to existing employees who are reassigned due to reduction in force.

This TA completes the negotiation process for the current year.

This agenda item is intended to meet the public disclosure requirements of Assembly Bill 1200 (1991/1213) and Assembly Bill 2756 (2004/52). More specifically, AB 2756 amended Government Code Section 3547.5 to provide in part that, “before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that

would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.”

The typical disclosure form is not being used for this TA since there is no Fiscal Impact resulting from this TA.

Ratification by CSEA is pending at the time this agenda item was prepared.

FISCAL IMPACT: The agreement provisions outlined above for the Tentative Agreements do not have a fiscal impact.

RECOMMENDATION: Information only. Public disclosure of the terms and conditions, including financial impact, of the Tentative Agreement for employees represented by the California School Employees Association, Chapter 506.

ADDITIONAL MATERIAL: 1) Tentative Agreement Article XV Dated March 20, 2013

Attached: Yes

RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
TENTATIVE AGREEMENT
March 20, 2013

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to:

1. Article XV (Layoff and Reemployment) is amended in its entirety to read:

The following provisions shall take effect whenever bargaining unit members are subject to layoff or reduction in assigned time:

15.0 Whenever it is considered necessary by the District to reduce the number of classified unit members because of lack of work or lack of funds, or whenever it is deemed necessary or desirable by the District to diminish or terminate a service or a program, the Superintendent shall recommend the specific positions to be discontinued. The District shall notify CSEA in writing of any such proposal(s) when the need therefore becomes reasonably apparent, but in no event later than at least ~~thirty (30)~~ **sixty (60)** calendar days prior to the effective date. Such notice shall be sent to the CSEA Chapter President and the CSEA assigned Labor Relations Representative.

15.1 Notice: Unit members shall receive notice of layoff ~~forty-five (45)~~ **sixty (60)** calendar days prior to the effective date of the layoff and shall be informed of their displacement rights, if any, and reemployment rights. No unit member shall be notified of any "reasonable assurance" of reemployment where the District does not reasonably believe such reemployment shall occur as offered.

15.1.1 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries for classified unit members, nor layoff for


CSEA
District

lack of work resulting from causes not foreseeable or preventable by the District, without the required notice.

15.2 Order of Layoff: Whenever a classified unit member is laid off, the order of layoff within the class shall be determined by date of hire effective July 1, 1991. The unit member who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the order of seniority.

15.2.1 For purposes of this section, for service commencing after July 1, 1971, and prior to July 1, 1991, seniority has been calculated based on the total hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis.

15.2.2 The District shall assign seniority numbers to all current unit members based upon their hours in paid status as of June 30, 1991.

15.2.3 The District shall assign seniority numbers to unit members hired after June 30, 1991, based upon that member's date of hire, and date of hire shall mean the unit member's first date of paid service to the District in a probationary status.

15.2.4 If two or more unit members have the same date of hire, the District shall assign seniority number by lots.

15.3 Reemployment Rights: Permanent unit members who have been laid off shall be placed on reemployment lists by class and in order of seniority. A reemployment list shall remain in force for a period of thirty-nine (39) months. Persons on such a list shall be reemployed in preference to new applicants.

15.3.1 Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months; provided that the same tests of fitness under which they qualified for the appointment shall still apply.

 SEA
District

- 15.4 Bumping Rights: A unit member laid off from the unit member's present class may bump into the next equal or lower class in which the unit member has greater seniority considering the unit member's seniority in that class and any higher classes in which the unit member has served.
- 15.5 Notification of Reemployment Opening: Any unit member who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of an opening. Such notice shall be sent by certified mail to the last address given the District by the unit member, and a copy shall be sent to CSEA by the District, which shall acquit the District of its notification responsibility.
- 15.6 Unit Member Notification to District: A unit member shall mail, or otherwise notify, the District of the unit member's intent to accept or reject re-employment within ten (10) working days following receipt of the re-employment offer notice. If the unit member accepts re-employment, the unit member must report to work in accordance with the District's offer, but in no event may the unit member be required to report earlier than fifteen (15) working days following receipt of the re-employment notice. A unit member who refuses such re-employment offer thereby forfeits all re-employment rights and the unit member's name shall be removed from the re-employment list.
- 15.7 Retirement in Lieu of Layoff: Any unit member in the bargaining unit may elect to accept a service retirement in lieu of layoff. Such unit member shall, at least ten (10) workdays prior to the effective date of the proposed layoff, complete and submit a form provided by the District for this purpose.
- 15.7.1 The unit member shall then be placed on a reemployment list in accordance with this Article; however, the unit member shall not be eligible for re-employment during such other period of time as may be specified by law.

- 15.7.2 When an offer of reemployment is made to an eligible person retired under this Article, and the District receives within ten (10) working days a written acceptance of the offer, the position shall not be filled by any other person until the Public Employees' Retirement System has properly processed the unit member's request for reinstatement from retirement.
- 15.7.3 A unit member who retires and is eligible for re-employment and who declines an offer of re-employment equal to that from which laid off shall be deemed to be permanently retired and to have forfeited re-employment rights.
- 15.7.4 Any election to retire after being placed on a re-employment list shall be retirement in lieu of layoff within the meaning of this section, if at the time of such election the unit member notifies the District in writing that the unit member wishes to have the retirement considered to be taken in lieu of layoff.
- 15.8 Health and Welfare Benefits: Unit members subject to layoff and/or reduction in hours shall receive health and welfare benefits as described in Article IX for three(3) months after the effective date of the layoff at the benefit level received prior to the layoff.
- 15.9 Vacation Benefits: Unit members shall be at the same vacation accrual rate when rehired from a valid re-employment list.
- 15.10 Substitute Work: Unit members on layoff who sign up to substitute shall be offered substitute work within their classification and/or within classifications that they are minimally qualified. This provision shall not be subject to the grievance procedure and does not apply to unit members under section 15.11.
- 15.11 Reduction in Assigned Time in Lieu of Layoff: Any reduction in the regularly assigned working hours of a permanent unit member shall be considered a layoff and the provisions of this Article shall apply.

- 15.11.1 The order of reductions in the regularly assigned working hours shall be in accordance with Section 15.2 and its subsections.
- 15.11.2 Unit members who take voluntary reductions in assigned working hours in lieu of layoff shall be, at the unit members option in accordance with their seniority, returned to a position with increased assigned hours as vacancies become available during the time they are on a valid re-employment list. However, if the unit member is offered the same hours as the original assigned hours reduced from and the unit member turns those hours down then that unit member shall be removed from the re-employment list.
- 15.11.3 The District will try to maintain the most available hours for unit members subject to reduction in assigned time. The District may consider the following:
- A. Unit members may be offered transfers to other sites to maintain the most available hours.
 - B. The District may offer unit members the opportunity to work at more than one site to maintain or provide for the most available hours closest to the original assigned hours reduced from if not in conflict with District program needs.
 - C. The District may offer unit members with seniority in other classifications the opportunity to work more than one classification to maintain or provide for the most available hours closest to the original assigned hours reduced from if not in conflict with District program needs.
- 15.11.4 Notwithstanding anything in Article XV to the contrary, any reduction in regularly assigned working hours of CSEA unit member positions shall be negotiable relative to both the decision and the effects so long as CSEA timely demands to bargain. If CSEA desires to negotiate any reduction in regularly assigned working hours, CSEA shall provide the District with a written demand to bargain within 10 workdays of the District's notice of its intent to reduce regular assigned working hours. CSEA's notice shall state whether it seeks to negotiate: (1) only the decision to reduce regularly assigned working hours, (2) only the effects of the reduction in regularly assigned working hours, or (3) both the decision to reduce regularly assigned working hours and the effects of that reduction. CSEA's failure to provide the District with timely notice pursuant to this Section 15.11.1.4 shall be deemed a waiver of all rights under this Section 15.11.1.4. Nothing in this Section 15.11.1.4 shall be interpreted to

require the District to negotiate the decision to layoff CSEA bargaining unit members or to negotiate the effects of the decision to layoff CSEA bargaining unit members.

- A. Notwithstanding anything in this Section 15.11.1.4 to the contrary, a reduction in hours of a vacant position shall be nonnegotiable, both to the decision and its effects, except reductions in hours of vacant positions resulting from layoffs within the past 39 months. If the District proposes to reduce the hours of a laid off position, and such layoff occurred less than 39 months prior to the date on which the District proposes to reduce the hours of the position, the reduction in the hours of that position shall be negotiable relative to both the decision and the effects. If the District seeks to reduce the hours of a position that is vacant as a result of a layoff that occurred more than 39 months prior to the date on which the District proposes to reduce the hours of that position, the District shall have no obligation to negotiate the decision to reduce the hours of that position or the effects of the decision to reduce the hours of that position. Notwithstanding anything in this Section 15.10.1.4 to the contrary, if the District eliminates both part-time and full-time positions, the District retains the right to decide to reinstate only the part-time positions without bargaining that decision.
- B. If the District reduces the hours of a position following that position's incumbent's promotion to another position, the incumbent shall retain all rights under Article XIV should that incumbent fail to complete his or her probationary period, including the right to return to the same position if vacant or the best available assignment with the same benefits, hours, and pay the incumbent had received prior to the promotion.

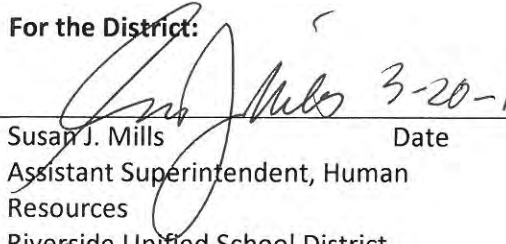
15.11.5 For unit members impacted by reduction in force, the site shall provide orientation and training (as needed), prioritization of assigned duties, with follow up planning as needed.

15.12 Elimination of Classification: When a classification is eliminated by District decision and a unit member in that class has no previous District service in an equal or lower class, that unit member shall be laid off and the unit member's name shall be placed on a reemployment list for those equal or lower classes for which the District considers the unit member qualified.

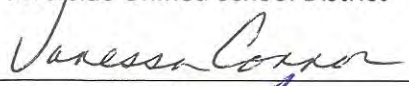
- 15.12.1 Placement of the unit member's name on a reemployment list for a classification in which the unit member has no previous service shall be below that of any unit member on that list who has served in the classification.

AGREED:


For the District:

 3-20-13

Susan J. Mills Date
Assistant Superintendent, Human
Resources
Riverside Unified School District



Vanessa Connor



Gregory Anderson



Hayley Calhoun




Jill Collier



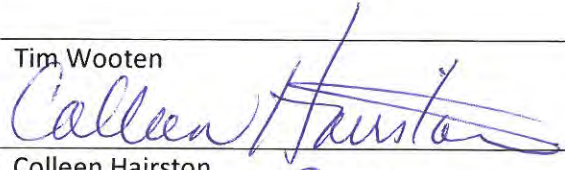
Stephen Schulte

For CSEA:


 3-20-2013

Richard P. Carpenter, Jr. Date
President, CSEA Chapter 506
Riverside Unified School District

Tim Wooten



Colleen Hairston




Gloria Cormier

Not Present

Joe Baglio



Laura Egan



Tim Wooten


CSEA
District

**Board Meeting Agenda
April 15, 2013**

Topic: Disclosure of Tentative Agreement Between Riverside Unified School District and its Employees Represented by the Riverside City Teachers Association

Presented by: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Responsible
Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Report

Short Description: This item represents the public disclosure of the terms and conditions, including financial impact, of a Tentative Agreement for employees represented by the Riverside City Teachers Association.

DESCRIPTION OF AGENDA ITEM:

The District has reached multiple agreements with one of its collective bargaining units, the Riverside City Teachers Association (RCTA) representing certificated employees. The agreements are documented as 1) Tentative Agreement (TA) Article X Dated December 6, 2012, 2) Tentative Agreement Article XII Dated February 14, 2013, 3) Tentative Agreement Coaching Stipend Salary Schedules Dated March 14, 2013, and 4) Memorandum of Understanding (MOU) Furlough Payment Dated March 14, 2013. The TAs and MOU are the result of the collective bargaining process that began in February 2012.

The TAs and MOU incorporate the following provisions:

1. Article X, Section 1 – Provides technical adjustments for clarity of existing practice.
2. Article XII, Sections 6 – Effective July 1, 2013 establishes a new Section to provide for Counselor Staffing at a ratio of 675 students to 1 counselor for middle schools and comprehensive high schools (excludes STEM and Alternative Schools). For middle schools, an additional .5 FTE counselor is added on top of the resulting ratio. For high

schools, an additional 1.0 FTE is added on top of the resulting ratio. In all cases, the ratio result shall be rounded to the nearest whole number of FTE.

3. Coaching Stipend Salary Schedules, Appendix – Effective July 1, 2013 Athletic Directors will be eliminated as bargaining unit positions. The agreement removes all references to Athletic Director. It is the District’s intention to add 1.0 FTE of High School Assistant Principal to each comprehensive high school. This additional Assistant Principal will have responsibilities that include those previously assigned to Athletic Directors among other duties.
4. Furlough Payback – specifically:
 - Provides a one-time compensation adjustment equivalent to up to ten days, subject to various restrictions and processes, as payback for furlough days taken during the 2010-11 and 2011-12 fiscal years.
 - The equivalent percentage for five furlough days in each year is 2.8%, which is rounded to 3.0% and applied to current base salary as of March 1, 2013. The one-time adjustment is only available to current employees who were in active paid status during the respective fiscal years of the furloughs.
 - The equivalent value for hourly employees is based on current hours worked and current hourly rate of pay as of March 1, 2013.
 - The one-time compensation adjustment is not creditable or pensionable compensation for the purposes of STRS.
 - The one-time compensation adjustment shall be paid on or before June 30, 2013.

This agenda item is intended to meet the public disclosure requirements of Assembly Bill 1200 (1991/1213) and Assembly Bill 2756 (2004/52). More specifically, AB 2756 amended Government Code Section 3547.5 to provide in part that, “before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.”

The Tentative Agreements (726-12) and the Memorandum of Understanding (755-12) were ratified by RCTA on March 22.

FISCAL IMPACT: Note: Amounts provided include both total impacts to the District and amounts specific to the nature of the attached Disclosure Form which is limited to the General Fund and the impact from the RCTA Bargaining Unit Only. The Tentative Agreement provisions for Article X outlined above are technical only and have no fiscal impact. The Tentative Agreement provisions for Article XII (Counselors) outlined above are estimated at

\$487,124 (both total value and General Fund/RCTA value) to add 4.0 FTEs of base counselors beginning with the 2013-14 fiscal year. The Tentative Agreement provisions for Coaching Stipend Salary Schedules (Athletic Directors) outlined above are estimated at \$365,931 (net) to 1) delete 3.0 FTEs of Athletic Director over-allocation and stipends and 2) add 5.0 FTE of High School Assistant Principal beginning with the 2013-14 fiscal year. This impact is representative of the total value, but the impact attributable to the RCTA Bargaining Unit is a savings of \$308,143 due to the positions being eliminated from the bargaining unit. The provisions of the Memorandum of Understanding for the furlough payback are estimated to cost \$9,162,561 (total value) of which \$8,599,859 is for the General Fund in the current fiscal year on a one-time basis with no recurring cost.

The source of funds to support the TAs is the unrestricted General Fund. The source of funds to support the MOU is tied directly to the employee's current funding includes federal and state restricted programs, and Child Development funds with the majority of the funding being sourced from the District's unrestricted ending fund balance. The total fiscal impact from the TAs and MOU listed herein is \$10,015,616 of which \$9,014,514 is to the General Fund.

RECOMMENDATION: Information only. Public disclosure of the terms and conditions, including financial impact, of the Tentative Agreement for employees represented by the Riverside City Teachers Association.

ADDITIONAL MATERIAL: 1) Tentative Agreement (TA) Article X Dated December 6, 2012, 2) Tentative Agreement Article XII Dated February 14, 2013, 3) Tentative Agreement Coaching Stipend Salary Schedules Dated March 14, 2013, 4) Memorandum of Understanding (MOU) Furlough Payment Dated March 14, 2013, and 5) Disclosure Forms

Attached: Yes

RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
RIVERSIDE CITY TEACHERS ASSOCIATION

TENTATIVE AGREEMENT

DECEMBER 6, 2012

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and of the Riverside City Teachers Association ("RCTA"),

ARTICLE X, Section 1 is amended to read:

Section 1 - Full-time Classroom and Itinerant Teachers, Special Education Specialists, School Librarians, Nurses, Teachers on Special Assignment and Counselors

A. Work Year: The work year shall be developed in consultation between the Association and the District as provided in Article V. The calendars shall be constructed with the following limits:

1. Elementary and High School, Full-time K-12 Independent Study and Continuation High School: 181 days of instruction.

Middle School, Opportunity School/COPE and Community Day School: 180 days of instruction.

2. Returning Teachers

(a) Elementary School Teachers: Four (4) work days without students for returning elementary teachers to be used as two (2) non-student attendance days for elementary parent conference days; plus two (2) days prior to the opening of schools.

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 Initials SM P m

(b) Middle School Teachers: Five (5) work days without students for returning middle school teachers to be used as three (3) non-student attendance days, one (1) each at the end of the first quarter, first semester and third quarter; plus two (2) days prior to the opening of schools.

(c) High School Teachers: Four (4) work days without students for returning high school teachers to be used as two (2) non-student attendance days, one (1) at the end of each semester; plus two (2) days prior to the opening of schools.

3. New Teachers

(a) Elementary School Teachers: Five (5) work days without students for new elementary teachers to be used as two (2) non-student attendance days for elementary parent conference days; plus three (3) days prior to the opening of schools.

(b) Middle School Teachers: Six (6) work days without students for new middle school teachers to be used as three (3) non-student attendance days, one (1) each at the end of the first quarter, first semester and third quarter; plus three (3) days prior to the opening of schools.

(c) High School Teachers: Five (5) work days without students for new high school teachers to be used as two (2) non-student attendance days, one (1) at the end of each semester; plus three (3) days prior to the opening of schools.

4. On the two (2) days prior to the opening of school, there shall be a limit of six and three-fourths ($6 \frac{3}{4}$) hours of mandatory meetings. These meetings are not included in the maximum number of regularly scheduled staff meetings.

5. The following days shall be free of meetings:

(a) The two high school end of semester days.

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(b) The three middle school end of first quarter, first semester and third quarter days.

6. Using the voting procedure in Section 2 and with the agreement of the school principal, annually by April 1, a middle school can modify the school calendar to enable 7th grade students to begin and end their school year one day earlier than the 8th grade students.

The adjustment of the school year shall not increase the number of work days or student contact days for teachers. All employees shall have no less than seven and one half (7 ½) hours of time for room preparation at the beginning of the school year. No employee shall be required to have more contact with 7th grade students on their first day of attendance than the proportional amount of 7th grade student contact time determined by the employee's daily assigned teaching schedule. Similarly, no employee shall be required to have more contact with 8th grade students on the last day of 8th grade attendance than the proportional amount of 8th grade student contact time determined by the employee's daily assigned teaching schedule.

7. Elementary schools shall have a minimum day of 240 minutes in length on the last day of pupil attendance. As of the last day of school, should at least 120 annual minutes of attendance hours beyond the State minimum remain, and the day prior to the last day of school is a full day, the Superintendent shall declare the last day of school as 180 minutes in length.

8. In addition to the days above, all teachers new to the District shall attend an orientation day prior to the opening of school.

9. All probationary and temporary employees, who have been employed fewer than three (3) consecutive years for at least 75 percent of the work year, may be required to attend up to five (5) days inservice training outside their work year. These inservice days shall be related to school or District staff development programs, with compensation at the Miscellaneous Salary Provision rate for inservice.

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B. Work Week: The regular work week shall be Monday through Friday except for a week that might be changed by national, state, or local holidays or the school calendar.

C. Work Day:

1. High Schools and Continuation High School: Employees shall be on the work site no less than twenty (20) minutes before the first students arriving are scheduled to attend class. The normal or regular work day shall be seven and one half (7 ½) consecutive hours including lunch period. The length of the instructional day shall be 365 minutes. If program assignments are such that different employee assignments require different daily beginning and ending times, these times will be determined by mutual agreement of the employee and the District.

At Lincoln High School, employees shall report to the work site no less than thirty (30) minutes before the beginning of the session to which they are assigned by the principal.

(a) Using the voting procedure in Section 2 and with the agreement of the school principal, annually by April 1, a high school may increase the number of instructional minutes to establish Staff Collaboration Time.

Staff Collaboration Time shall be utilized for grade level team planning; collaboration and articulation among teachers; and curriculum planning. This time period shall be collaboratively designed and implemented by bargaining unit members and the school administration.

If the Staff Collaboration Time period is used for any purpose other than that which has been previously listed, the activity will also be planned collaboratively between bargaining unit members and the school administration. This time shall not be used for staff meetings, individual teacher planning time or for the early release of teachers.

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In order to establish Staff Collaboration Time, each participating high school may increase the number of daily instructional minutes contained in Article X, Section 1C(a) of this Agreement in one of two ways:

- 1) The high school may increase the number of daily instructional minutes by a minimum of nine (9) minutes or maximum of twelve (12) minutes, four (4) days per week; and on the fifth (5th) day of the week, instructional minutes may be decreased in order to implement Staff Collaboration Time by a late start or early dismissal.
- 2) The high school may increase the number of daily instructional minutes by a minimum of nine (9) minutes or maximum of twelve (12) minutes, for nine (9) consecutive days; and on the tenth (10th) day, instructional minutes may be decreased in order to implement Staff Collaboration Time by a late start or early dismissal.

When designing a Staff Collaboration schedule, pre-approval from the Assistant Superintendent of Human Resources and the Fiscal Services Manager (Attendance) must be obtained.

Teacher preparation time, as defined in Article X, Section 1(G) of the Collective Bargaining Agreement, shall not be altered as a result of the implementation of Staff Collaboration Time.

2. Middle Schools: Employees shall be on the work site no less than thirty (30) minutes before the first students arriving are scheduled to attend class. The normal or regular work day shall be seven and one half (7 ½) consecutive hours including lunch period. The length of the instructional day shall be 350 minutes. If program assignments are such that different employee assignments require different daily beginning and ending times, these times will be determined by mutual agreement of the employee and the District.

3. Elementary Schools:

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(a) Employees shall be on the work site twenty (20) minutes before the first students arriving are scheduled to attend class. The normal or regular work day shall be seven and one half (7 ½) consecutive hours including the lunch period. If program assignments are such that different employee assignments require different daily beginning and ending times, these times will be determined by mutual agreement of the employee and the District. The scheduling of K-3 teacher supervision duties shall be assigned equitably among K-3 teachers at their school site. The District will provide supervision for before school duty in grades K-6. In the event the Site Administrator is unable to provide adequate supervision to ensure the safety of children, bargaining unit members shall perform this duty, and such duty must be equitably assigned at each work site. On such an occasion, the supervising teacher may leave the work site early by the same amount of time he or she performed the duty, on the first afternoon without a meeting. When assigned morning supervision, an employee may be required to report for that duty thirty (30) minutes before the start of the earliest class if the principal deems such early reporting necessary to assure adequate supervision. When assigned supervision at student dismissal time, employees may be required to remain on duty for up to thirty (30) minutes after the dismissal time if the principal deems more than twenty (20) minutes of supervision are necessary to provide adequate supervision of students.

(b) The length of the instructional day for the traditional year for elementary students shall be as follows:

| | |
|--------------|-------------|
| Grades K - 3 | 285 minutes |
| Grades 4 - 6 | 300 minutes |

(c) Students in grades K-6 at each school shall have common beginning and ending times. In primary classes, except 3/4 combinations, in addition to a morning recess, there may be an afternoon recess not to exceed fifteen (15) minute at the discretion of each teacher. The time the recess may be held shall be designated by the principal. Recess supervision shall be done by teachers utilizing this afternoon recess.

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(d) On all regular or normal days, except those on which staff, team or district-ordered meetings are scheduled, the final forty-five (45) minutes of the elementary teachers' work day shall be designated as planning time for those with full-time classroom teaching assignments. Schools that start classes at 9:00 a.m. may schedule planning time at the beginning rather than the end of the day by mutual agreement between staff and principal. Should mutual agreement not be achieved in a staff meeting, the principal shall determine when planning time shall be scheduled. Planning time is provided to allow teachers an opportunity during the work day to prepare assignments, correct papers, meet with parents and other staff members, meet with students and to perform related tasks arising from the teaching assignment.

(e) Using the voting procedure in Section 2 and with the agreement of the school principal, annually by April 1, an elementary school may set aside a portion of one school day, per week, to establish a Staff Collaboration Time period.

Staff Collaboration Time shall be utilized for grade level team planning; collaboration and articulation among teachers; and curriculum planning. This time period shall be collaboratively designed and implemented by bargaining unit members and the school administration.

If the Staff Collaboration Time period is used for any purpose other than that which has been previously listed, the activity will also be planned collaboratively between bargaining unit members and the school administration. This time shall not be used for staff meetings, individual teacher planning time or for the early release of teachers.

In order to establish a Staff Collaboration Time period, each participating elementary school may increase the number of daily instructional minutes contained in Section 1C(b) of this Collective Bargaining Agreement by fifteen (15) minutes, four (4) days a week. On the fifth (5th) day of the week, instructional minutes may be decreased in order to implement a one hour Staff Collaboration Time period.

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Initials AM (3) MR

Teacher preparation time, as defined in Section 1C(e) of the Collective Bargaining Agreement, shall not be altered as a result of the implementation of the Staff Collaboration Time period.

4. Each kindergarten teacher not teaching full day kindergarten shall be available for assistance within the kindergarten and/or primary program for a maximum of forty-five (45) minutes during the school day.

D. It is recognized by the District and the Association that all employees work additional hours in excess of those required at the work site that may vary according to the responsibility of the individual employee. Employees may be expected to spend additional time on the work site for purposes of staff meetings; team or department meetings; conferences involving students, parents or District personnel; SST and IEP meetings. The District shall make every effort to schedule SST and IEP meetings during the work day. Special Education employees and School Nurses attending IEP meetings shall be paid the curriculum rate of pay for the time that extends beyond one (1) hour after the employees' regular work day, to be paid in increments of one-half ($\frac{1}{2}$) hour.

School staff meetings that require attendance outside the work day shall be limited to no more than fifteen (15) meetings per year, per employee. At schools where employees have Staff Collaboration Time, there will be no more than a total of thirteen (13) staff meetings per year. These meetings shall not exceed seventy-five (75) minutes after the latest regularly scheduled dismissal time of students.

No elementary employee will be required to attend more than fifteen (15) team meetings per year. At schools where employees have Staff Collaboration Time, there will be no more than a total of ten (10) team meetings per year. No team meeting shall extend beyond the regular work day.

Middle schools may use banked PLC time for department and/or team meetings. No more than a total of eight (8) department and team meetings may be required beyond the work day, and these shall be limited to forty (40) minutes after student dismissal time.

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No high school employee will be required to attend more than fifteen (15) department and team meetings per year. At schools where employees have Staff Collaboration Time, there will be no more than a total of ten (10) department and/or team meetings per year. These shall be limited to fifty (50) minutes after student dismissal time.

Except under unusual circumstances, team or staff meetings will not be scheduled on the afternoon before the start of a weekend or vacation.

Whenever possible, meetings necessary for conducting WASC, CCR, and PQR shall be scheduled during school release/in-service days or during the regular work day.

Prior to the end of each school year, the site administrator shall meet with his/her staff, or with elected representatives of his/her staff, for the purpose of mutually agreeing on the number and type of committees and special events that will be necessary to carry out the school program in the following year. Other special events or committees may be mutually added during the school year.

The list of agreed upon committees and special events shall be submitted to the school staff, so that site members may select those committees and/or events in which they want to participate.

F. Employees assigned to middle schools or high schools shall be entitled to one (1) duty-free, uninterrupted lunch period per day, which shall be the longer of either the student lunch period at their site or thirty-five (35) minutes. Employees assigned to elementary schools shall have a lunch period of forty-five (45) minutes. At elementary schools when weather conditions prohibit the normal use of the playground, the principal may declare a lunch period for staff and students of thirty (30) minutes, or up to twenty-five percent (25%) of the staff may be required to assist with student supervision for that

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period of time the lunch period exceeds thirty (30) minutes. Such duty must be equitably assigned at each work site. On these days, employees assigned lunch duty or having a shortened lunch period may leave the work site fifteen (15) minutes earlier than the regular departure time the first afternoon without a meeting.

G. Full-time classroom teachers in grades seven (7) through twelve (12) shall be entitled to one (1) scheduled instructional period per day to be used for preparation and planning, and conferences with parents, students, supervisors and other employees. Normally, teachers may not leave the work site during this period without prior approval of the principal or designee. Except by mutual agreement between the employee and the District, full-time teachers in middle and high schools shall have no more than twenty-five (25) teaching periods per week, exclusive of the Sustained Silent Reading program. In lieu of Sustained Silent Reading (SSR), teachers may volunteer to provide enrichment or intervention instruction to meet students' needs during the time period that is designated for SSR with administrative approval.

H. Counselors, pre-school teachers and District I.M.S. specialists shall work an eight (8) hour day inclusive of lunch, which shall be the longer of either the student lunch period at their site or thirty-five (35) minutes.

Section 2 – Voting Procedure

When bargaining unit members at a school site vote pursuant to the provisions of any section of this Article, the vote shall be conducted as follows:

1. The vote shall be conducted by secret ballot.
2. The voting period shall be five (5) working days.
3. The RCTA site representative(s) and the site administrator (or designee) shall:
 - a. Provide all affected employees with a ballot and obtain their signatures for receipt;

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- b. Provide those employees not at school with the opportunity to vote, if possible;
- c. Institute a procedure to assure that employees vote only once;
- d. Count the votes;
- e. Fill out and sign a reporting form designed by Human Resources and RCTA; and
- f. Forward the completed form to Human Resources and RCTA.

Plans for changing the schedule to accommodate Staff Collaboration Time and middle school calendar modification (Section 1A 6) must be approved by 75% of the affected employees who vote.

Section 3 - Other Employees

- A. The length of the work day for regular K-12 independent study employees shall be seven and a half (7 ½) hours inclusive of lunch.
- B. The length of the work day for full-time employees with assignments other than those in Sections 1 and 3 A above, such as psychologists, shall be eight (8) hours exclusive of lunch.

Section 4 - Alternative Educational Programs

- A. This section applies to the following programs: STOP, part-time K-12 Independent Study and other alternative programs where the hours and assignments to the programs are determined based on the level of student enrollment or attendance.

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Initials ma S man

B. Employee Work Hours: The lengths of the work year, work week, and work day, as well as the number of employees in these alternative educational programs, are dependent upon fluctuations in average daily attendance, categorical funding changes and community needs. The District reserves the right to add to, reduce or eliminate the work hours of an employee in these alternative educational programs, based upon changes in average daily attendance.

C. Necessary Attendance: The District shall determine and notify teachers of the amount of student attendance necessary for the scheduling, maintenance and/or cancellation of any teacher's class no later than twenty (20) work days after the beginning of each school year. The amount will remain fixed for the remainder of the year.

D. Averaging Teachers' Classes: To attempt to maintain stability for tenured and probationary Adult & Alternative Educational Services (A.A.C.E.S.) teachers, class averaging will be applied by the District to the minimum class attendance amount needed prior to the reduction of any tenured or probationary teacher hours per week that they have been assigned, over a period of fifteen (15) work days.

Section 5 - Extended Work Year and/or Work Day Employees

An employee required by the District to work more days than the regular work year or more hours than the regular work day, except as provided in Section 1D above, shall receive additional compensation by being assigned to a different salary schedule (I.M.S. specialists, counselors, school nurses and psychologists, for example), or an additional salary schedule (coaches, high school band directors, high school choir directors, high school pep squad and drill team sponsors, for example), or paid at their regular daily rate for each excess day (District I.M.S. specialists, bilingual and special education teachers, librarians, and counselors, for example). For purposes of this section, regular full-time K-12 Independent Study teachers shall be compensated on the regular teacher salary schedule for their regular work day as defined in Section 2 above.

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Section 6 Part-Time Work Year and/or Work Day Employees

An employee working fewer days than the regular work year shall be a part-time employee and shall be remunerated at the same ratio that the employee's total number of work days bear to the total number of work days in the regular work year. For example, a classroom teacher employed for one semester shall receive fifty percent (50%) of the appropriate annual salary listed on the Teacher Salary Schedule. An employee who works fewer hours than the total included in the regular work day shall be a part-time employee and shall be remunerated at the same ratio the employee's regular daily work hours bear to the total included in the regular work day, as determined at the time of hire or upon modification of the employee's contract.

Section 7 - Hours on Special Days for All Employees

- A. Employees working in schools that hold Open House Nights and/or Back-to-School Nights may be required to attend and participate in two (2) of these programs annually without additional remuneration.
- B. Employees working in schools that regularly schedule student activities outside of regular duty hours, such as athletic events, dances, theater productions and any activity involving parents may be required to attend and assist with the management of no more than four (4) of these events annually. In combination with (A) above, no employee may be required to attend more than five (5) events. These duties are part of each employee's basic responsibilities and their performance will not require additional remuneration.
- C. On days when an employee is assigned to an evening activity, the employee may leave the work site at the time of the last regularly scheduled student dismissal.
- D. On days when an employee attends an unassigned evening activity at the employee's school of assignment, with prior permission of the principal or the principal's designee, the employee may leave the work site at the time of the last regularly scheduled student dismissal.

Section 8 - Summer School Work Day

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 Initials SM (S) MAR

The work day for a classroom teacher during a summer session shall be from fifteen (15) minutes before the beginning time of the first class, to which the teacher is assigned, until ten (10) minutes after the dismissal of the last class, to which the teacher is assigned.

Section 9 - Parent Conference-Elementary Schools

Working hours on elementary Parent Conference Days shall extend daily from the first through the last conference as scheduled by the employee, but in no case earlier than 12 noon. If an employee is ill on a regularly scheduled conference day, the District shall provide release time during the following week for the parent conferences that were missed.

Section 10 – Parent Conference – Secondary Schools

A. Secondary sites that conduct parent conferences may use their banked day or any minutes in excess of the required annual instructional minutes to create a non-student attendance day for meeting with parents. Starting and ending times on a Secondary Parent Conference Day may be modified, with consensus of a majority of the teachers, to provide both day and evening time for parent meetings. The teachers' total work day shall not exceed seven and one-half (7 ½) consecutive hours. Such duty shall not substitute for nor be in lieu of one of the supervision duties permitted in Article X, Section 6.B.

B. Secondary sites may choose to conduct parent conferences in conjunction with a modified or minimum student attendance day. The teachers' total work day shall not exceed seven and one half (7 ½) hours including reporting fifteen (15) minutes before the beginning time of the first class and remaining until ten (10) minutes after the dismissal of the last class. If the Parent Conference portion extends beyond the teachers' regular work day ending time, such duty shall substitute for and be in lieu of one of the supervision duties permitted in Article X, Section 6.B.

Section 11 - Counselors

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Initials LM @ MR

Part-time counselors shall work three (3) extra days per year for each period of counseling; however, a full-time counselor shall work fifteen (15) extra days during the summer except by mutual agreement between the District and the employee. These extra days of work shall not be scheduled between July 1 and August 15 or during winter or spring recess except by mutual agreement between the District and the employee. By mutual agreement, counselors may work flexible hours to provide counselor availability before school and in the evening.

Section 12 – Categorical Program Specialist (CPS)

CPS unit members may be classified as either Regular CPS or Extended Year CPS. CPS unit members working 205 days shall be classified as Extended Year CPS and shall receive additional compensation by being assigned to a different salary schedule. Unit members in CPS assignments may agree to work additional days based on the needs of the school and its programs and shall be compensated at their daily rate of pay for any additional days beyond their defined work.

Section 13 - School Librarian/Media Specialists

- A. The school librarian/media specialists may adjust their work hours during the first three (3) days of the first semester and the first two (2) days of the second semester to allow time to train students who are assigned to library science classes.
- B. The school librarian/media specialist assigned to a school shall work up to a maximum of five (5) days before the beginning of the regular work year and up to a maximum of five (5) days after the end of the regular work year with compensation paid at the employee's daily rate of pay.
- C. In the event that a high school librarian/media specialist should be assigned responsibility for custody, check out/in, loss/damage charges and/or inventory of textbooks, the District shall provide sufficient classified staff to assist such employee with these tasks.

Section 14 – Secondary Preparation Period

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Initials MS (S) MOC

The District will not assign a secondary teacher more than three (3) different preparation periods per day. In case of a compelling academic need, one (1) additional preparation may be assigned. Any additional preparations cannot be made without the consent of the teacher. This section does not apply to Alternative Educational Programs under Section 3, Continuation High School, full-time K-12 Independent Study and non-departmentalized Special Education Programs.

AGREED:

For the District:

 3-14-13

Susan Mills Date
Assistant Superintendent,
Human Resources

For the Association:

 3/14/2013

Mariana Robles Date
Teacher, Hawthorne ES
Co-chair, RCTA Negotiation Team

 3-14-13

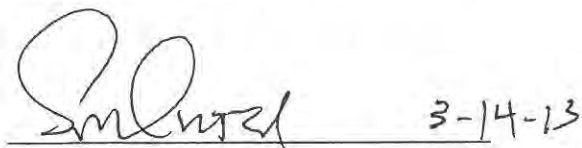
Michael Rhodes Date
Assistant Principal, MLK HS

Co-Chair, District Negotiation Team


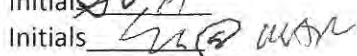
 3-14-13

Sheri Obr Date
Teacher, Liberty ES

Co-Chair, RCTA Negotiation Team

 3-14-13

Sean Curtin Date
Principal, Chemawa MS
Co-Chair, District Negotiation Team

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RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
RIVERSIDE CITY TEACHERS ASSOCIATION

TENTATIVE AGREEMENT

February 14, 2013

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and of the Riverside City Teachers Association ("RCTA"),

Section 6 will be added to Article XII:

Section 6 will read:

Section 6 – Counselor Staffing

- A. The formula for staffing of counselors at comprehensive high schools shall be a ratio of 675:1 based on student population, plus one (1) additional counselor per high school.
- B. The formula for staffing of counselors at comprehensive middle schools shall be a ratio of 675:1 based on student population, plus an additional .5 counselor per middle school.
- C. In calculating the ratio, the student population shall be divided by 675. The result shall be rounded to the nearest whole number.
- D. The calculation of the student population shall be based on the final projected enrollment of students by school for the upcoming school year.
- E. The resultant number of counselors shall remain the same for the entire school year.

AGREED:

For the District:

 2/23/13

Susan Mills
Assistant Superintendent,
Human Resources

Date

For the Association:

 2/27/2013

Mariana Robles
Teacher, Hawthorne ES
Co-chair, RCTA Negotiation Team

Date

Michael Rhodes 3/1/13


Michael Rhodes Date
Assistant Principal, MLK HS
Co-Chair, District Negotiation Team

Sheri Obr 2-27-13

Sheri Obr Date
Teacher, Liberty ES
Co-Chair, RCTA Negotiation Team

Sean Curtin 2/26/13

Sean Curtin Date
Principal, Chemawa MS
Co-Chair, District Negotiation Team

 3-14-13

Sean Curtin

Date

Principal, Chemawa MS

Co-Chair, District Negotiation Team

RIVERSIDE UNIFIED SCHOOL DISTRICT

COACHING STIPENDS - SALARY SCHEDULE

Effective July 1, 2008

(Subject to Ratification, April/May, 2011)

| <u>STEP</u> | <u>COLUMN</u> | | | | | |
|-------------|----------------|-----------|-----------|-----------|-----------|-----------|
| | <u>"A" X %</u> | <u>4%</u> | <u>5%</u> | <u>6%</u> | <u>7%</u> | <u>8%</u> |
| 1 | \$46,882 | \$1,876 | \$2,344 | \$2,813 | \$3,281 | \$3,751 |
| 2 | \$47,592 | \$1,903 | \$2,380 | \$2,855 | \$3,331 | \$3,807 |
| 3 | \$48,425 | \$1,937 | \$2,421 | \$2,906 | \$3,390 | \$3,874 |
| 4 | \$50,050 | \$2,002 | \$2,503 | \$3,003 | \$3,504 | \$4,004 |
| 5 | \$51,927 | \$2,077 | \$2,597 | \$3,117 | \$3,634 | \$4,154 |
| 6 | \$53,871 | \$2,154 | \$2,695 | \$3,233 | \$3,771 | \$4,310 |
| 7 | \$55,895 | \$2,236 | \$2,795 | \$3,354 | \$3,913 | \$4,471 |
| 8 | \$57,989 | \$2,320 | \$2,899 | \$3,478 | \$4,059 | \$4,639 |
| 9 | \$60,165 | \$2,407 | \$3,009 | \$3,610 | \$4,211 | \$4,814 |
| 10 | \$62,420 | \$2,497 | \$3,121 | \$3,746 | \$4,369 | \$4,993 |

The above schedule is for either men's or women's sports.

CROSS COUNTRY

6% Head

5% Asst.

TENNIS

6% Var. Head

5% Asst.

BASEBALL

7% Var. Head

6% Var. Asst.

6% J.V. Head

6% Frosh/Soph Head

FOOTBALL

8% Var. Head

6% Var. Asst.

6% J.V. Head

5% J.V. Asst.

6% Frosh/Head

5% Frosh/Asst

SOCCER

6% Head

5% Asst.

5% J.V.

TRACK

6 %Var. Head

5% Asst.

BASKETBALL

7% Var. Head

6% Var. Asst.

6% J.V. Head

6% Frosh/Soph

GOLF

4% Var. Head

SOFTBALL

7% Var. Head

6%Asst.

6%J.V. Head

VOLLEYBALL

6% Head

5% Asst.

SWIMMING

6% Var. Head

5% Asst.

WATER POLO

6% Head

5% Asst.

WRESTLING

6% Var. Head

5% Asst.

TRAINER

4% Per Session

SPRING FOOTBALL:

\$336 per year per school

ATHLETIC DIRECTOR:

(8) Step 10 and one (1) period released time plus prep.

The steps indicate years of verified paid experience in this activity in RUSD or other school districts.

Summer Sports Camp: \$31.06 per hour (maximum hours pre-approved and paid by Booster Club)

RIVERSIDE UNIFIED SCHOOL DISTRICT
COACHING STIPENDS - SALARY SCHEDULE -58F

Effective 11/15/10

(without the 10% Reduction in addition to 5 furlough days)

| STEP | COLUMN A x % | <u>4%</u> | <u>5%</u> | <u>6%</u> | <u>7%</u> | <u>8%</u> |
|-------------|---------------------|------------------|------------------|------------------|------------------|------------------|
| 1 | \$45,615 | \$1,825 | \$2,281 | \$2,737 | \$3,193 | \$3,649 |
| 2 | \$46,306 | \$1,852 | \$2,315 | \$2,778 | \$3,241 | \$3,704 |
| 3 | \$47,116 | \$1,885 | \$2,356 | \$2,827 | \$3,298 | \$3,769 |
| 4 | \$48,697 | \$1,948 | \$2,435 | \$2,922 | \$3,409 | \$3,896 |
| 5 | \$50,524 | \$2,021 | \$2,526 | \$3,031 | \$3,537 | \$4,042 |
| 6 | \$52,415 | \$2,097 | \$2,621 | \$3,145 | \$3,669 | \$4,193 |
| 7 | \$54,384 | \$2,175 | \$2,719 | \$3,263 | \$3,807 | \$4,351 |
| 8 | \$56,422 | \$2,257 | \$2,821 | \$3,385 | \$3,950 | \$4,514 |
| 9 | \$58,539 | \$2,342 | \$2,927 | \$3,512 | \$4,098 | \$4,683 |
| 10 | \$60,733 | \$2,429 | \$3,037 | \$3,644 | \$4,251 | \$4,859 |

The above schedule is for either men's or women's sports.

CROSS COUNTRY

6% Head

5% Asst.

TENNIS

6% Var. Head

5% Asst.

BASEBALL

7% Var. Head

6% Var. Asst.

6% J.V. Head

6% Frosh/Soph Head

FOOTBALL

8% Var. Head

6% Var. Asst.

6% J.V. Head

5% J.V. Asst.

6% Frosh/Head

5% Frosh/Asst

SOCCER

6% Head

5% Asst.

5% J.V.

TRACK

6% Var. Head

5% Asst.

BASKETBALL

7% Var. Head

6% Var. Asst.

6% J.V. Head

6% Frosh/Soph

GOLF

4% Var. Head

SOFTBALL

7% Var. Head

6% Asst.

6% J.V. Head

VOLLEYBALL

6% Head

5% Asst.

SWIMMING

6% Var. Head

5%

Asst.

WATER

POLO

6% Head

5% Asst.

WRESTLING

6% Var. Head

5% Asst.

TRAINER

4% Per Session

SPRING FOOTBALL:

\$336 per year per school

ATHLETIC DIRECTOR:

(8) Step 10 and one (1) period released time plus prep.

The steps indicate years of verified paid experience in this activity in RUSD or other school districts.

Summer Sports Camp:

\$31.06 per hour (maximum hours pre-approved and paid by Booster Club)

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
RIVERSIDE CITY TEACHERS ASSOCIATION
MEMORANDUM OF UNDERSTANDING
March 14, 2013**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the Riverside City Teachers Association ("RCTA") the parties agree to:

Due to the passage of Proposition 30 (November 2012), the Riverside Unified School District's structural deficit has been decreased; although not eliminated. As such, the District's dependence on its one-time fund balance to support the structural deficit has been reduced. The District recognizes that its employee family stepped up during the recent state fiscal crisis and assisted the District during 2010-11 and 2011-12 to meet its budget goals by agreeing to temporarily reduce their work year and incur unpaid furlough days. The District appreciates this personal sacrifice and desires to pay back an equitable amount of the money "borrowed" from our employees through the furloughs.

The process of making one-time compensation adjustments is complex and time-consuming. The District desires to simplify this process in order to process a one-time compensation adjustment in a timely and efficient manner.

To this end, the parties agree as follows:

- Provide a one-time compensation adjustment equivalent to up to ten days, subject to the restrictions and process outlined below.
- To be eligible for this one-time compensation adjustment, certificated bargaining unit members shall be in an active employment status as of March 1, 2013. The one-time adjustment is not applied retroactively and is not applied to separated employees or other employees who are not in active employment status as of March 1, 2013.
- For ease of application, the one-time compensation adjustment shall be the equivalent of the value of five furlough days per year for up to two years (up to ten days total) converted to a percentage based on total value of the furlough day savings to total value of certificated annual salaries plus fixed costs assigned to certificated bargaining unit members.
 - Total value of five furlough days is \$4,227,067.89.
 - Total value of annual salaries and fixed costs assigned to certificated bargaining unit members is \$152,709,344.36.
 - Equivalent percentage for five furlough days is 2.8%.
 - The equivalent percentage for five furlough days of 2.8% is rounded up to 3.0% for the purposes of this one-time compensation adjustment.


 RCTA
 District

- The equivalent value of the furlough days shall be computed differently for certificated bargaining unit members who are categorized as hourly employees (see below).
- The one-time compensation adjustment shall be based on the rounded equivalent percentage of 3.0% applied to each certificated bargaining unit member's base salary as of March 1, 2013.
- Subject to the limitations above, to be eligible for this one-time compensation adjustment, certificated bargaining unit members shall have been in an active paid status at any time during the 2010-11 fiscal year to receive the equivalent percentage for five days (or 3.0%), and at any time during the 2011-12 fiscal year to receive the equivalent percentage for five days (or 3.0%).
- Subject to the limitations above, certificated bargaining unit members who were in an active paid status at any time during both the 2010-11 and 2011-12 fiscal years shall receive the equivalent percentage for ten days (or 6.0%).
- The equivalent value of the furlough days shall be computed differently for certificated bargaining unit members who are categorized as hourly employees for purposes of their base pay, and shall be based on the hourly employee's current number of daily hours as of March 1, 2013 multiplied by the hourly employee's current hourly pay rate as of March 1, 2013 multiplied by either five or ten days depending on the following:
 - Certificated bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during the 2010-11 fiscal year shall receive an equivalent of five days.
 - Certificated bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during the 2011-12 fiscal year shall receive an equivalent of five days.
 - Certificated bargaining unit members who are hourly employees as of March 1, 2013 and who were in an active paid status at any time during both the 2010-11 and 2011-12 fiscal years shall receive the equivalent of ten days.
- The one-time compensation adjustment is not creditable or pensionable compensation for the purposes of STRS.
- The one-time compensation adjustment shall be paid on or before June 30, 2013.
- The funding source is tied directly to the employee's current funding including federal and state restricted programs with the majority of the funding being sourced from the District's unrestricted ending fund balance which is higher than anticipated due to the passage of Proposition 30.
- The estimated cost of this one-time compensation adjustment is \$9,200,000.

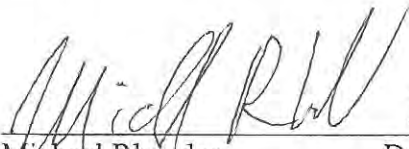

 RCTA
 District

AGREED:

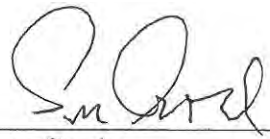
For the District:

 3-14-13

Susan J. Mills Date
Assistant Superintendent, Human Resources
Riverside Unified School District

 3/14/13

Michael Rhoades Date
Assistant Principal, MLK HS
Co-Chair, District Negotiation Team

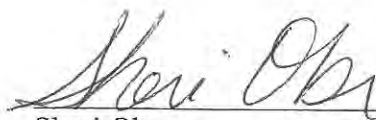
 3-14-13

Sean Curtin Date
Principal, Chemawa MS
Co-Chair, District Negotiation Team

For RCTA:

 3/14/2013

Mariana Robles Date
Teacher, Hawthorne ES
Co-Chair, RCTA Negotiation Team

 3-14-13

Sheri Obr Date
Teacher, Liberty ES
Co-Chair, RCTA Negotiation Team

 RCTA
District

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Page 1 of 11

In accordance with California Government Code Section 3547.5, Education Code Section 42142, and the criteria and standards adopted by the State Board of Education.

Riverside Unified School District (School District Name)

Certificated ☒

Classified ☐

Riverside City Teachers Association (Bargaining Unit Name)

New ☒

Reopened ☐

The proposed agreement covers the period from: 7/1/12 to 6/30/13

The governing board is to act on this agreement at its meeting on: May 7, 2013 (Date)

Note: This disclosure, along with a copy of the proposed agreement, is due to the Riverside County Office of Education at least ten (10) working days prior to the date the governing board is to take action.

(A) Proposed Change in Compensation

| COMPENSATION (FUND 03 AND FUND 06, R6500, R8150) | | COST PRIOR TO PROPOSED AGREEMENT (Current Budget) | FISCAL IMPACT OF PROPOSED AGREEMENT | | |
|---|--|--|---|-----------------------------------|-----------------------------------|
| | | | Current Year Increase/ (Decrease) | Year 2 Increase/ (Decrease) | Year 3 Increase/ (Decrease) |
| 1. | Salary Schedule - Increase (Decrease) (Includes Step and Column reported on Line 8) | \$ 129,205,672 % Salary Schedule | 0.00% | 0.00% | 0.00% |
| 2. | Statutory Benefits (STRS, PERS, FICA, Medicare, etc) | \$ 17,905,856 % Statutory Benefits | 0.00% | 0.00% | 0.00% |
| 3. | Base Costs (Total of Lines 1 & 2) | \$ 147,111,528 % Base Costs | \$ - 0.00% | \$ - 0.00% | \$ - 0.00% |
| 4. | a. Other Compensation - Increase (Decrease) (Describe in Section 12, Page 2) | N/A % Salary Schedule | \$ 6,343,918 4.91% | \$ 117,408 0.09% | |
| | b. Changes to Step and Column With Agreement (Describe in Section 13, Page 2) | N/A % Salary Schedule | 0.00% | 0.00% | 0.00% |
| | c. Applicable Statutory Benefits | N/A % Salary Schedule | \$ 822,631 0.64% | \$ 61,573 0.05% | 0.00% |
| 5. | Health/Welfare Benefits - Increase (Decrease) Current Cap: \$10,000, \$9,500 Proposed Cap: \$10,000 | \$ 16,735,500 % Salary Schedule | 0.00% | 0.00% | 0.00% |
| 6. | Proposed Negotiated Change in Compensation (Excludes Statutory Benefits) (Lines 1, 4a, 4b, & 5) | \$ - % Salary Schedule | \$ 6,343,918 4.91% | \$ 117,408 0.09% | \$ - 0.00% |
| 7. | Total Cost of Agreement (Includes Statutory Benefits) (Lines 3, 4, & 5) | \$ 163,847,028 % Base Costs | \$ 7,166,549 4.87% | \$ 178,981 0.12% | \$ - 0.00% |
| 8. | Step and Column Due to Movement (Included in Salary Schedule reported on Line 1) % Salary Schedule | \$ 1,741,212 1.37% | N/A N/A | 0.00% | 0.00% |
| 9. | Total Number of Represented Employees | 1,917 | 1,917 | 0 | |
| 10. | Cost of Agreement per Average Employee | 85,471 % from Prior Year | 3,738 4.37% | #DIV/0! #DIV/0! | #DIV/0! #DIV/0! |

11. What is the negotiated percentage increase or decrease in compensation? If applicable, please explain how the district will implement furlough days; include the number of furlough days and the equivalent percentage reduction. Will furlough days be ongoing or will they end at the end of the agreement? In the event of an increase, please annualize the percentage increase for the first year if that increase is for less than one full year.

None

12. Are there any other compensation items included in the agreement? Please explain any changes indicated on page 1, Section A, 4a.

Furlough Payback provides a one-time compensation adjustment equivalent to up to ten days, subject to restrictions and processes, as payback for furlough days taken during the 2010-11 and 2011-12 fiscal years. The equivalent percentage for five furlough days in each year is 2.8%, which is round to 3.0% and applied to current base salary as of March 1, 2013. The one-time adjustment is only available to current employees who were in active paid status during the respective fiscal years of the furloughs. The equivalent value for hourly employees is based on current hours worked and current hourly rate of pay as of March 1, 2013. The one-time compensation is not creditable or pensionable compensation for the purposes of STRS. The one-time compensation adjustment shall be paid on or before June 30, 2013. For all funds, for certificated bargaining unit members, the total value of five furlough days is \$4,227,068, the value of annual salaries and fixed costs is \$152,709,344; and the estimated one-time, non-recurring compensation cost is \$9,200,000. Year 2 reflects 1) changes in counselor staffing ratios increasing base by 4 FTEs, and 2) elimination of activities directors decreasing base by 3.0 FTEs.

13. Is the district adding any steps, columns, or ranges due to the agreement? Please explain any changes indicated on page 1, Section A, 4b.

No

14. Does this unit have a negotiated cap for health and welfare benefits? ☒ yes ☐ no
Please describe the district's annual health and welfare cost per employee for this bargaining unit, and indicate the current and proposed cap on page 1, Section A, 5.

N/A - no changes.

(B) Proposed Negotiated Changes in Non-Compensation Items

Please discuss proposed changes in non-compensation items such as class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.

The TA on counseling establishes a new Counselor Staffing Ratio of 675 students to 1 counselor for middle and comprehensive high schools. For middle schools, an additional .5 FTE counselor is added on top of the resulting ratio. For high schools, an additional 1.0 FTE counselor is added on top of the resulting ratio. The TA on coaching stipends in the appendix eliminates stipends for Athletic Directors since such positions will be eliminated as bargaining unit positions.

(C) Specific Impact on Instructional and Support Programs to Accommodate Agreement

Page 3 of 11

Please discuss the impact of proposed changes on instructional and support programs (e.g. length of school year, staff reductions or increases, elimination or expansion of programs or services such as counseling, librarians, custodial services, etc.)

Enhances the counseling services at secondary schools.

(D) Proposed Contingency Language

Please detail proposed contingency language relating to funding restoration, reopening, applicable fiscal years, or other significant provisions. Please indicate when restoration will occur, if applicable.

None

(E) Impact on Deficit Spending

Will this agreement increase deficit spending in the current or subsequent years? Deficit spending exists when a fund's total expenditures and other financing uses exceeds the total revenues and other financing sources in a given fiscal year.

Yes, the MOU for Furlough Payback will increase deficit spending in the current fiscal year. Yes, the TAs will increase deficit spending in subsequent years.

(F) Funding Source(s) for Proposed Agreement

1. Please discuss the proposed funding source for the current year.

The fiscal impact of the MOU for Furlough Payback is one-time in nature for the current fiscal year. The funding source is tied directly to the employee's current funding and includes federal and state restricted programs, and Child Development funds with the bulk of the funding being sourced from the District's unrestricted ending fund balance.

2. If a single year agreement, please explain how any resulting ongoing costs will be funded in subsequent fiscal years (i.e. explain the assumptions showing the district can afford the contract in future years). If a multi-year agreement, please discuss the funding sources for each year, including assumptions used, to fund this obligation in future years. Consider any compounding effects when evaluating subsequent year impacts.

The funding source for the fiscal impact of the TAs is recurring state revenue sources.

(G) Impact of Proposed Agreement on Current Year General Fund Operating Budget

In accordance with California Government Code Section 3547.5, Education Code Section 42142, and the criteria and standards adopted by the State Board of Education.

UNRESTRICTED GENERAL FUND

| CURRENT YEAR OPERATING BUDGET | (Col. 1) Board-Approved Budget Prior to Settlement | (Col. 2)* Adjustments Resulting from Settlement | (Col. 3)* Other Revisions Board Approved Date_____ | (Col. 4) Total Revised Budget (Col. 1+2+3) |
|---|---|--|---|---|
| REVENUES | | | | |
| Revenue Limit Sources 8010-8099 | \$ 203,015,282 | | | \$ 203,015,282 |
| Federal Revenue 8100-8299 | 307,557 | | | 307,557 |
| Other State Revenue 8300-8599 | 34,564,762 | | | 34,564,762 |
| Other Local Revenue 8600-8799 | 3,783,461 | | | 3,783,461 |
| TOTAL REVENUES | \$ 241,671,062 | \$ - | \$ - | \$ 241,671,062 |
| EXPENDITURES | | | | |
| Certificated Salaries 1000-1999 | \$ 122,403,152 | \$ 6,335,444 | | \$ 128,738,596 |
| Classified Salaries 2000-2999 | 28,149,212 | | | 28,149,212 |
| Employee Benefits 3000-3999 | 46,621,064 | 819,569 | | 47,440,633 |
| Books and Supplies 4000-4999 | 9,391,123 | | | 9,391,123 |
| Services & Operating Expenditures 5000-5999 | 17,682,719 | | | 17,682,719 |
| Capital Outlay 6000-6999 | 2,163,742 | | | 2,163,742 |
| Other Outgo 7100-7299 7400-7499 | 70,000 | | | 70,000 |
| Indirect/Direct Support Costs 7300-7399 | (4,727,117) | | | (4,727,117) |
| TOTAL EXPENDITURES | \$ 221,753,895 | \$ 7,155,013 | \$ - | \$ 228,908,908 |
| OTHER FINANCING SOURCES/USES | | | | |
| Contributions 8980-8999 | \$ (32,636,735) | \$ (1,444,846) | | \$ (34,081,581) |
| Transfers In and Other Sources 8910-8979 | \$ 6,107,007 | | | \$ 6,107,007 |
| Transfers Out and Other Uses 7610-7699 | \$ 1,556,041 | | | \$ 1,556,041 |
| TOTAL EXPENDITURES AND USES | \$ 223,309,936 | \$ 7,155,013 | \$ - | \$ 230,464,949 |
| INCREASE (DECREASE) IN FUND BALANCE | \$ (8,168,602) | \$ (8,599,859) | \$ - | \$ (16,768,461) |
| BEGINNING BALANCE 9791,9793,9795 | \$ 75,072,417 | | | \$ 75,072,417 |
| ENDING BALANCE | \$ 66,903,815 | \$ (8,599,859) | \$ - | \$ 58,303,956 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Nonspendable 9711-9719 | \$ 650,000 | | | \$ 650,000 |
| Restricted 9740 | | | | \$ - |
| Committed 9750-9760 | | | | - |
| Assigned 9780 | 13,896,932 | | | 13,896,932 |
| Reserve for Economic Uncertainties 9789 | 6,929,430 | 172,000 | | 7,101,430 |
| Unassigned/Unappropriated 9790 | \$ 45,427,453 | \$ (8,771,859) | \$ - | \$ 36,655,594 |

*If the total adjustments in Col. 2 do not agree with the Total Cost of Agreement on page 1, Section A, Line 7, please explain the variance below (e.g. partially budgeted, salaries and benefits are budgeted in other funds), and/or explain any revisions included in Col. 3.

(G) Impact of Proposed Agreement on Current Year General Fund Operating Budget

In accordance with Government Code Section 3547.5, Education Code Section 42142, and the criteria and standards adopted by the State Board of Education.

RESTRICTED GENERAL FUND

| CURRENT YEAR OPERATING BUDGET | (Col. 1) Board-Approved Budget Prior to Settlement | (Col. 2)* Adjustments Resulting from Settlement | (Col. 3)* Other Revisions Board Approved Date_____ | (Col. 4) Total Revised Budget (Col. 1+2+3) |
|---|---|--|---|---|
| REVENUES | | | | |
| Revenue Limit Sources 8010-8099 | \$ 9,519,455 | | | \$ 9,519,455 |
| Federal Revenue 8100-8299 | 31,391,050 | | | 31,391,050 |
| Other State Revenue 8300-8599 | 37,654,338 | | | 37,654,338 |
| Other Local Revenue 8600-8799 | 2,274,619 | | | 2,274,619 |
| TOTAL REVENUES | \$ 80,839,462 | \$ - | \$ - | \$ 80,839,462 |
| EXPENDITURES | | | | |
| Certificated Salaries 1000-1999 | \$ 36,673,736 | \$ 1,695,408 | | \$ 38,369,144 |
| Classified Salaries 2000-2999 | 16,843,259 | - | | 16,843,259 |
| Employee Benefits 3000-3999 | 17,821,809 | 222,422 | | 18,044,231 |
| Books and Supplies 4000-4999 | 17,381,924 | (472,984) | | 16,908,940 |
| Services & Operating Expenditures 5000-5999 | 25,610,976 | | | 25,610,976 |
| Capital Outlay 6000-6999 | 5,070,520 | | | 5,070,520 |
| Other Outgo 7100-7299 7400-7499 | - | | | - |
| Indirect/Direct Support Costs 7300-7399 | 3,758,991 | | | 3,758,991 |
| TOTAL EXPENDITURES | \$ 123,161,215 | \$ 1,444,846 | \$ - | \$ 124,606,061 |
| OTHER FINANCING SOURCES/USES | | | | |
| Contributions 8980-8999 | \$ 32,636,735 | \$ 1,444,846 | | \$ 34,081,581 |
| Transfers In and Other Sources 8910-8979 | \$ - | | | \$ - |
| Transfers Out and Other Uses 7610-7699 | \$ - | | | \$ - |
| TOTAL EXPENDITURES AND USES | \$ 123,161,215 | \$ 1,444,846 | \$ - | \$ 124,606,061 |
| INCREASE (DECREASE) IN FUND BALANCE | \$ (9,685,018) | \$ - | \$ - | \$ (9,685,018) |
| BEGINNING BALANCE 9791,9793,9795 | \$ 13,185,947 | | | \$ 13,185,947 |
| ENDING BALANCE | \$ 3,500,929 | \$ - | \$ - | \$ 3,500,929 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Nonspendable 9711-9719 | \$ - | | | \$ - |
| Restricted 9740 | \$ 3,500,929 | | | 3,500,929 |
| Committed 9750-9760 | | | | - |
| Assigned 9780 | | | | - |
| Reserve for Economic Uncertainties 9789 | | | | - |
| Unassigned/Unappropriated 9790 | \$ - | \$ - | \$ - | \$ - |

*If the total adjustments in Col. 2 do not agree with the Total Cost of Agreement on page 1, Section A, Line 7, please explain the variance below (e.g. partially budgeted, salaries and benefits are budgeted in other funds), and/or explain any revisions included in Col. 3.

(G) Impact of Proposed Agreement on Current Year General Fund Operating Budget

In accordance with Government Code Section 3547.5, Education Code Section 42142, and the criteria and standards adopted by the State Board of Education.

COMBINED GENERAL FUND

| CURRENT YEAR OPERATING BUDGET | (Col. 1) Board-Approved Budget Prior to Settlement | (Col. 2)* Adjustments Resulting from Settlement | (Col. 3)* Other Revisions Board Approved Date_____ | (Col. 4) Total Revised Budget (Col. 1+2+3) |
|---|---|--|---|---|
| REVENUES | | | | |
| Revenue Limit Sources 8010-8099 | \$ 212,534,737 | \$ - | \$ - | \$ 212,534,737 |
| Federal Revenue 8100-8299 | \$ 31,698,607 | \$ - | \$ - | 31,698,607 |
| Other State Revenue 8300-8599 | \$ 72,219,100 | \$ - | \$ - | 72,219,100 |
| Other Local Revenue 8600-8799 | \$ 6,058,080 | \$ - | \$ - | 6,058,080 |
| TOTAL REVENUES | \$ 322,510,524 | \$ - | \$ - | \$ 322,510,524 |
| EXPENDITURES | | | | |
| Certificated Salaries 1000-1999 | \$ 159,076,888 | \$ 8,030,852 | \$ - | \$ 167,107,740 |
| Classified Salaries 2000-2999 | \$ 44,992,471 | \$ - | \$ - | 44,992,471 |
| Employee Benefits 3000-3999 | \$ 64,442,873 | \$ 1,041,991 | \$ - | 65,484,864 |
| Books and Supplies 4000-4999 | \$ 26,773,047 | \$ (472,984) | \$ - | 26,300,063 |
| Services & Operating Expenditures 5000-5999 | \$ 43,293,695 | \$ - | \$ - | 43,293,695 |
| Capital Outlay 6000-6999 | \$ 7,234,262 | \$ - | \$ - | 7,234,262 |
| Other Outgo 7100-7299 7400-7499 | \$ 70,000 | \$ - | \$ - | 70,000 |
| Indirect/Direct Support Costs 7300-7399 | \$ (968,126) | \$ - | \$ - | (968,126) |
| TOTAL EXPENDITURES | \$ 344,915,110 | \$ 8,599,859 | \$ - | \$ 353,514,969 |
| OTHER FINANCING SOURCES/USES | | | | |
| Contributions 8980-8999 | \$ - | \$ - | \$ - | \$ - |
| Transfers In and Other Sources 8910-8979 | \$ 6,107,007 | \$ - | \$ - | \$ 6,107,007 |
| Transfers Out and Other Uses 7610-7699 | \$ 1,556,041 | \$ - | \$ - | \$ 1,556,041 |
| TOTAL EXPENDITURES AND USES | \$ 346,471,151 | \$ 8,599,859 | \$ - | \$ 355,071,010 |
| INCREASE (DECREASE) IN FUND BALANCE | \$ (17,853,620) | \$ (8,599,859) | \$ - | \$ (26,453,479) |
| BEGINNING BALANCE 9791,9793,9795 | \$ 88,258,364 | | | \$ 88,258,364 |
| ENDING BALANCE | \$ 70,404,744 | \$ (8,599,859) | \$ - | \$ 61,804,885 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Nonspendable 9711-9719 | \$ 650,000 | \$ - | \$ - | \$ 650,000 |
| Restricted 9740 | \$ 3,500,929 | \$ - | \$ - | 3,500,929 |
| Committed 9750-9760 | \$ - | \$ - | \$ - | - |
| Assigned 9780 | \$ 13,896,932 | \$ - | \$ - | 13,896,932 |
| Reserve for Economic Uncertainties 9789 | \$ 6,929,430 | \$ 172,000 | \$ - | 7,101,430 |
| Unassigned/Unappropriated 9790 | \$ 45,427,453 | \$ (8,771,859) | \$ - | \$ 36,655,594 |

*If the total adjustments in Col. 2 do not agree with the Total Cost of Agreement on page 1, Section A, Line 7, please explain the variance below (e.g. partially budgeted, salaries and benefits are budgeted in other funds), and/or explain any revisions included in Col. 3.

(H) Multi-Year Financial Projections

Riverside Unified School District
Combined General Fund

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Multi-Year Financial Projections 2010-11 to 2014-15

| | Prior Year Actuals 2010-11 | Prior Year Actuals 2011-12 | Percent of Change over PY | Adopted Budget 2012-13 | Percent of Change over PY | Revised Budget 2012-13 | Percent of Change over PY | Projected Budget 2013-14 | Percent of Change over PY | Projected Budget 2014-15 | Percent of Change over PY |
|--|----------------------------------|----------------------------------|------------------------------------|------------------------------|------------------------------------|------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|
| COLA Actual/Projection % | -0.39% | 2.24% | -674.36% | 3.24% | 44.78% | 3.24% | 44.78% | 0.00% | -100.00% | 0.00% | #DIV/0! |
| P-2 ADA Actual/Projection | 40,162 | 40,217 | 0.14% | 40,069 | -0.37% | 40,202 | -0.04% | 39,946 | -0.64% | 39,552 | -0.99% |
| Funded ADA Actual/Projection (excluding County and Charter) | 40,251 | 40,285 | 0.08% | 40,312 | 0.07% | 40,202 | -0.21% | 40,202 | 0.00% | 39,946 | -0.64% |
| REVENUES | | | | | | | | | | | |
| Revenue Limit | \$ 211,766,786 | \$ 211,124,568 | -0.30% | \$ 194,946,270 | -7.66% | \$ 212,534,737 | 0.67% | \$ 212,525,187 | 0.00% | \$ 211,187,066 | -0.63% |
| Federal | \$ 41,431,622 | \$ 29,913,714 | -27.80% | \$ 24,121,711 | -19.36% | \$ 31,698,607 | 5.97% | \$ 24,539,923 | -22.58% | \$ 24,539,923 | 0.00% |
| State | \$ 76,656,406 | \$ 70,064,166 | -8.60% | \$ 68,459,432 | -2.29% | \$ 72,219,100 | 3.08% | \$ 72,075,042 | -0.20% | \$ 78,140,972 | 8.42% |
| Local | \$ 5,509,165 | \$ 8,205,612 | 48.94% | \$ 3,053,770 | -62.78% | \$ 6,058,080 | -26.17% | \$ 5,254,119 | -13.27% | \$ 5,254,119 | 0.00% |
| Total Revenues | \$ 335,363,978 | \$ 319,308,059 | -4.79% | \$ 290,581,183 | -9.00% | \$ 322,510,524 | 1.00% | \$ 314,394,271 | -2.52% | \$ 319,122,080 | 1.50% |
| EXPENDITURES | | | | | | | | | | | |
| Certificated Salaries | \$ 154,791,726 | \$ 155,665,422 | 0.56% | \$ 155,615,710 | -0.03% | \$ 159,076,888 | 2.19% | \$ 159,836,647 | 0.48% | \$ 170,883,886 | 6.91% |
| Classified Salaries | \$ 41,800,518 | \$ 42,978,488 | 2.82% | \$ 42,826,135 | -0.35% | \$ 44,992,471 | 4.69% | \$ 44,728,036 | -0.59% | \$ 44,976,203 | 0.55% |
| Benefits | \$ 56,310,617 | \$ 58,784,377 | 4.39% | \$ 62,489,223 | 6.30% | \$ 65,484,864 | 11.40% | \$ 66,164,371 | 1.04% | \$ 68,443,543 | 3.44% |
| Books & Supplies | \$ 15,004,383 | \$ 14,936,869 | -0.45% | \$ 13,949,911 | -6.61% | \$ 26,300,063 | 76.07% | \$ 12,178,276 | -53.69% | \$ 11,620,351 | -4.58% |
| Contracts & Services | \$ 40,368,721 | \$ 37,699,227 | -6.61% | \$ 39,365,515 | 4.42% | \$ 43,293,695 | 14.84% | \$ 39,651,482 | -8.41% | \$ 39,651,482 | 0.00% |
| Capital Outlay | \$ 1,293,940 | \$ 4,502,362 | 247.96% | \$ 3,025,894 | -32.79% | \$ 7,234,262 | 60.68% | \$ 2,055,851 | -71.58% | \$ 1,931,851 | -6.03% |
| Other Outgo | \$ 53,556 | \$ 81,025 | 51.29% | \$ 70,000 | -13.61% | \$ 70,000 | -13.61% | \$ 70,000 | 0.00% | \$ 70,000 | 0.00% |
| Support Costs | \$ (548,533) | \$ (843,903) | 53.85% | \$ (968,126) | 14.72% | \$ (968,126) | 14.72% | \$ (1,293,332) | 33.59% | \$ (1,293,332) | 0.00% |
| Total Expenditures | \$ 309,074,927 | \$ 313,803,868 | 1.53% | \$ 316,374,262 | 0.82% | \$ 345,484,117 | 10.10% | \$ 323,391,331 | -6.39% | \$ 336,283,984 | 3.99% |
| OTHER SOURCES & USES | | | | | | | | | | | |
| Transfers In & Other Sources | \$ 752,634 | \$ 831,139 | 10.43% | \$ 6,107,007 | 634.78% | \$ 6,107,007 | 634.78% | \$ 1,100,000 | -81.99% | \$ 1,100,000 | 0.00% |
| Transfers Out & Other Uses | \$ 7,846,033 | \$ 8,288,531 | 5.64% | \$ 1,556,041 | -81.23% | \$ 1,556,041 | -81.23% | \$ 1,556,041 | 0.00% | \$ 1,555,148 | -0.06% |
| Total Expenditures & Uses | \$ 316,920,960 | \$ 322,092,399 | 1.63% | \$ 317,930,303 | -1.29% | \$ 347,040,158 | 7.75% | \$ 324,947,372 | -6.37% | \$ 337,839,132 | 3.97% |
| NET INCREASE (DECREASE) IN FUND BALANCE | \$ 19,195,653 | \$ (1,953,201) | -110.18% | \$ (21,242,113) | 987.55% | \$ (18,422,627) | 843.20% | \$ (9,453,102) | -48.69% | \$ (17,617,053) | 86.36% |
| FUND BALANCE, RESERVES | | | | | | | | | | | |
| Beginning Balance | \$ 71,015,912 | \$ 90,211,565 | 27.03% | \$ 85,901,811 | -4.78% | \$ 88,258,364 | -2.17% | \$ 69,835,737 | -20.87% | \$ 60,382,636 | -13.54% |
| Ending Balance | \$ 90,211,565 | \$ 88,258,364 | -2.17% | \$ 64,659,698 | -26.74% | \$ 69,835,737 | -20.87% | \$ 60,382,636 | -13.54% | \$ 42,765,583 | -29.18% |
| Components of Ending Fund Balance: | | | | | | | | | | | |
| Nonspendable | \$152,885 | \$650,000 | | \$650,000 | | \$ 650,000 | | \$650,000 | | \$650,000 | |
| Restricted | \$9,426,205 | \$3,429,438 | | \$10,618,878 | | \$ 3,500,929 | | \$9,326,565 | | \$15,248,666 | |
| Committed | \$0 | \$0 | | \$0 | | \$ - | | \$0 | | \$0 | |
| Assigned | \$46,456,190 | \$28,863,895 | | \$15,357,171 | | \$ 13,896,932 | | \$13,896,932 | | \$13,896,932 | |
| Reserve for Economic Uncertainties | \$6,338,420 | \$6,441,848 | | \$6,358,607 | | \$ 7,101,430 | | \$6,498,950 | | \$6,756,790 | |
| Unassigned/Unappropriated | \$27,837,865 | \$48,873,183 | | \$31,675,042 | | \$ 36,655,594 | | \$34,715,034 | | \$13,259,300 | |
| Total Ending Balance | \$90,211,565 | \$88,258,364 | | \$64,659,698 | | \$61,804,885 | | \$65,087,481 | | \$49,811,688 | |
| % Reserve (9789 and 9790) | 10.78% | 17.17% | | 11.96% | | 12.61% | | 12.68% | | 5.92% | |

(H1) Multi-Year Financial Projection Assumptions

Riverside Unified School District
Combined General Fund

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| | 7100-7299 | | | | | | | | | Total | Rev Limit | Federal | State | Local | Other | Total |
|--|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|--------------------|------------------|--------------------|--------------------|-------------------|-------------------|------------------|------------------|--------------------|
| | 1XXX | 2XXX | 3XXX | 4XXX | 5XXX | 6XXX | 7400-7499 | 7300-7399 | 7610-7629 | Exp Change | 80XX | 81XX-82XX | 83XX-85XX | 86XX-87XX | 89XX | Rev Change |
| 2012-13 TOTALS | 159,076,888 | 44,992,471 | 65,484,864 | 26,300,063 | 43,293,695 | 7,234,262 | 70,000 | (968,126) | 1,556,041 | 347,040,158 | 212,534,737 | 31,698,607 | 72,219,100 | 6,058,080 | 6,107,007 | 328,617,531 |
| 2013-14 Adjustments | | | | | | | | | | - | | | | | | - |
| Growth (Decline) | (650,945) | | (204,842) | | | | | | | (855,787) | (9,550) | | | | | (9,550) |
| Step/Column | 2,274,314 | 246,445 | 304,635 | | | | | | | 2,825,394 | | | | | | - |
| Benefit Changes | | | 666,356 | | | | | | | 666,356 | | | | | | - |
| Reduce-one-time augmentations/solutions | (64,542) | (66,618) | (23,670) | (647,827) | (122,592) | (280,931) | | | | (1,206,180) | | | | | (2,400,000) | (2,400,000) |
| Reduce for carryover/deferred revenue | (1,905,920) | (443,204) | (483,029) | (12,554,117) | (3,119,484) | (2,250,236) | | (307,189) | | (21,063,179) | | (6,670,904) | (144,058) | (204,099) | | (7,019,061) |
| Adj for grants ending/1-time funds or events | (295,316) | (1,058) | (45,810) | (327,305) | (400,137) | | | (18,017) | | (1,087,643) | | (487,781) | | (599,862) | (2,607,007) | (3,694,650) |
| Increase indirect rate | | | | (142,538) | | | | | | (142,538) | | | | | | - |
| Facilities projects completed/redevelopment | | | | | | (2,647,244) | | | | (2,647,244) | | | | | | - |
| Tech expense | | | | (450,000) | | | | | | (450,000) | | | | | | - |
| Staffing change for Grades 1-3 (28:1) | 1,284,760 | | 404,294 | | | | | | | 1,689,054 | | | | | | - |
| Counselor staffing ratio change | 388,136 | | 98,988 | | | | | | | 487,124 | | | | | | - |
| Athletic Directors-eliminate .6 FTE per AD | (270,728) | | (37,415) | | | | | | | (308,143) | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| 2013-14 TOTALS | 159,836,647 | 44,728,036 | 66,164,371 | 12,178,276 | 39,651,482 | 2,055,851 | 70,000 | (1,293,332) | 1,556,041 | 324,947,372 | 212,525,187 | 24,539,923 | 72,075,042 | 5,254,119 | 1,100,000 | 315,494,271 |
| 2014-15 Adjustments | | | | | | | | | | - | | | | | | - |
| Growth (Decline) | (886,484) | | (278,963) | (557,925) | | | | | | (1,723,372) | (1,338,121) | | | | | (1,338,121) |
| Step/Column | 2,298,023 | 248,167 | 308,241 | | | | | | | 2,854,431 | | | | | | - |
| Benefit Changes | | | (686,356) | | | | | | | (686,356) | | | | | | - |
| Debt Service (Fd 25 no longer supports | | | | | | | | | (893) | (893) | | | | | | - |
| K-3 CSR Flexibility ends 6/30/14 | 9,635,700 | | 2,936,250 | | | | | | | 12,571,950 | | | 6,065,930 | | | 6,065,930 |
| Reduce copier reserve to 10 copiers | | | | | | (124,000) | | | | (124,000) | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| | | | | | | | | | | - | | | | | | - |
| 2014-15 TOTALS | 170,883,886 | 44,976,203 | 68,443,543 | 11,620,351 | 39,651,482 | 1,931,851 | 70,000 | (1,293,332) | 1,555,148 | 337,839,132 | 211,187,066 | 24,539,923 | 78,140,972 | 5,254,119 | 1,100,000 | 320,222,080 |

(I) Impact of Proposed Agreement on Unrestricted Reserves**1. State Reserve Standard Calculation**

| | | Current Year | Year 2 | Year 3 |
|-----|--|----------------|----------------|----------------|
| 1a. | Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) for both Unrestricted and Restricted General Fund | \$ 347,040,158 | \$ 324,947,372 | \$ 337,839,132 |
| 1b. | Enter State Standard Minimum Reserve Percentage | 2% | 2% | 2% |
| 1c. | State Standard Minimum Unrestricted Fund Reserve (Line 1a times Line 1b. For a district with less than 1,001 ADA, the greater of Line 1a times 1b or \$60,000) | \$ 6,940,810 | \$ 6,498,950 | \$ 6,756,790 |

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

| | | | | |
|-----|--|---------------|---------------|---------------|
| 2a. | General Fund Reserve for Economic Uncertainties (Object 9789) | \$ 7,101,430 | \$ 6,498,950 | \$ 6,756,790 |
| 2b. | General Fund Budgeted as Unassigned/ Unappropriated Amount (Object 9790) | \$ 36,655,594 | \$ 34,715,034 | \$ 13,259,300 |
| 2c. | Special Reserve Fund for Other Than Capital Outlay Projects Budgeted for Economic Uncertainties (Fund 17, Object 9789) | \$ - | \$ - | \$ - |
| 2d. | Total District Budgeted Unrestricted Reserves | \$ 43,757,024 | \$ 41,213,984 | \$ 20,016,090 |
| 2e. | Reserve for Economic Uncertainties Percentage (Line 2d divided by Line 1a) | 12.61% | 12.68% | 5.92% |

3. Does the district's budgeted unrestricted reserves meet the state standard minimum reserve amount?

(Line 1c is less than or equal to Line 2d?)

Current Year: 2012 - 13

Year 2: 2013 - 14

Year 3: 2014 - 15



yes



yes



yes



no



no



no

4. If no, how does the district plan to restore reserves?

| |
|--|
| |
|--|

(J) Impact of Proposed Agreement on Current Year Operating Budget

Itemized Budget Revisions Necessary to Meet Agreement's Cost

| Description of the Revision | Attached Fund Transfer/ Budget Resolution Numbers | Amount | County Use Only: Date Action Taken |
|---|--|---------------------|---------------------------------------|
| From GF Ending Fund Balance to Object Codes 1xxx | | \$ 6,335,444 | |
| From GF Ending Fund Balance to Object Codes 3xxx | | \$ 819,569 | |
| From GF Ending Fund Balance to Object Code 8981 | | \$ 1,444,846 | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| TOTAL REVISIONS | | \$ 8,599,859 | |

Please provide an explanation if no budget revisions are necessary.

Budget revision will be processed in conjunction with the payment of the one-time compensation on or before June 30th.

(K) Impact of Proposed Agreement on Subsequent Fiscal Year Budgets

Itemized Budget Revisions Included in the Multi-Year Financial Projections to Meet Agreement's Cost

Year 2: 2013- 2014

| Description of the Revision | Major Object Code Series | Amount | County Use Only: Date Action Taken |
|--|--------------------------|-------------------|---------------------------------------|
| Changes to counselor staffing ratios and elimination of activities directors | 1xxx | \$ 117,408 | |
| Changes to counselor staffing ratios and elimination of activities directors | 3xxx | \$ 61,573 | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| TOTAL YEAR 2 | | \$ 178,981 | |

Year 3: 2014-2015

| Description of the Revision | Major Object Code Series | Amount | County Use Only: Date Action Taken |
|-----------------------------|--------------------------|-------------|---------------------------------------|
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| TOTAL YEAR 3 | | \$ - | |

Please provide an explanation if no budget revisions are necessary.

The fiscal impact of the MOU for Furlough Payback is one-time in nature for the current fiscal year. The funding source is tied directly to the employee's current funding and includes federal and state restricted programs, and Child Development funds with the bulk of the 2012-13 funding being sourced from the District's unrestricted ending fund balance. Year 2 reflects 1) changes in counselor staffing ratios increasing base by 4 FTEs, and 2) elimination of activities directors - 5 FTEs, both of which will be funded from recurring state revenues.

(L) Certification No. 1**Riverside Unified School District**

The District Superintendent and Chief Business Official should sign this certification at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the undersigned hereby certify that the costs incurred under the provisions of the agreement can be met by the district during the term of the agreement, and that the itemized budget revisions necessary to meet such costs, as indicated in sections J and K, are included in the district's budget and multi-year financial projections.

Signature - District Superintendent

April 15, 2013

Date

Signature - Chief Business Official

April 15, 2013

Date

District Contact Person: Sandra L. Meekins, Director, Business Services

Phone: 951-352-6729 x82002

**Board Meeting Agenda
April 15, 2013**

Topic: Public Hearing – Initial Proposal for Negotiations Submitted by the Riverside City Teachers Association with the Riverside Unified School District Board of Education for the 2013-2014 School Year

Presented by: Susan Mills, Assistant Superintendent
Human Resources

Responsible
Cabinet Member: Susan Mills, Assistant Superintendent
Human Resources

Type of Item: Public Hearing

Short Description: A public hearing is to be held on the initial proposal for negotiations submitted by the Riverside City Teachers Association (RCTA) with the Riverside Unified School District Board of Education for the 2013-2014 school year.

DESCRIPTION OF AGENDA ITEM:

Government Code Section 3457 provides the basis and procedures for the recognition of the Riverside City Teachers Association's initial proposal for negotiations with the Riverside Unified School District for the 2013-2014 school year. The public hearing will provide an opportunity for the community to comment on the following:

- Article X: Hours of Employment All Regular and Alternative Education Schools, District Office and Sunshine
- Article XII: Class Size

FISCAL IMPACT: To be determined

RECOMMENDATION: It is recommended that the Board of Education hold a public hearing regarding RCTA's initial proposal for negotiations with Riverside Unified School District.

ADDITIONAL MATERIAL: Notice of Public Hearing

Attached: Yes

RIVERSIDE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

NOTICE

PUBLIC HEARING

At the Board of Education meeting to be held at 5:30 p.m. on Monday, April 15, 2013, at 6735 Magnolia Avenue, Riverside, California, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Riverside City Teachers Association Affiliate of the California Teachers Association/National Education Association for the 2013-2014 School Year

The Riverside City Teachers Association, California Teachers Association/National Education Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Riverside Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Riverside City Teachers Association, California Teachers Association/National Education Association's Initial Proposal for Negotiations with the Riverside Unified School District for the 2013-2014 school year.

The Riverside city Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

- Article X: Hours of Employment-All Regular and Alternative Education Schools, District Office and Sunshine
- Article XII: Class Size

Copies to: Board Members

Posted: 3:00 p.m., Friday, April 12, 2013

Copies to be posted at RUSD District Office and Riverside Adult School

Riverside Unified School District

3380 14th Street • Riverside, CA • 92501

Board Meeting Agenda April 15, 2013

Topic: Public Hearing – Initial Proposal for Negotiations Submitted by the Riverside Unified School District Board of Education with the Riverside City Teachers Association for the 2013-2014 School Year

Presented by: Susan Mills, Assistant Superintendent, Human Resources

Responsible

Cabinet Member: Susan Mills, Assistant Superintendent, Human Resources

Type of Item: Public Hearing

Short Description: A public hearing is to be held on the initial proposal for negotiations submitted by the Riverside Unified School District Board of Education with the Riverside City Teachers Association (RCTA) for the 2013-2014 school year.

DESCRIPTION OF AGENDA ITEM:

Government Code Section 3457 provides the basis and procedures for the recognition of the Riverside Unified School District Board of Education's initial proposal for negotiations with the Riverside City Teachers Association for the 2013-2014 school year. The public hearing will provide an opportunity for the community to comment on the following:

- Article X, Hours of Employment and Overtime
 - Article XII, Class Size
 - Article XIII, Teacher Evaluation
 - Article XV, Transfers
-

FISCAL IMPACT: To be determined

RECOMMENDATION: This is a Public Hearing; no action is necessary.

ADDITIONAL MATERIAL: Notice of Public Hearing

Attached: Yes

RIVERSIDE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

NOTICE

PUBLIC HEARING

At the Board of Education meeting to be held at 5:30 p.m. on Monday, April 15, 2013, at 6735 Magnolia Avenue, Riverside, California, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Riverside Unified School District Board of Education for the 2013-2014 School Year

The Riverside Unified School District Board of Education has submitted an initial proposal for the collective bargaining agreement between the Riverside City Teachers Association and the Board of Education of Riverside Unified School District.

Government Code Section 3457 provides the basis and procedures for the recognition of the Riverside Unified School District and the Riverside City Teachers Association, Initial Proposal for Negotiations with the Riverside Unified School District for the 2013-2014 school year.

The Riverside Unified School District Board of Education is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

- Article X: Hours of Employment and Overtime
- Article XII: Class Size
- Article XIII: Teacher Evaluation
- Article XV: Transfers

Copies to: Board Members

Posted: 3:00 p.m., Friday, April 12, 2013

Copies to be posted at RUSD District Office and Riverside Adult School

**Board Meeting Agenda
April 15, 2013**

Topic: Public Hearing – Intent to Implement Program Flexibility Provided in February 2009 Budget Act (Tier III Categorical Programs)

Presented by: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Responsible
Cabinet Member: Michael H. Fine, Deputy Superintendent, Business Services and Governmental Relations

Type of Item: Public Hearing

Short Description: The Board of Education will hold a public hearing on the District's intent to implement program flexibility provided in the 2009 Budget Act in order to take testimony on Tier III Categorical proposed transfers, proposed uses of funding and proposed program closings.

DESCRIPTION OF AGENDA ITEM:

Senate Bill x3 4, the “February 2009 State Budget” contains a local categorical program flexibility provision that enables school agencies to use previously restricted state categorical funds to partially mitigate against the loss of unrestricted state revenues due to the state’s fiscal crisis. A selected list of 42 categorical program funds may be transferred or “swept” from the categorical program to the District’s unrestricted general funds for any educational purpose. This list of selected programs is called “Tier III Programs” and includes only 22 programs for which Riverside Unified School District participates in and receives funding. This flexibility is provided for the 2008-09 fiscal year and five additional fiscal years.

Assembly Bill x4 2 (Chapter 2/2009), Section 15 references that a public hearing is required “as a condition of receipt of funds for Tier III categorical programs.” Specifically, Education Code Section 42605(c) (2) states:

“As a condition of receipt of funds, the governing board of the school district or board of the county office of education, as appropriate, at a regularly scheduled open public hearing shall take testimony from the public, discuss, approve or disapprove the proposed use of funding, and make explicit for each of the budget items in paragraph (2) of subdivision (a) the purpose for which the funds will be used.”

Further, Assembly Bill 189 requires that the public hearing be held prior to and independent of the meeting where the school district or county office of education adopts a budget. This bill also requires the governing board to identify the Tier III program or programs to be closed in the agenda of the public hearing.

Staff recommends that the full flexibility provision be enacted to provide partial solutions for the state-imposed budget shortfall for fiscal years 2010-11, 2011-12, 2012-13 and 2013-14. At the minimum, the full flexibility provision should be enacted to support a “local governance” purpose. Solutions include the closing of various Tier III programs to support general education purposes.

The Tier III Programs proposed closures for 2013-14 are as follows:

| Resource | | <u>Program Name</u> |
|------------|------------|--|
| <u>Old</u> | <u>New</u> | |
| 6091/92 | 0891 | CalSAFE Academic Support & Child Care |
| 7271 | 0820 | California Peer Assistance & Review |
| 1200 | 0801 | Class Size Reduction – 9 th Grade |
| 6263 | 0808 | Paraprofessional Teacher Training |
| 6285 | 0810 | Community Based English Tutoring |
| 6760 | 0813 | Arts and Music Block Grant |
| 7156 | 0854 | Instructional Materials Realignment |
| 7390 | 0831 | Pupil Retention Block Grant |
| 7393 | 0833 | Professional Development Block Grant |
| 7395 | 0835 | School & Library Improvement Block Grant |
| 7294 | 0824 | Staff Development: Math & Reading |
| 7296 | 0826 | Staff Development: Math & Reading-EL |
| 7394 | 0834 | Targeted Instructional Improvement |
| 7055 | 0853 | California High School Exit Exam |
| 0000 | 0892 | Oral Health Assessment |

The Tier III Programs and estimated annual appropriations for 2013-14 are as follows:

| Resource | | <u>Program Name</u> | <u>Estimated Amount</u> | <u>Purpose</u> |
|------------|------------|--|-------------------------|------------------------------|
| <u>Old</u> | <u>New</u> | | | |
| 6091/92 | 0891 | CalSAFE Academic Support & Child Care | \$275,919 | General educational purposes |
| 7271 | 0820 | California Peer Assistance & Review | 139,999 | General educational purposes |
| 1200 | 0801 | Class Size Reduction – 9 th Grade | 586,913 | General educational purposes |
| 6260 | 0806 | Alternative Certification Pgm for Teachers | 2,788,263 | General educational purposes |
| 6263 | 0808 | Paraprofessional Teacher Training | 63,654 | General educational purposes |
| 6285 | 0810 | Community Based English Tutoring | 232,555 | General educational purposes |
| 6405 | 0812 | School Safety and Violence Prevention | 565,333 | General educational purposes |

| | | | | |
|------|------|--------------------------------------|---------------------|------------------------------|
| 6760 | 0813 | Arts and Music Block Grant | 589,790 | General educational purposes |
| 7055 | 0853 | CA High School Exit Exam | 422,054 | General educational purposes |
| 7080 | 0814 | Supplemental School Counseling | 1,224,504 | General educational purposes |
| 7140 | 0816 | Gifted and Talented Education | 277,483 | General educational purposes |
| 7156 | 0854 | Instructional Materials Realignment | 2,399,069 | General educational purposes |
| 7286 | 0823 | International Baccalaureate | 20,820 | General educational purposes |
| 7390 | 0831 | Pupil Retention Block Grant | 269,019 | General educational purposes |
| 7392 | 0832 | Teacher Credentialing Block Grant | 547,921 | General educational purposes |
| 7393 | 0833 | Professional Development Block Grant | 985,718 | General educational purposes |
| 7395 | 0835 | School & Library Improvement Block | 2,324,850 | General educational purposes |
| 7294 | 0824 | Staff Development: Math & Reading | 166,345 | General educational purposes |
| 7296 | 0826 | Staff Development: Math & Reading-EL | 125,257 | General educational purposes |
| 7394 | 0834 | Targeted Instructional Improvement | 2,547,471 | General educational purposes |
| 7055 | 0853 | California High School Exit Exam | 2,391,304 | General educational purposes |
| 0000 | 0892 | Oral Health Assessment | 21,290 | General educational purposes |
| 0000 | 0000 | Supplemental Hourly Programs | 1,803,380 | General educational purposes |
| 6390 | 0852 | Adult Education Block Entitlement | 5,102,141 | General educational purposes |
| 6205 | 0851 | Deferred Maintenance | 1,543,898 | General educational purposes |
| | | | <u>\$25,012,908</u> | |

The governor has proposed a new funding model for K-12 programs called the Local Control Funding Formula (LCFF) that will replace the flexibility provisions outlined above from the 2009 Budget Act. However, the LCFF is only a proposal at this point in time and has not been enacted into law. If the LCFF is enacted as proposed, then the information contained herein will be outdated and the need for this public hearing will be replaced by other local accountability provisions.

FISCAL IMPACT: Mitigation of up to \$25,012,908 in general purpose reductions and associated reduction or elimination of selected Tier III Categorical Programs. Board of Education actions to-date includes general educational purpose uses totaling \$12,203,122; however, this information is not intended to convey a limitation on this dollar amount.

RECOMMENDATION: It is recommended that the Board of Education hold a public hearing to take testimony on Tier III Categorical Program proposed transfers, proposed uses of funding and proposed program closings.

ADDITIONAL MATERIAL: Notice of Public Hearing for Tier III Proposed Program Closings and Notice of Public Hearing for Tier III Proposed Uses.

**Riverside Unified School District
Board Meeting Agenda
April 15, 2013**

Posted: April 15, 2013

PUBLIC NOTICE

A Public Hearing will be held on Monday, April 15, 2013 at 5:30 p.m. in the Board Room located at the Riverside Adult School – 6735 Magnolia Avenue, Riverside, CA for the purpose of hearing testimony on Tier III Categorical Program proposed closings and proposed uses under the flexibility provisions of the February 2009 Budget Act (Senate Bill x3 4, Assembly Bill x4 2 and Assembly Bill 189).

**Board Meeting Agenda
April 15, 2013**

Topic: Fremont Elementary and Andrew Jackson Elementary Schools 2013-14 Restructuring/Alternative Governance Plans

Presented by: Patti Popovich, Principal, Fremont Elementary School
Loretta Houston, Principal, Andrew Jackson Elementary School
Janie Rhoades, Director, Program Quality/Academic English Learners

Responsible
Cabinet Member: Judi Paredes, Assistant Superintendent, Instructional Services

Type of Item: Action

Short Description: The Restructuring/Alternative Governance Plans for Fremont and Andrew Jackson Elementary Schools have been developed for implementation in the 2013-14 school year.

DESCRIPTION OF AGENDA ITEM:

Fremont and Andrew Jackson Elementary Schools have worked with their respective leadership teams, their staffs and their parents to complete the Academic Program Survey, analyze data and trends from various sources, examine current practices, and write restructuring/alternative governance plans with specific action steps to increase academic achievement for all subgroups. The restructuring plans for Fremont and Andrew Jackson Elementary Schools have been developed for implementation in the 2013-14 school year.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the Board of Education approve the restructuring plans.

ADDITIONAL MATERIAL: Fremont Elementary and Andrew Jackson Elementary Schools Restructuring Plans and Power Point presentations.

Attached: Yes

Restructuring Plan – Fremont Elementary School

Developed: 2012 – 2013 for full implementation 2013-2014 as needed

School Name: Fremont Elementary School
Street: 1925 N. Orange Street
City, State, Zip: Riverside, CA 92501
Phone Number: 951-788-7466
Principal: Patti Popovich

Section I. Data Review:

Fremont Elementary School serves approximately 550 students and has consistently worked to meet AYP targets.

Student Enrollment by Grade Level

Based on October 2012 CBEDS

| Grade Level | Number of Students |
|-------------------------|---------------------------|
| Kindergarten | 88 |
| Grade 1 | 89 |
| Grade 2 | 85 |
| Grade 3 | 71 |
| Grade 4 | 67 |
| Grade 5 | 85 |
| Grade 6 | 67 |
| Total Enrollment | 552 |

Student Enrollment by Group:

This table displays the percent of students enrolled at the school who are identified as being in a particular group, based on October 2012 CBEDS.

| Group | Percent of Total Enrollment |
|---|------------------------------------|
| African American | 8.3% |
| American Indian or Alaska Native | 0.2% |
| Asian | 1.3% |
| Filipino | 0.2% |
| Hispanic or Latino | 77.4% |
| Pacific Islander | 0.5% |
| White (not Hispanic) | 8.3% |
| Multiple/ No Response | 2.4% |
| Socio-economically Disadvantaged | 88.2% |
| Academic English Learners | 36.2% |
| Students with Disabilities | 10.7% |

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

Adequate Yearly Progress (AYP) and Criteria:

California's 2012 NCLB AYP proficiency target for English language arts (ELA) was 78.4%. The mathematics target was 79%.

Fremont Elementary School did not meet the 2012 AYP targets for English language arts nor mathematics in the demographic subgroup areas of "all students", Hispanic, Socio-Economically Disadvantaged students (SED), and Academic English learners (AEL).

Annual measurable achievement objectives (AMAOs) are targets that Academic English learners (AELs) must meet. AMAO "1" measures the percentage of AELs making progress in learning English as determined by the California English Language Development Test (CELDT). AMAO "2" measures the percentage of AELs attaining English proficiency on the CELDT. AMAO "3" requires schools to meet AYP requirements in English language arts. AMAO "4" requires schools to meet AYP requirements in mathematics. These are the 2012 AMAO targets:

- AMAO 1 56%
- AMAO 2 20.1% (English language instruction fewer than 5 years)
 - 45.1% (English language instruction 5 years or more)
- AMAO 3 78.4%
- AMAO 3 79%

Fremont AELs met AMAO "1". AMAO "2" was met for students who have been in RUSD schools for 5 or more years. AMAO "2" was not met for students who have been in RUSD programs for fewer than 5 years. Fremont AELs did not meet targets for AMAO "3" or AMAO "4".

Academic Performance Index (API) and Criteria:

The Academic Performance Index (API) is an annual measure of the academic performance and progress of students. A school with a score under 800 is expected to increase its API by a minimum of 5 points each year as set by the state.

Fremont's 2011 API was 774. The target for 2012 was 779. Fremont's 2012 API was 771, 3 points below the target.

CST Results for All Students – Four-Year Comparison:

This table displays the percent of students achieving at the Proficient or Advanced level (meeting or exceeding the state standards).

All Students

| Subject | School | | | | District | | | | State | | | |
|-----------------------|--------|------|------|------|----------|------|------|------|-------|------|------|------|
| | 2009 | 2010 | 2011 | 2012 | 2009 | 2010 | 2011 | 2012 | 2009 | 2010 | 2011 | 2012 |
| English-Language Arts | 36 | 44.5 | 48 | 47 | 52.6 | 55.7 | 57.1 | 60.4 | 52 | 54 | 56.3 | 58.1 |
| Mathematics | 43.8 | 49.9 | 56.9 | 55.2 | 53.8 | 57.1 | 59.6 | 61.5 | 54.2 | 56.4 | 58.5 | 59.5 |

Academic English Learners

| Subject | School | | | | District | | | | State | | | |
|-----------------------|--------|------|------|------|----------|------|------|------|-------|------|------|------|
| | 2009 | 2010 | 2011 | 2012 | 2009 | 2010 | 2011 | 2012 | 2009 | 2010 | 2011 | 2012 |
| English-Language Arts | 30.2 | 34.6 | 37.5 | 39.8 | 32.2 | 35.2 | 38.6 | 42 | 33.3 | 35.7 | 38.7 | 40.6 |
| Mathematics | 39.9 | 43.8 | 53.9 | 51.7 | 41.3 | 44.4 | 48.8 | 49.7 | 42.8 | 45.6 | 48.8 | 37.2 |

Section II. Historical Information, Actions Year 1 thru Year 4:

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

Mission Statement:

“We at Fremont Elementary School believe that all students can and will learn. We work collaboratively with parents and each other to accomplish our goals. We treat all students with dignity and respect while maintaining a safe and orderly environment in which students are our priority. We teach the California State adopted content standards. We monitor students’ progress towards meeting the standards through the use of multiple measures. We identify specific areas of need by regularly analyzing the results of District benchmark data and adjusting our instruction to ensure that students have the skills that are essential for them to achieve proficiency. We communicate these findings with parents and provide students with the appropriate, targeted interventions. Further, in order to achieve the highest standards possible, we prepare students to evaluate what they are learning while questioning, justifying, and defending their responses. The ultimate goal is that they become critical thinkers, lifelong learners, and productive citizens.”

Vision Statement:

- We envision Fremont as a professional learning community whose clear, unified purpose is the academic success of each and every student. We will recognize that the success and well-being of our students is the responsibility of all, and we will all be active participants in the education of Fremont students.
- All students, parents, teachers, and support staff will be able to explicitly articulate our purpose, and we will consistently support decisions that are made in that regard. Ongoing parent-teacher communication will be student-centered. All interaction will be focused on our goals and will be constructive and positive.
- Teachers will regularly engage in professional growth and staff development opportunities, and the most effective research based methods will be implemented.
- We will instill in our students an appreciation of the arts, and we will provide them with hands-on experiences and opportunities.
- We will recognize and embrace the diversity of our students, and we will be respectful of the many cultures that are represented at Fremont Elementary School.
- We will prepare our students to become productive citizens, and we will be persistent in our quest to provide them with skills that will allow them to achieve success.
- We will hold ourselves to a high standard of professional integrity in all we do. We will hold our students to a high standard of personal excellence, and we will equip them to become responsible citizens.

Common Commitments:

All staff members at Fremont, both certificated and classified, take responsibility for the safety and well-being of our students. Students are treated with courtesy and respect, and decisions are made based on what is best for children. Students are expected to come to school on time every day, and they are to be prepared to learn. Parents are strongly encouraged to become actively involved both in their child's classroom and at the site level.

Bell-to-bell instruction is a priority at Fremont. All teachers and students are inside classrooms and are ready to learn by 8:10 a.m. each day, and they return to classrooms promptly at the end of lunch and recess.

Instructional time is used fully and effectively. It does not end early to accommodate the start of lunch or recess. Grade level teams are required to adhere to their daily master schedules, and assemblies and other activities are arranged so that language arts and math instruction blocks are uninterrupted.

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

There is a common, school-wide English Language Development (ELD) block. Teachers team so that students can be grouped by levels, and ELD instruction occurs every day. During this same block of time, English-only students receive instruction in English language development.

Fremont teachers agree that first best instruction is the best intervention, and to ensure that it occurs, they follow the direct instruction model. Engagement strategies are implemented throughout the day, and instruction is differentiated according to students' needs and strengths. In addition, teachers use ELD strategies in all content areas. Teachers are committed to making instruction relevant and applicable for all learners, and they hold students accountable by frequently checking for understanding.

Non-negotiable ELA standards are identified at the beginning of the year, and they are taught during instructional cycles that last 5-6 weeks. At the end of each cycle, assessments are administered, data is analyzed, new non-negotiable standards are identified, and new assessments are created.

In the area of mathematics, each grade level plans topics and instructional cycles according to standards. Teachers choose common assessments and administer these at the end of each mathematical instructional cycle.

Teachers have weekly collaborative, standards based planning time. Grade level teams are able to spend a minimum of one hour planning, discussing common assessments, and determining how to best implement specific strategies and techniques that will support student learning.

In Years 1-4 of Program Improvement, Fremont has implemented systems, practices, and programs to increase student learning and achievement. These are ongoing and include the following:

- Program Improvement school transfer.
- Full implementation of State-adopted curriculum for ELA and mathematics.
- Identification of ELA's focus standards to drive planning and instruction.
- Collaborative grade level planning (weekly).
- Implementation of site-based short cycle assessments in the area of language arts.
- Use of data (site-based and District benchmarks) to identify areas of need.
- Orton-Gillingham methodology training for Kindergarten and first grade teachers.
- Kindergarten/first grade teachers participate in the RUSD K-1 Institute for Intensive Reading Intervention.
- Tutors trained by Instructional Services Specialist to work with K/1 students.
- Extended grade level planning time for implementation of ELD strategies across content area.
- ELD form and function taught using science and social studies standards.
- Part-time Title I AEL coach (provided by District).
- Tutors trained by ELA coach to work with AELs at every grade level K-6.
- ELA and ELD coaches.
- Title I Resource teachers.
- AmeriCorps tutors (University of California, Riverside).
- Training in Step-up-to-Writing.
- Kate Kinsella Academic Language Training for 6th grade teachers.
- Fall intervention for at-risk and under-performing students.
- Read 180 taught by Title I teacher.

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

- Intervention provided by Title I teachers (flexible grouping).
- HEARTS academic hour and enrichment.
- Supplemental educational services (tutoring).
- Accelerated Reader incentive program and incentives.
- Ticket to Read.
- First in Math.
- The use of personal electronic devices (Kindle Fire) for increased learning opportunities.
- Riverside County Office of Education consultants.
- RUSD Instructional partner.
- Daily monitoring of instruction and feedback provided by principal.
- Implementation of bi-weekly FAST Talks (teacher and principal).

In Year 3, Fremont Elementary School's Corrective Action Plan consisted of the following:

Implementation of New Curriculum:

Standards based lessons were taught using the State adopted core curriculum. Teachers organized the curriculum in a manner that makes standards instruction most effective and meaningful, even if this means that lessons were not sequential in the text. If necessary (after the adopted curriculum has been exhausted), other materials could be incorporated to further support instruction.

Students were tested on mastery of the standards at regular intervals (short cycle assessments). These common assessments were developed by grade level teams.

Time frames for the strategic intervention were added to, or incorporated within, the ELA and math blocks. Time frames for intensive intervention were added to, or incorporated within, the math blocks.

A math Instructional Services Specialist from the District will work with grades level teams in the area of math-planning.

Teachers used Success Tracker to assess student learning and mastery of math skills. In addition, this program was used as an intervention tool when students were given individual assignments based on their areas of need.

Accelerated Reader goals were set for every student in grades 2-6. Students were monitored for participation and to ensure that they were reading books at the correct level.

Two District level Instructional Services Specialists (ELA) worked with teachers in Kindergarten and first grade to strengthen phonemic awareness instruction. In addition, tutors were hired to work in kindergarten and first grade classrooms three days per week. While teachers provided instruction to their most intensive students, the tutors worked with other students. The tutors were trained by the Instructional Services Specialist(s) to use specific strategies when working with individuals or with small groups.

Monitoring Student Learning:

Every student is expected to demonstrate growth. Interventions were provided by classroom teachers during universal access time (ELA and math). In addition, Title I support staff provided additional instruction for a period of 1-2 weeks. They worked with small groups or individual students using either the push-in or pull-out method.

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

Teachers conferenced with LT-AELs and their parents in the spring to assess the effectiveness of the monitoring plan that was created in the fall.

LT-AELs met with the principal and AEL instructional coach to discuss their short term objectives and long term goals.

The principal continued to monitor instruction and student learning. Teachers were provided with a table of “look fors”. (These are teacher actions that should be evident regardless of where they are in the instructional cycle. The principal should be able to identify actions that are on the table.)

The principal continued to hold bi-weekly FAST Talks with teachers to identify students’ areas of academic need and to discuss the effects of short-term interventions. Appropriate interventions were chosen. When appropriate, students were included in these conferences.

As a result of new grade level assignments, attrition, transfers, and retirements, there have been dramatic changes in the make-up of the Fremont certificated staff from 2009 to the present. Of the 18 current regular education teachers, 17% have remained in the same grade level, 61% have been moved to a different grade level, and 22% are new.

From 2009 to 2012, twenty-two new teachers have joined the certificated regular education staff. Four of the teachers are new this year. Of the other eighteen, five teachers have remained at Fremont, four transferred to other sites, and nine lost their positions due to low seniority.

Section III. Effectiveness of Prior Actions:

Fremont Elementary School’s significant subgroups include:

- All Students
- Hispanic
- Socio-Economically Disadvantaged
- Academic English Learners

In **2009**, three of four subgroups missed the target in ELA: Overall, Hispanics, and SED. AELs made Safe Harbor. In math, students overall and Hispanic students did not meet targets. The SED and AEL subgroups made Safe Harbor. Fremont entered Year 2 of Program Improvement.

In **2010**, all subgroups made Safe Harbor in both ELA and math, and Fremont was frozen in Program Improvement Year 2.

In **2011**, Fremont made AYP through Safe Harbor in the area of mathematics. In ELA, all subgroups made Safe Harbor except SED. The Fremont SED subgroup missed Safe Harbor by one student. Fremont was in Program Improvement Year 3

In **2012**, no subgroup made Safe Harbor in either English language arts or mathematics. Fremont is in Program Improvement Year 4.

Section IV. Current Areas of Need:

Standards Based Instruction Using Expository Text:

An increased focus on using expository content to teach ELA standards was identified as a need by Fremont teachers. Teachers plan lessons that are standards based, and they determine the curriculum that

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

will be used. In addition, language arts standards are taught throughout the day, not just during the ELA instructional block.

The Use of Expository Text to Teach ELD Standards:

Students are taught the form and function using text, sentence frames, and other materials based on grade level science or social studies subject matter.

Strengthened Writing Program:

An RUSD Instructional Services Specialist is conducting ongoing training on Step-up-to-Writing. Teachers are incorporating the elements into their daily writing blocks. In addition, the team leaders developed SMART Goals for writing. After a pre-determined number of weeks, teachers administer writing prompts. Grade level teams then use rubrics to score the writing.

Professional Development:

To ensure that our primary students acquire the phonemic awareness skills necessary for them to become strong readers by the end of third grade, our Kindergarten and first grade teachers have been trained in the Orton-Gillingham multi-sensory method of teaching. An RUSD Instructional Services Specialist supports teachers by planning with them, conducting site visits, giving specific feedback, and conducting monthly trainings.

A Title I AEL coach trains teachers in using strategies that will specifically help AELs make progress in learning English. He plans with grade level teams, conducts classroom walk-throughs, and provides feedback. He has also trained the staff in the use of academic sentence frames to increase oral language opportunities for all learners. In addition, the coach works with the principal to effectively monitoring the implementation of the specific strategies.

An RUSD Instructional Services Specialist trained grade level teams how to fully implement the enVision mathematics program. There was an emphasis on window planning to align the standards with the curriculum and to determine when and how to compact lessons.

The team leaders participated in a two-year Leadership Academy through RCOE. They have learned how to effectively model and lead teachers through the collaboration process so that time is used efficiently and effectively.

Achievement Goals:

To meet the 2012-13 AYP goal in the area of language arts, 89.2% of all students must score proficient on the CST. AYP may be met through Safe Harbor if 53% of all students score proficient.

To meet the RUSD goal in the area of language arts, (to increase percent of students proficient by 15%), 54.05% of all students must score proficient on the CST.

To meet the RUSD goal for AELs in the area of language arts, (to increase percent of students proficient by 20%), 48% of AELs must score proficient on the CST.

To meet the 2012-13 AYP goal in the area of mathematics, 89.5% of all students must score proficient on the CST. AYP may be met through Safe Harbor if 60% of all students score proficient.

To meet the RUSD goal in the area of mathematics, (to increase percent of students proficient by 15%), 64% of all students must score proficient on the CST.

Restructuring Plan 2013 – 2014 ~ Fremont Elementary School

To meet the RUSD goal for AELs (increase percent of students' proficient by 20%) in the area of mathematics, 62.04% of AELs must score proficient on the CST.

As required during Year 4, Fremont has selected among the options for designing a plan to implement in Year 5, should the school fail to meet AYP or Safe Harbor in language arts or mathematics:

- _____ 1. Reopen school as a charter.
- _____ 2. Replace all or most staff including principal.
- _____ 3. Contract with outside entity to manage school.
- _____ 4. State takeover.
- X 5. Other restructuring (see below*).

*Other major restructuring of the school's governance is defined as an arrangement that makes fundamental reforms, such as significant changes in the school's staffing and governance, to improve student academic achievement in the school and that has substantial promise of enabling the school to make adequate yearly progress.

Section VI. Specifics of Year 5 Restructuring Plan for 2013-2014

Build a Culture of Universal Achievement:

As a staff, we will gather detailed information on the No Excuses University's Six Exceptional Systems. Our specific focus will be on the Culture of Universal Achievement. We will identify and put into place structures that will further strengthen our collaborative mindset not only during planning sessions, but throughout the school day. We will embody our conviction that.

We will implement AVID elementary in grades 4-6. We will begin with visits to successful AVID classrooms, voluntary attendance at the Summer Institute in July, 2013, and in-district coaching and site visitation cycles. At the end of the year, we will meet with the district to discuss the possibility of implementing AVID strategies in third grade.

Intensified Curricular Focus on Expository Text and Writing (K-6):

Teachers will narrow the focus of standards based lesson planning to ensure that expository text and expository writing are foundational elements throughout all content areas. Daily English language development lesson content will also be expository using social studies and science standards. A consultant will be hired to train teachers to effectively incorporate thinking maps into lessons to support students in organizing thoughts and concepts. Monitoring instruction and providing teachers with specific feedback will continue to be a priority. We will continue to hold bi-monthly FAST Talks with teachers in grades K-6 to ensure that we are identifying and addressing the needs of all learners.

Primary Literacy Focus:

Kindergarten and first grade teachers will participate in Year 2 of the K/1 Institute to refine instructional techniques and strategies, and to ensure that progress monitoring is being effectively used to increase student learning and achievement. Instructional time will be maximized by hiring and training tutors to push into classrooms during the times that teachers work with intensive students. A District Instructional Services Specialist will train second grade teachers to ensure that students continue to receive effective, appropriate phonemic awareness instruction.

Fremont Elementary

Restructuring Plan
2013-2014

Patti Popovich, Principal



*Positively Fremont
Where Children
Come First*



Positively Fremont Highlights

K/1 Institute



Standards-based Lessons
Data Analysis
Short Cycle Assessments

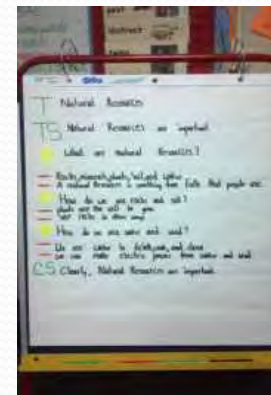


Kindle Fires



Title I AEL SUPPORT

HEARTS
Academic Hour & Enrichment



STEP
UP
TO
WRITING



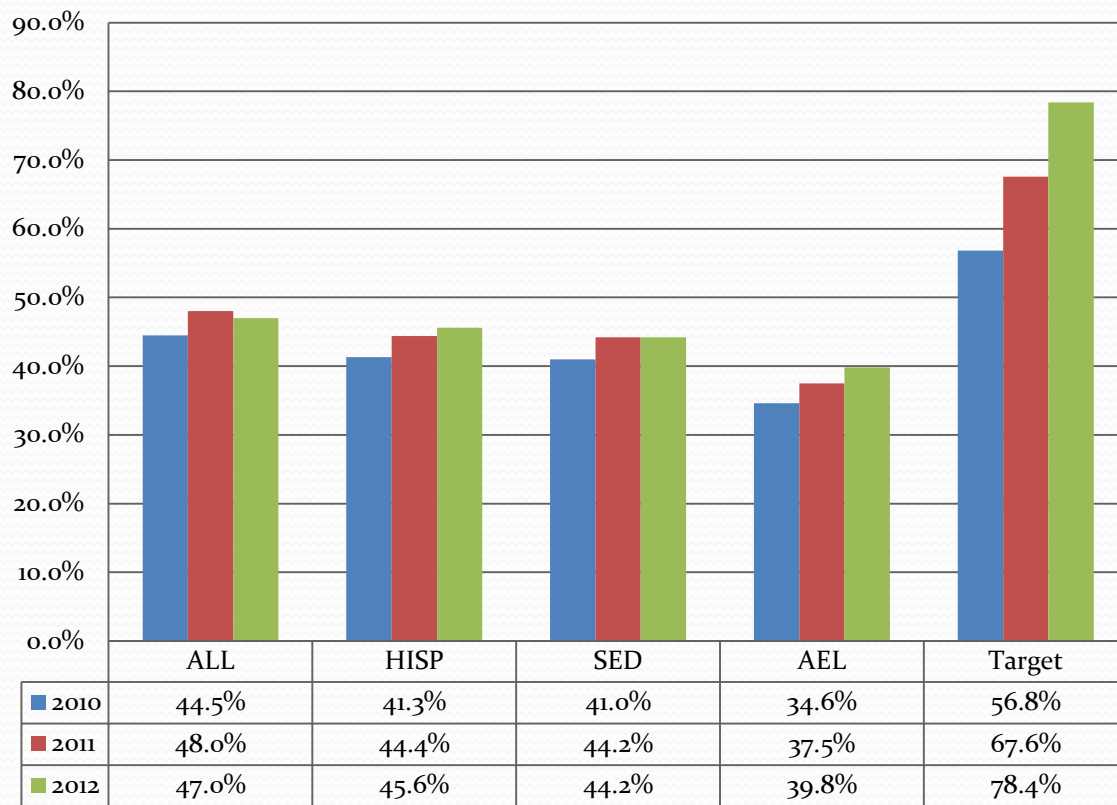
Interventions
Title I Teachers
190

API 2010-2012



| Ranking | 2009 | 2010 | 2011 |
|-----------------|------|------|------|
| State | 3 | 3 | 4 |
| Similar Schools | 4 | 7 | 6 |

English Language Arts AYP Numerically Significant Subgroups 2010-2012



Mathematics AYP Numerically Significant Subgroups 2010-2012





Changes

Fremont has endured numerous staff changes in the past four years.

Eighteen New to Fremont

Nine Lost Due to Low Seniority

Two Voluntary Transfers to Secondary

Two Voluntary Transfers

Five Remain

Four New to Fremont in the 2012-2013 school year.



Plan for 2013-2014

I. Build a Culture of Universal Achievement

Implement AVID Elementary (Grades 4-6)

Investigate No Excuses University

II. Intensified Curricular Focus on Informational Text and Writing (K-6)

III. Professional Development

Early Literacy

Fidelity to enVision Math

*Positively Fremont
Where Children
Come First*

RIVERSIDE UNIFIED SCHOOL DISTRICT
Jackson Elementary School
Ms. Loretta Houston, Principal
4585 Jackson Street
Riverside, CA 92503

2013-2014 Program Improvement – Year 5
Restructuring Plan

Section I: Background Information:

Jackson Elementary School is located in southwest Riverside, surrounded by low income established houses and apartment housing. The following data provides an overview of the school and its progress towards meeting NCLB AYP and California's API goals.

Demographics

| Group | 2010-11 | 2011-12 | 2012-13 |
|---------------------------|---------|---------|---------|
| School Population | 821 | 822 | 856 |
| Free and/or Reduced Lunch | 76% | 84% | 83% |

| Group | Percent of Total Enrollment | Group | Percent of Total Enrollment |
|--------------------------------------|-----------------------------|----------------------------------|-----------------------------|
| Hispanic or Latino | 75.7% | Socio-Economically Disadvantaged | 88.5% |
| White (not Hispanic) | 12.2% | Academic English Learners | 44.47% |
| Black or African American | 6.1% | Students with Disabilities | 12.72% |
| Asian | 2.6% | | |
| Filipino | 0% | | |
| Native Hawaiian/ Pacific Islander | 0.2% | | |
| American Indian or Alaskan Native | 0.2% | | |
| Other | 1.9% | | |

This table displays the percent of students enrolled at Jackson who are identified as being in a particular group, based on October 2012 CBEDS.

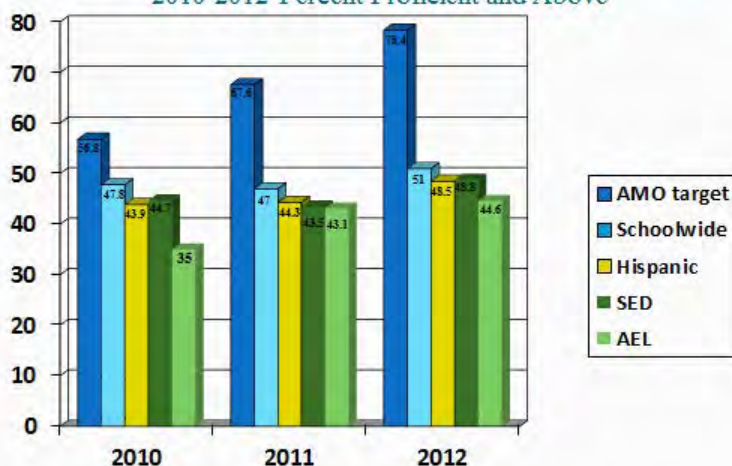
Summary of Achievement:

Jackson's numerically significant subgroups include:

- All students
- Hispanic
- Socio-Economically Disadvantaged (SED)
- Academic English Learners (AEL)

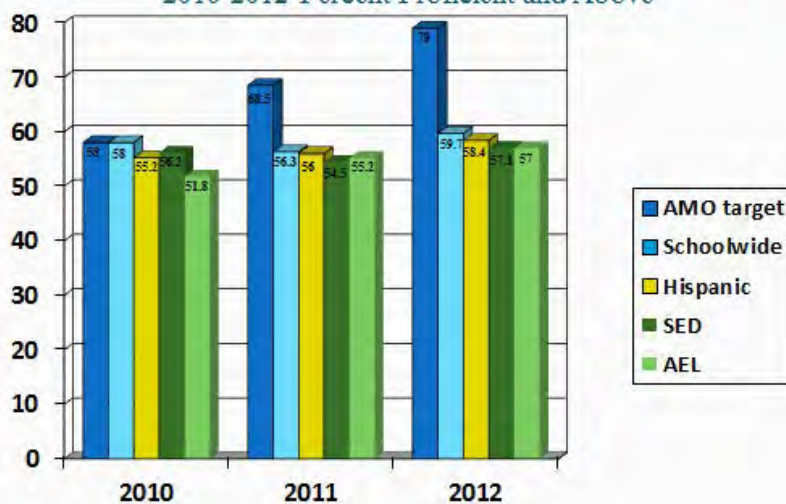
ELA AYP by Numerically Significant Subgroups

2010-2012 Percent Proficient and Above



Math AYP by Numerically Significant Subgroups

2010-2012 Percent Proficient and Above

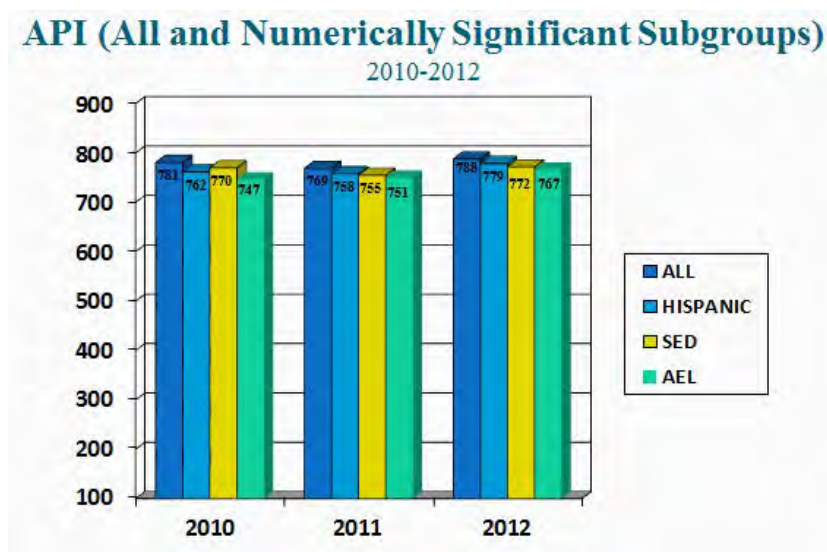


In 2012, Jackson's overall group score did not make the NCLB (AYP) in language arts of 67.6 % proficient. Jackson had an all students score of 51.0 % proficient or above. Numerically significant subgroups scores were as follows: Hispanic 48.5% proficient and above, Socio-Economically Disadvantaged (SED) 46.8% proficient and above, and Academic English Learner (AEL) 44.6 % proficient and above. Because Jackson did not make the AYP target for all numerically significant subgroups or did not make Safe Harbor for those all the numerically significant sub-groups, Jackson moved on to Program Improvement Year 4.

The 2012 NCLB (AYP) target for mathematics for all subgroups was 68.5% proficient or above. In 2012 Jackson's overall group score did not make the mathematics AYP target. Jackson had an overall group score 59.7% proficient or above. However, the overall group score and the score for the numerically significant subgroups were met by Safe Harbor. The numerically significant subgroup scores are as follows: Hispanic 48.5% proficient or above, Socio-Economically Disadvantaged 46.8 % proficient or above, and Academic English Learner 44.6 % proficient and above.

In 2012-13, Jackson's teaching staff made an instructional commitment to ensure that instruction reflects the State standards aligned to the State and Board adopted materials. Using the Houghton-Mifflin language arts and the enVision mathematics programs, State frameworks and the CST released test questions, all teachers plan and deliver standards based instruction. Lesson plans include standards and learning objectives. They also delineate engaging strategies, graphic organizers, scaffolding strategies, and sentence frames to support all students. These practices also support AEL students. Teachers create their standards based plans after they analyze data, which helps them to determine the learning needs of each student.

Academic Performance Index (API) and Criteria



The Academic Performance Index (API) is an annual measure of the academic performance and progress of schools in California. API scores range from 200 to 1,000 with a state-wide target of 800. Each school with a score under 800 is expected to increase their API by a minimum of 5 points each year as set by the State.

Jackson's API of 788 on the 2012 CST is a 19 point increase from 2011 however; the score dropped 12 points from 2010 to 2011. API growth has been stagnant with a total of only 7 points over three years with scores of 781, 769 and 788.

Section II. Historical Information, Actions Year 1 thru Year 3

Mission:

"Our mission as school community is to challenge all students to meet or exceed California State grade level standards in all academic areas. As a professional learning community, the Jackson staff accepts the collective responsibility to ensure that students promoted from our school are equipped with knowledge and experiences to be successful in meeting future challenges and opportunities."

Vision:

We envision a learning community in which:

- *Teachers maximize learning.*
- *Students do their very best every single day.*
- *Parents are involved in all aspects of school.*
- *No excuses.*

In Years 1-3 of Program Improvement, Jackson worked on the actions listed below to increase student academic achievement. The actions below were implemented in 2010-11 and 2011-12.

- School of Choice transfer.
- Two Special Projects/Resource teachers.
- Collaborative grade level planning – Professional Learning Communities.
- Supplemental educational services (Tutoring).
- HEARTS after school program implemented for extending the school day – focus on direct instruction in language arts and math, as well as enrichment activities.
- Response to Intervention (RTI).
- Technical assistance from Instructional Services – partnership with Program Quality Director and Elementary Instructional Services Director.
- New Directions Consultants.

Year 3 Corrective Action Options:

As required during Year 3, Jackson Elementary School selected to restructure the internal organization of the school for their corrective action.

In Program Improvement Year 3, Jackson's Corrective Action Plan consisted of the following actions:

Corrective Action:

Jackson's current need is for increased school-wide student achievement in English language arts and mathematics. School-wide "all students" achievement must increase to meet the 2011-12 AYP target. In addition, the achievement of our Academic English Learners in the area of English language arts must increase to meet the 2011-12 AYP target.

Jackson teachers and staff work to meet this goal by providing a Response to Intervention (RTI) program with standards based Tier 1 instruction using the adopted Houghton Mifflin language arts and enVision mathematics materials. Tier 2 instruction with research-based supplemental intervention programs such as Orton-Gillingham (OG), and Tier 3 instruction using the adopted READ 180/System 44 intervention materials.

Section III. Effectiveness of Prior Actions

Although Jackson has demonstrated growth, we have not met the NCLB AYP targets in either language arts or mathematics. In mathematics we have met Safe Harbor within *Overall* group and with all of the numerically significant groups including Hispanic, SED and AEL. In English language arts, we met Safe Harbor with the category Overall, and one numerically significant subgroup, Hispanic.

Early release and strategic collaborative planning days have led to increased data analysis of benchmark assessments by subgroup, which has increased the effectiveness of grade level standards based planning among teachers regarding instructional strategies and student needs.

Section IV. Current Areas of Need

1. Understanding the organization and the depth of State standards for standards based instruction planning purposes was an identified need in 2012-13. Jackson's staff is committed to continuing work in refining standards based planning in all academic areas including ELD, with a focus on Academic English Learners, along with the specific elements of this Corrective Action Plan, as well as implementing short cycle assessments.
2. Implementation of Systematic ELD instruction - Jackson will work with Mr. Bernie Torres, AEL Administrator Coach, to implement a consistent and systematic ELD program and daily embedded academic vocabulary instruction with a focus on increasing student achievement on AMAO 1 and 2 (a and b), and 3 CST achievement.
3. Implementation of coaching support for all teachers and grade levels. Two site coaches have been identified for Jackson. In 2013-14, the coaches will continue to be assigned to work with teams and with individual teachers on standards based planning, instruction and data analysis.
4. Increase student achievement in language arts in all subgroups to meet the 2012-13 AYP target.
5. Increase student achievement in mathematics in all subgroups to meet the 2012-13 AYP target.

2013 Language Arts Goals

| GROUP | 2012 | 2013(+ 15 & + 20) |
|----------------------|-------------|------------------------------|
| All Students | 51.0% | 58.7% |
| Hispanic or Latino | 48.5% | 55.8% |
| White (non Hispanic) | 73.5% | 87.5% |
| SED | 46.8% | 53.8% |
| AEL | 44.6% | 53.5% |

2013 Mathematics Goals

| GROUP | 2012 | 2013 (+15 & +20) |
|--------------|-------------|-----------------------------|
| All Students | 59.7% | 68.7% |
| Hispanic | 58.4% | 67.2% |
| White | 66.2% | 76.1% |
| SED | 57.1% | 65.7% |
| AEL | 57.0% | 68.4% |

Section V. Restructuring Options

As required during Year 4, Jackson has selected "Other Major Restructuring" from among the options for designing a plan to implement in Year 5, should the school fail to meet AYP or Safe Harbor in language arts or mathematics.

Other major restructuring of the school's governance is defined as an arrangement that makes fundamental reforms, such as significant changes in the school's staffing and governance, to improve student academic achievement in the school and that has substantial promise of enabling the school to make adequate yearly progress.

Section VI. Specifics of Year 5 Restructuring Plan for 2013-2014

1. Culture of Universal Achievement

SMARTe Goals: Clear Instructional Focus (includes all students and all staff relate to instructional focus - instructional focus guides us in making decisions, aligning programs, people and allocating resources).

SMARTe Goals: 100% of students will make growth while 50% will move to the next band, and 50 % will move within the band (content/skill and as measured by CST).

- All resources (time – people - money) are tied to the goals.
- Standards based *rigorous* planning and instruction.
- Direct instruction of academic vocabulary using the Kate Kinsella model of vocabulary instruction.
- Integration of *purposeful* learner engagement strategies.
- Orton-Gillingham for students in Kindergarten.

2. Teacher Collaboration

- ***Regular effective*** teacher collaboration with coaching support for ***student learning***.
- Standards based ***rigorous*** planning and instruction and IEP learning goals.
- Deconstruction of the standards prior differentiated instruction.
- Planning for *purposeful* learner engagement.
- Common language that is ***professional*** and ***respectful*** of all students, parents and staff.
- Appropriate use of the ***Response to Intervention (RTI)*** model for all students.

3. Focus on Standards Based Planning, Instruction, and Assessment

Standards based instruction and planning is the third system that will be implemented in 2012-13 and 2013-14. To ensure that ALL students have full access to the California State Standards and adopted materials we will:

- Work with Riverside County Office of Education (**RCOE**) and **RUSD** on standards based English Language Arts instruction, research based tools, strategies and assessments.
- RCOE Consultant
 - *Bi-monthly meetings with coaches, principal, assistant principal and consultant.
 - *Data analysis for standards based instruction and planning.
 - *Standards based, rigorous, *first best* instruction.
 - *Short Cycle Assessment Data with instructional adjustments.
 - *Classroom walk-throughs with RCOE consultant and site administration.
 - *Walk-through collaboration meeting with administration and coaches.
- All Kindergarten students receive OG instruction with support from RUSD Instructional Services Specialists.
- Kate Kinsella Academic Vocabulary Instruction.
- “Results” (Schmoker) conferences every six to eight weeks individually and/or team with the principal, assistant principal and coaches. Focus on all students using disaggregated (A, P, B, BB GATE, AEL, SWD) data sheet.
- K-6 DIBELS progress monitoring.
- Release teachers during the work day to plan with instructional coaches and receive training on:
 - *Standards based instruction, research based tools, strategies and assessment
 - *Math
 - *Language Arts
 - *ELD

JACKSON ELEMENTARY SCHOOL

Restructuring Plan 2013-2014

Loretta Houston, Principal

“One Goal, Many Strengths”



JACKSON ELEMENTARY HIGHLIGHTS

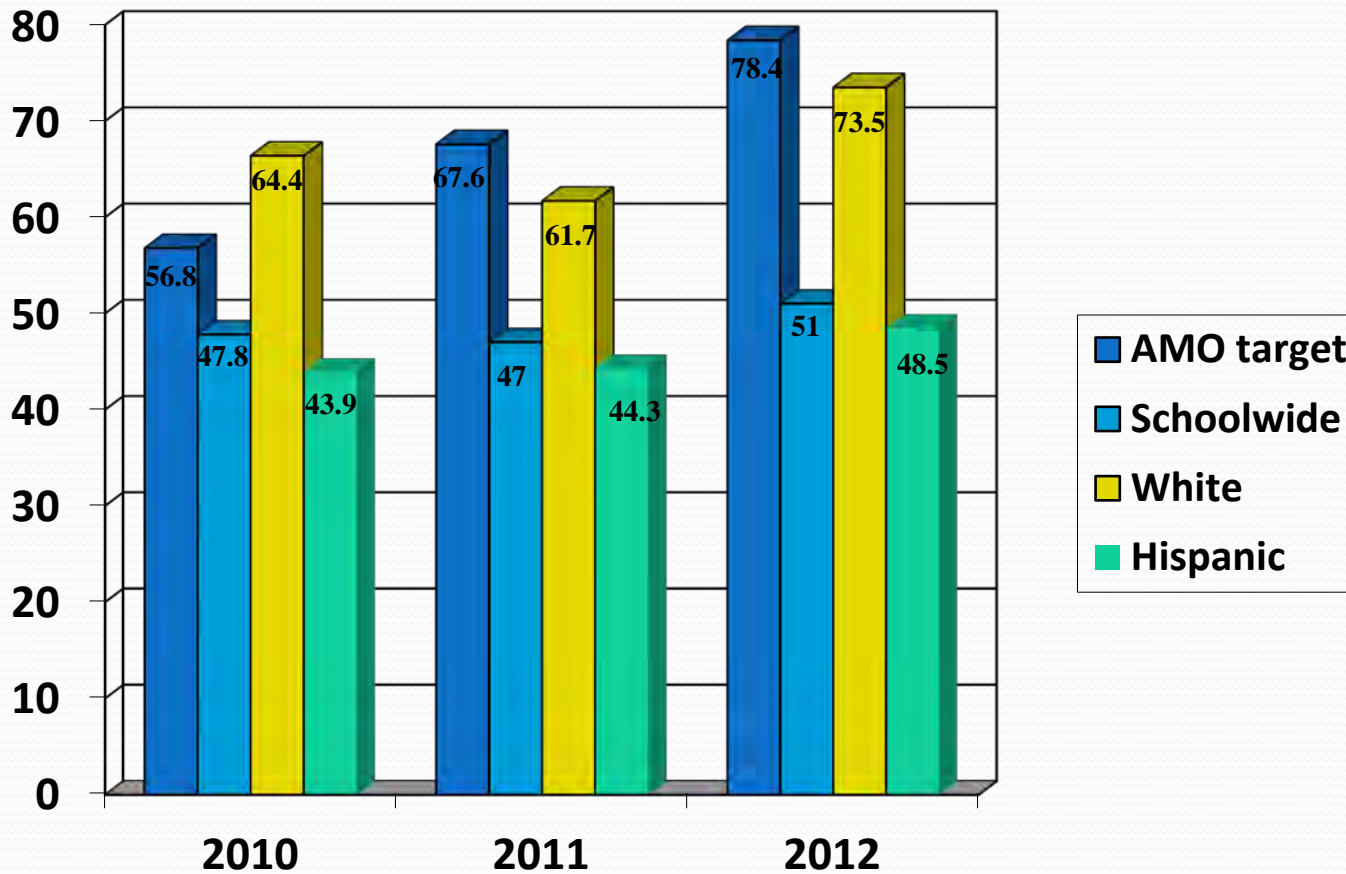
Standards-based Planning and Instruction
Short Cycle Assessments and Data Analysis
K-1 Institute
Title I AEL Coach
Title I Academic Coach
Full Implementation of DIBELS
Progress Monitoring

“One Goal, Many Strengths”



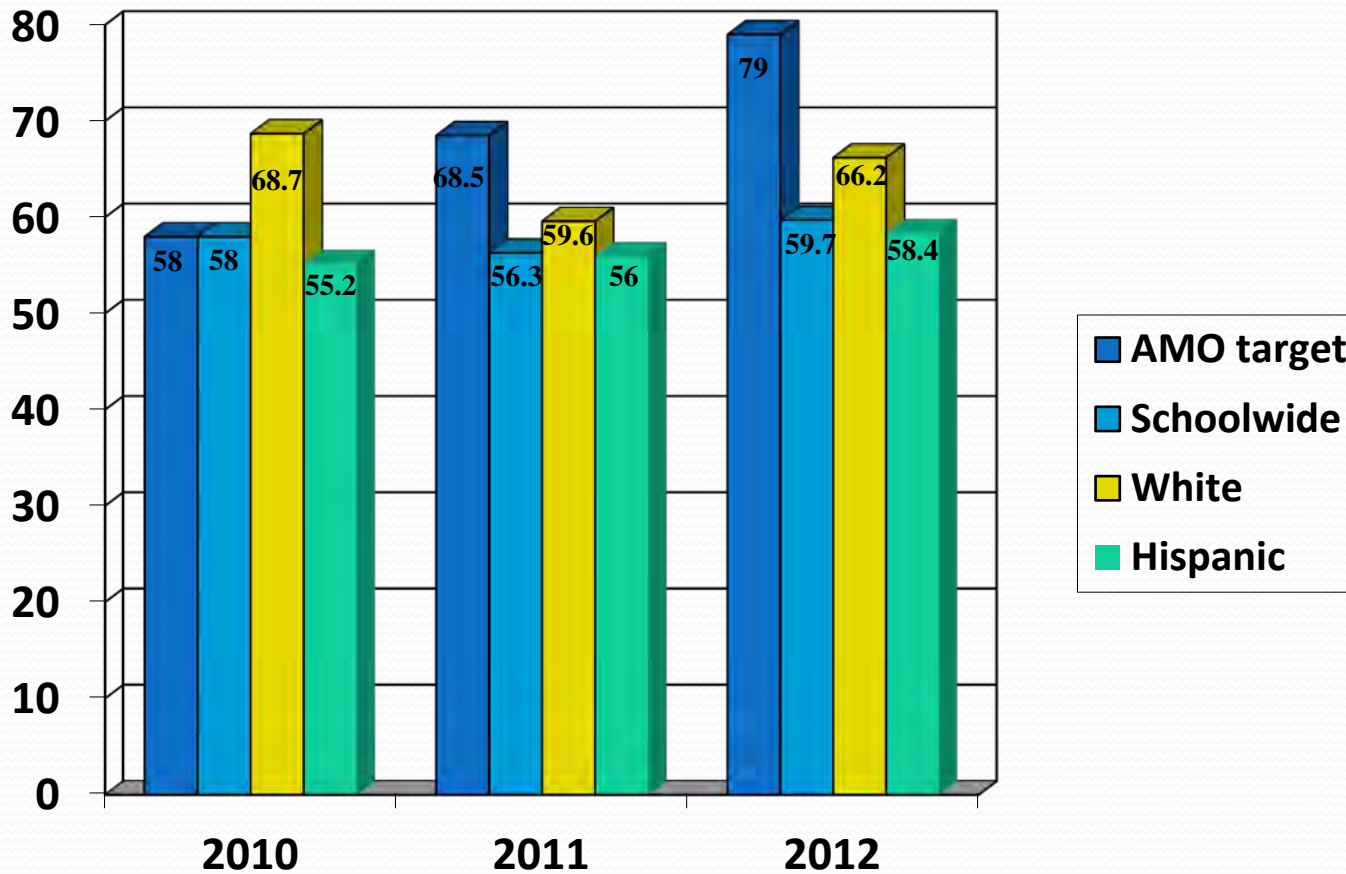
ELA AYP by Ethnicity

2010-2012 Percent Proficient and Above



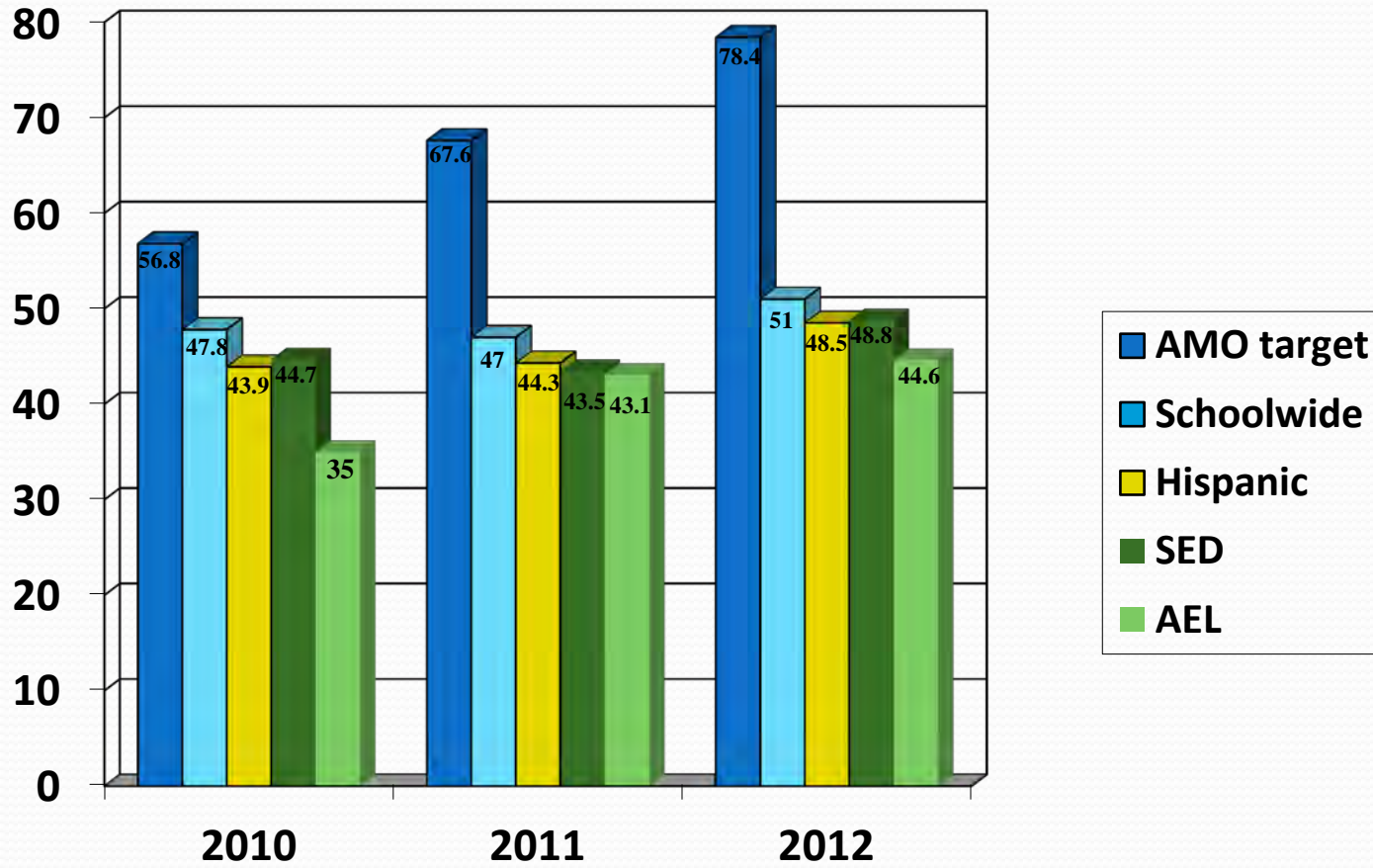
Math AYP by Ethnicity

2010-2012 Percent Proficient and Above



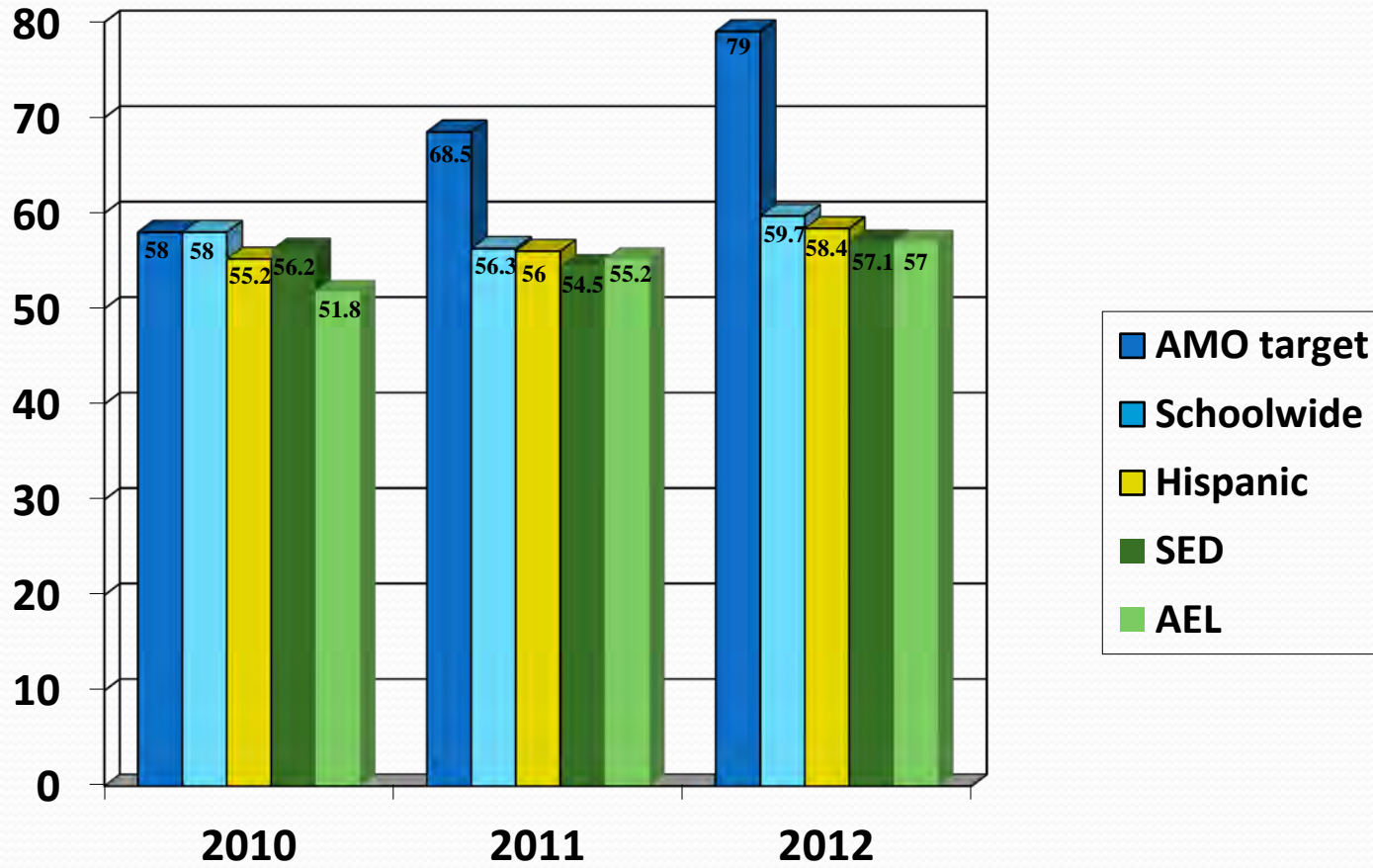
ELA AYP by Numerically Significant Subgroups

2010-2012 Percent Proficient and Above



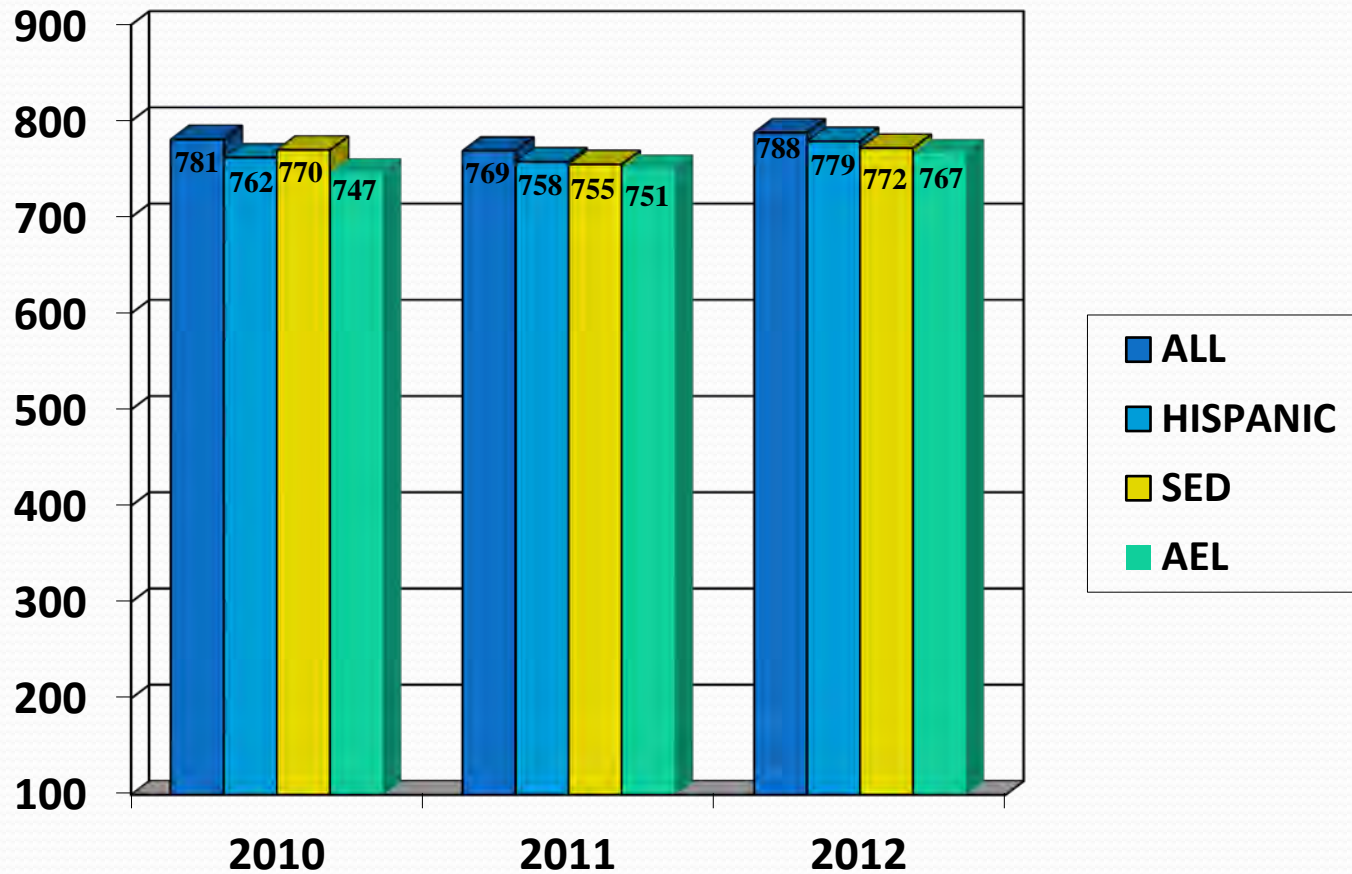
Math AYP by Numerically Significant Subgroups

2010-2012 Percent Proficient and Above



API (All and Numerically Significant Subgroups)

2010-2012



Jackson Restructuring Plan 2013-2014

You can't direct the wind, but, you can adjust your sails to see the new horizon that was always there.

1. A Culture of Academic Achievement

SMARTe Goals: Clear Instructional Focus (includes all students~ all staff relate to instructional focus~ instructional focus guides us in making decisions, aligning programs, people and allocating resources)

SMARTe Goal: 100% of students will make growth. 50% will move to the next band. 50 % will move within the band (content /skill and as measured by...)

- All resources (Time~ People~ Money) are tied to the goals
- Direct instruction of academic vocabulary using the Kate Kinsella model of vocabulary instruction
- Integration of *purposeful* learner engagement strategies
- AVID Strategies in grades fourth through sixth and special education

2. Teacher Collaboration

“Never mistake activity for achievement.” John Wooden

- *Effective* teacher collaboration for *student learning*
- Standards-based *rigorous* planning and instruction and IEP learning goals
- Deconstruction of the standards prior to planning for and teaching the standard
- Planning for *purposeful* learner engagement
- Common language that is *professional* and *respectful* of all students, parents and staff
- Collaborate for appropriate implementation of the *RTI* model

3. Focus on Standards Based Planning, Instruction, and Assessment

We now have the obligation to create a new reality for ourselves.

Work with RCOE and RUSD

- **RCOE Consultant**
 - *Bi-monthly meetings with coaches, principal, assistant principal and consultant
 - *Data Analysis for Standards Based Planning & Instruction
 - *Standards Based, Rigorous, *First Best* Instruction
 - *Short Cycle Assessment Data
 - *Classroom walkthroughs with RCOE and site administration
 - *Walkthrough collaboration meetings
- Academic planning for teacher teams with coaches during the regular work day
- Kindergarten students receive OG
- Kate Kinsella Vocabulary Instruction
- “Results” (Schmoker) Conferences every six/eight weeks: individual and or team, the principal, assistant principal and coaches. Focus on all students using disaggregated (A, P, B, BB GATE, AEL, SWD) data sheet
- K-6 DIBELS/Progress Monitoring

**Board Meeting Agenda
April 15, 2013**

Topic: Approval of Head Start Reapplication for 2013-2014

Presented by: Gloria Cowder, Director, Program Development and Extended Learning
Joseph Nieto, Coordinator, Early Childhood and Family Education

Responsible
Cabinet Member: Mike Fine, Deputy Superintendent, Business Services and Governmental
Relations

Type of Item: Action

Short Description: Riverside Unified School District is submitting a reapplication for year one of the three-year cycle for Head Start funding. The application for federal assistance amounts to \$994,877 funding with a \$248,719 district In-Kind match.

DESCRIPTION OF AGENDA ITEM:

The Head Start Reapplication for 2013- 2014 consists of the following documents:

Funding Application

1. 424 – Application for Federal Assistance
2. Approval Forms:
 - Board Approval
 - Policy Committee Approval
3. Certifications:
 - 424 B – Assurances
 - Certification of Head Start Administration Costs
 - Certification of Compensation Limits
4. Program Narrative:
 - Community Assessment Update
 - Geographic Service Area
 - Status of Agency's Approved Goals and Objectives
 - Program Improvement Plans for Year Three
 - Summary of Findings and Corrective Action Plan
 - Changes to Management and Delivery of Services

5. Status of Instructional Staff Qualifications
6. Training and Technical Assistance
7. Program Information:
 - Program Calendar
 - Identification of Head Start Sites

FISCAL IMPACT: \$994,877 Federal funds

RECOMMENDATION: It is recommended that the Board approve the 2013 Head Start Reapplication for 2013-2014.

ADDITIONAL MATERIAL: (1) Head Start Reapplication for 2013-2014; (2) PowerPoint Presentation

Attached: Yes

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

| | | | | |
|---|------------------------------|--|---|--|
| 1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED March 25, 2013 | Applicant Identifier 09CH9007-016 | |
| Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | | 3. DATE RECEIVED BY STATE | State Application Identifier | |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | Federal Identifier | |
| 5. APPLICANT INFORMATION | | | | |
| Legal Name: Riverside Unified School District | | Organizational Unit: Department: | | |
| Organizational DUNS: | | Division: | | |
| Address: Street: 3380 Fourteenth Street | | Name and telephone number of person to be contacted on matters involving this application (give area code) | | |
| City: Riverside | | Prefix: Mr. | First Name: Joseph | |
| County: Riverside | | Middle Name Manuel | | |
| State: California | | Last Name Nieto | | |
| Zip Code 92501 | Suffix: III | | | |
| Country: | | Email: jnieto@rusd.k12.ca.us | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□ | | Phone Number (give area code) 951-352-8290 | | Fax Number (give area code) 951-328-2538 |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/> | | 7. TYPE OF APPLICANT: (See back of form for Application Types) H - Independent School District Other (specify) | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): □□-□□□ | | 9. NAME OF FEDERAL AGENCY: | | |
| 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Riverside Unified School District and surrounding areas. | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Refunding application to serve Head Start eligible children and families. | | |
| 13. PROPOSED PROJECT Start Date: September 1, 2013 Ending Date: August 31, 2014 | | 14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project | | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | | |
| a. Federal | \$ 994,877.00 | a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON | | |
| b. Applicant | \$ 248,719.00 | DATE: | | |
| c. State | \$.00 | b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 | | |
| d. Local | \$.00 | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | |
| e. Other | \$.00 | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? | | |
| f. Program Income | \$.00 | <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No | | |
| g. TOTAL | \$ 1,243,596.00 | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | | |
| a. Authorized Representative | | | | |
| Prefix Mr. | First Name Michael | Middle Name | | |
| Last Name Fine | Suffix | | | |
| b. Title Deputy Superintendent, Business Services and Governmental Relations | | c. Telephone Number (give area code) 951-788-7135 x80423 | | |
| d. Signature of Authorized Representative | | e. Date Signed | | |

Previous Edition Usable
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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

Board Chairperson Signature

Date

BOARD APPROVAL

Agency: Riverside Unified School District

ITEMS APPROVED:

DATE APPROVED

2013-14 Head Start Grant Application

April 15, 2013

The signatures below certify that the item(s) listed above were properly approved by the agency's governing Board.

Board Chairperson

(Signature)

(Date)

Agency Coordinator/Director

(Signature)

(Date)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

SF 424B ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally*

assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*
- b) Establishing a drug-free awareness program to inform employees about:*
 - (1) The dangers of drug abuse in the workplace;*
 - (2) The grantee's policy of maintaining a drug-free workplace;*
 - (3) Any available drug counseling, rehabilitation, employee assistance programs; and*

- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare or medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;*
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;*
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and*
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.*

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.*
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.*

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

CERTIFICATION REGARDING LOBBYING

**FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.*
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.*

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Date

*Deputy Superintendent, Business
Services and Governmental Relations*

Title

Riverside Unified School District

Applicant Organization

Signature of Board President/Chair

CERTIFICATION OF HEAD START ADMINISTRATIVE COSTS

We, Riverside Unified School District, have reviewed
45CFR, Part 1301.32 and certify that the development and administrative costs to administer the (insert agency name), Head Start Program for the program year 09/01/2013 through 08/31/2014, will not exceed 15 percent of \$ 1,243,596 (total federal and non-federal costs for program accounts 22 through 26).

Documents substantiating administrative costs are available in our files for review by auditor and the U.S. Department of Health and Human Services personnel.

Signature, Certifying Official

(Date)

Board Chair

(Date)

SECTION 653 CERTIFICATION
Statutory Requirement
Regarding Limits on Compensation of Head Start Staff

We, Riverside Unified School District, have reviewed **ACYF-PI-HS-08-03** and certify that the funds awarded under the Riverside County Superintendent of Schools Head Start/Early Head Start grant for the year 09/01/2013 through 8/31/2014 will not be used to pay the compensation of an individual, either as a direct cost or any proration as an indirect cost, at a rate in excess of Executive Level II.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Signature, Certifying Official

(Signature)

(Date)

REFUNDING APPLICATION HEAD START/EARLY HEAD START

NEED FOR ASSISTANCE AND GEOGRAPHIC AREA

COMMUNITY ASSESSMENT:

The grantee provides updated Community Assessment data to supplement the community data each agency gathers in their local service area. During your program's review of this new information, reflect on any changes that may have occurred by answering the questions below. **Note: if changes are planned for program options and/or changes in delivery of services, there should be an explanation in this section to explain how the Community Assessment contributed to these changes.**

- 1) Were there any changes to the Community Assessment data since your last application? **No.**
- 2) If yes, briefly describe those changes and how it may impact your agency's delivery of Head Start services.

GEOGRAPHIC SERVICE AREA

- 1) Were there any changes to your geographic service area? **No.**
- 2) If yes, briefly describe those changes and how it may impact your agency's delivery of Head Start services.

PROGRAM APPROACH AND EXPECTED BENEFITS**Goals/Objectives**

- 1) Were there any changes to your goals since your last application? **Yes.**
- 2) If yes, briefly describe those changes and why the change was necessary.
Previous goals focused on School Readiness, aligned to the DRDP, in the areas of Language & Literacy (Phonological Awareness), Cognitive & General Knowledge (Reasoning & Problem Solving) and Social & Emotional Development (Self-Regulation-Impulse Control). Physical Development & Health goals in the area of (Fine Motor Skills) were added. Approaches to Learning goals were also added in the area of (Persistence & Attentiveness). A Language Development goal was added as well. The addition of these three School Readiness goals ensures that each domain of the Head Start Child Development and Early Learning Framework is being addressed.

Progress Achieved and Barriers Encountered in Meeting Agency's Goals and Objectives

Summarize the process that agency has achieved for your 2011-12, Year One, goals and discuss any barriers that may have been encountered for each goal. Be sure to comment on your School Readiness Goal and the progress you are making to prepare children for kindergarten. Describe the data that is used to inform and improve program practices and tailor children's instruction..

- 1) Goal: **School Readiness Goal – Language & Literacy – Phonological Awareness – DRDP-PS Measure 20. 54% of students will meet the Building and Integrating levels by the end of the school year.**
- 2) Progress: **Winter Assessment Data for the School Year 2012-2013 shows that 53% of students are at the Building and Integrating levels on the DRDP-PS Measure 20-Phonological Awareness. 34% of students are holding at the Developing level. By May 2013, a higher percentage of students will advance to the Building and Integrating levels. It is crucial for students to be able to show an awareness of the sounds that make up language, including segmentation of sounds in words and recognition of word rhyming as they enter Kindergarten next school year and are expected to meet the Common Core Standards.**
- 3) Barriers, if any: **Not being able to use T&TA funds to timecard district Staff Development Specialists to train the teachers.**

1) Goal: School Readiness Goal – Cognitive & General Knowledge – Reasoning & Problem Solving – DRDP-PS Measure 28. 37% of students will meet the Integrating level by the end of the school year.

2) Progress: Winter Assessment Data for the School Year 2012-2013 shows that 20% of students are at the Integrating levels on the DRDP-PS Measure 28- Problem Solving. 53% of students are holding at the Building level. By May 2013, a higher percentage of students will advance to the Integrating levels. It is crucial for students to be able to show an increasing ability to reason logically and use strategies to solve challenging problems as they enter Kindergarten next school year and are expected to meet the Common Core Standards.

3) Barriers, if any:

1) Goal: Parent Involvement Goal – Parents will receive training in the areas of Phonological Awareness and Mathematical Reasoning at site trainings, PAC meetings and Dad’s University. Set-4-School will offer parenting classes such as Triple P and Incredible Years to focus on Impulse Control. 100% of parents will respond “Yes” to the third question on the Desired Results for Children and Families Parent Survey, “Have you received information from the program about what can you do to help your child learn and develop?”

2) Progress: Each Parent Advisory Committee meeting includes thirty minutes of parent training. Mathematics has already been covered. Parents have also been taught to access the online resource HAIKU which gives them directions and materials for completing phonological awareness activities at home. Teachers and Community Assistants will also be trained by the Latino Family Literacy Project at the end of March 2013. Set-4-School has offered Triple P parenting classes and will be offering Incredible Years in the Spring.

3) Barriers, if any: A large amount of parents are not attending the trainings and PAC meetings on a regular basis.

- 1) Goal: School Readiness Goal – Social & Emotional Development - Self-Regulation-Impulse Control– DRDP-PS Measure 4. 40% of students will meet the Integrating level by the end of the school year.**
- 2) Progress: Winter Assessment Data for the School Year 2012-2013 shows that 16% of students are at the Integrating levels on the DRDP-PS Measure 4-Impulse Control. 62% of students are holding at the Building level. By May 2013, a higher percentage of students will advance to the Integrating levels. It is crucial for students to be able to develop strategies for regulating responses in increasingly socially appropriate ways as they enter Kindergarten next school year.**
- 3) Barriers, if any:**

PROGRAM IMPROVEMENT PLANS FOR 2013-2014

Include in this section plans the agency has for implementing the Head Start Parent Family and Community Engagement Framework.

- 1) What are the agency's key focus areas for program improvement in the coming year? Describe why this area(s) will be an emphasis for the coming year.**

The agency's plan for implementing the Head Start Parent, Family and Community Engagement Framework includes Family Engagement in Transitions. An emphasis will continue to be put on supporting the transition from Head Start to Kindergarten and elementary school. RUSD has the advantage of having all of its HS classrooms on elementary school campuses, often times right next door to the Kindergarten classroom. Preschool teachers and Kindergarten teachers often meet to collaborate as well. The agency's goal is to secure a sub to release each HS teacher so that she can visit Kindergarten classrooms in the Spring of each school year. Parents at the PAC meeting and site meetings will also receive a training entitled "Transition to Kindergarten" which will be presented by the director or community assistant. Parents will also receive a training on the upcoming Kindergarten Common Core Standards so that they will be aware of the expectations in store for their children in the upcoming school year.

Family Well-Being is being met through the agency's partnerships with the Riverside Community Health Foundation, Borrego Community Health Foundation and Riverside County Mental Health (Set-4-School Program). RCHF provides free dental screening and varnish for all of the agency's students. They also offer free parent nutrition trainings entitled "Follow the Leader."

BCHF funded an LVN position for our program. They are working with the agency to help families without medical insurance have the Arlanza and East Side clinics that they run as an option for the medical and dental home for the student. Set-4-School now offers free PCIT therapy and Triple P parenting classes in a mobile unit every Monday at our Highgrove site. This allows parents easy access to the mental health services that they need.

We are planning for improvement in our Family Connections to the Community through partnering with different community agencies and programs. RUSD Early Childhood just recently hosted a Resource Day where 25 different community agencies presented to the community assistants about the resources that they can offer to low income families in the Riverside area. This will allow the staff to connect families to formal social networks that enhance social well-being and community life. The day was such a success that another Resource Day will be planned. There are still other community agencies that would like to participate. One of the agencies that presented was Smooth Transition Inc. They will be working with our agency to start offering GED and ESL classes to our parents at no charge.

All of our Policy Committee Meetings will include parent training as well.

CHANGES TO MANAGEMENT AND DELIVERY SERVICES *(If a management change occurs, a new organization chart needs to be attached.)*

1) Are there any changes to the agency's management structure and/or delivery of services anticipated for the coming program year?

The agency will be converting Mountain View Elementary back to a state preschool site and Highgrove Elementary back to a Head Start site. There is need in both areas, but the number of families living below the federal poverty line is higher in the Highgrove area according to the Community Assessment and Census data.

2) If yes, briefly describe those changes and how it may impact your agency's delivery of Head Start services.

This move will not impact the agency's delivery of services. Children in the Mountain View area will still receive state preschool services.

Future Needs:

1) Is there a need for expansion in your agency? **Yes**

2) If so, explain what supports this need for expansion. **We are funded for 167 children, but house 176 children. Nine more slots would be easily integrated into our program.**

3) If extra HS or EHS slots became available, how many would you be able to serve at the start of the 2013-14 PY?

We also have an empty classroom to take another 16 slots for an afternoon class at Fremont Elementary School. The site is licensed and already houses a morning class.

1) STATUS OF INSTRUCTIONAL STAFF QUALIFICATIONS

Fill in the following chart to reflect:

- 1) Total number of existing instructional staff
- 2) Current highest degree or certification held by the individual
- 3) Number of staff working toward degree or credential

| Qualifications | Number of HS Teachers | Number of EHS Teachers | Number of HS Teacher Assistants | Number of EHS Teacher Assistants |
|---|-----------------------|------------------------|---------------------------------|----------------------------------|
| 1) Total Number of Agency Staff | 6 | | 9 | |
| 2) Highest Permit or degree held (total should equal the number of staff above) | | | | |
| No State certification or degree; on 180 day OHS waiver | | | 1 | |
| Child Development Assistant Permit | | | | |
| Child Development Associate Teacher Permit | | | | |
| Child Development Teacher Permit | | | | |
| Child Development Master Teacher Permit | | | | |
| Child Development Site Supervisor Permit | | | | |
| Child Development Program Director Permit | | | | |
| AA (ECE or related) | 3 | | 5 | |
| BA (ECE or related) | 3 | | 3 | |
| MA (ECE or related) | | | | |
| 3) Of your total staff, how many are enrolled in a program leading to a degree or credential? | | | | |
| Enrolled in program leading to AA | | | 1 | |
| Enrolled in program leading to BA/BS | 3 | | | |
| Enrolled in program leading to MA | 1 | | | |
| Enrolled in Child Development Credential program | | | | |

Training and Technical Assistance Narrative

Use the following chart format to identify **each T&TA priority** and summarize who will attend, explain the strategies to implement, define the expected outcomes, method for evaluation/monitoring, time lines, and estimated cost and how these efforts will be sustained.

Priorities should be broad; not specific activities or trainings. For example, child abuse training would not be listed as a "Priority" in this chart. Rather the broad priority is meeting OHS and CCL mandates. Having staff receive child abuse training is an expected outcome.

Expenses related to T&TA should also be explained in the Budget Narrative and may have a link to your self assessment findings. **Remember that substitutes and catering are not allowable costs for T&TA.**

1) Describe the process used to develop the T&TA plan and who was involved in the process.

The T&TA plan was developed by analyzing the agency's program self-assessment, corrective action plan, CLASS results and school readiness goals. The Coordinator, Family Services Supervisor, Teachers and Community Assistants used the information above to create the T&TA plan. Parents on the PC were also consulted.

2) Identify the sources that generated the need for the T&TA plan.

CLASS results, school readiness goals and DRDP data were sources that generated the need for this T&TA plan.

| | | |
|--|-------------------------|-------------------------|
| T&TA Priority #1: Improve the quality of teaching and learning | | |
| Timeline: August 2013- June 2014 | Participants: 15 | Cost: \$2,653.40 |
| Strategies: Training and planning of instruction that will meet the CLASS expectations under Instructional Strategies. | | |
| Expected Outcomes: The CLASS Observation results from the Fall and Winter indicated that the agency as a whole scored a 2.9 in the Instructional Support domain. The expected outcome is for the average score on RUSD CLASS results will be at least a 4 or higher in all three dimensions of Instructional Support. | | |
| Method for Monitoring/Evaluation: CLASS observations of Head Start classrooms will occur three times a year and the results will be analyzed in each of the three school trimesters. | | |
| Sustainability: Integration of the CLASS instructional focus into daily routines in the classroom and become a part of best practice. | | |

| | | |
|--|-------------------------|-------------------------|
| T&TA Priority #2: Ensure that students meet school readiness goals | | |
| Timeline: August 2013- June 2014 | Participants: 15 | Cost: \$2,653.40 |
| Strategies: Teachers will review School Readiness goals and plan accordingly with a focus on phonemic awareness, mathematical reasoning, impulse control, fine motor skills and recognition of own skills. All of these goals are measured on the DRDP-PS which is completed three times a year. Training on DRDP from an outside expert will be conducted. | | |
| Expected Outcomes: DRDP-PS results will show an increase of students who are scoring at the <i>Integrating</i> level in problem solving, phonological awareness, impulse control, fine motor skills and recognition of own skills. | | |
| Method for Monitoring/Evaluation: DRDP-PS results will be analyzed three times a year. | | |
| Sustainability: School readiness goals and data from assessments will drive the focus of our planning and classroom instruction. | | |

Summary of Self Review
Conducted: December 17-21, 2012
Based on FY 2013 Monitoring Protocols

All agencies are required to submit their self-assessment and CAPs with this summary information.

| 2013 MONITORING PROTOCOLS | COMPLIANCE | NON-COMPLIANCE |
|---------------------------------|------------|----------------|
| Program Governance | | X |
| Management Systems | X | |
| Fiscal Integrity | | X |
| ERSEA | X | |
| Child Health and Safety | X | |
| Family and Community Engagement | X | |
| Child Development and Education | | X |

Narrative Summary:

1) Describe your agencies self assessment process and who was involved:

The Riverside Unified District Early Childhood staff as well as staff from other district departments made up teams of three to four persons to complete the review. The participants included the Director of Program Quality , School Psychologist, Staff Development Specialist, District Nurse, Early Childhood Coordinator, Program Improvement Coordinator, Nutrition Specialist, five Preschool Community Assistants, Family Services Supervisor, Budget Technician, Instructional Services Specialist, two Head Start parents, Student Health Care Specialist and Safety Technician. Teams used the OHSMS FY Office of Head Start Monitoring Protocol (September 26, 2012).

2) What agency strengths were found during the self assessment process?

- RUSD has formed a strong mental health partnership, "Set-4-School" which is a collaborative between First 5 Riverside, Riverside County Department of Mental Health, Catholic Charities and the Wylie Center. Mental health services are no cost to families or the program.
- The agency has an effective transition process in place for children moving from RUSD preschool to RUSD kindergarten.

- The district Nutrition Specialist and Nutrition Services Department work closely with the Head Start staff to meet special dietary needs of enrolled children.
- There is a strong collaboration between the School Psychologists and Speech Pathologists and the Head Start program in terms disabilities services and IEPs.
- Information on Head Start programs is easily accessible on the RUSD website and on Facebook.
- Monthly home activity calendars are provided for parents, which include activities and ideas for parents to engage with their children at home. Calendars are provided in English and Spanish.
- Early Childhood has partnered with a RUSD Staff Development Specialist who has a background in language development and early literacy. A HAIKU staff development website was created that teachers can access. Parents can also access the site.
- The Early Childhood Coordinator started an evening series of parent workshops/trainings aimed at father figures and other men involved in the child's life entitled "Dad's University." The program received a \$1,000 grant from the Riverside Educational Enrichment Foundation (REEF) to purchase books and materials for this project.
- Technology in the classroom is strong in that every Head Start child has access to an iPod touch.
- Early Childhood hosted a Resource Day which was very successful.
- The Child Study Team monthly meetings in collaboration with Set-4-School, RUSD Special Education, Wiley Center and Catholic Charities tracks and meets the needs of students with mental health and disability needs.

3) What challenges did the self assessment reveal?

Program Governance in terms of the Riverside Unified School District School Board who oversees 42,388 students. It is difficult to meet all of the Head Start governing board requirements when the school board has so many other programs that it governs.

4) What findings, if any, were found during the agency's self assessment?

The agency found that there needs to be recent training on program governance for the school board members. It was also found that there has not been a complete physical inventory conducted in the past two years. A separate funding line also needs to be created for supplies for students with disabilities. The agency's school readiness goals do not include the domains of Physical and Developmental Health and Approaches to Learning.

5) What action steps does your agency plan to take to correct any findings from your self assessment?

Training will be provided to the school board members before the Fall of 2013. A complete physical inventory will be completed over the summer. A separate funding line for supplies for students with disabilities has already been created. School readiness goals in the domains of Physical and Developmental Health and Approaches to Learning will be discussed among the teachers and parents and added by May 2013.

6) How do these action steps apply to your T&TA plans? If they do not require T&TA dollars, why not?

Action steps regarding Education, CLASS and DRDP directly relate to our T&TA plans.

2) Briefly describe the steps your agency is taking to meet the timelines for staff qualifications described in the Head Start Act.

All of the Head Start teachers know of the degree requirements. Three teachers are currently enrolled in programs leading to a BA degree.

All of the Head Start teacher assistants know of the degree requirements. One teacher assistant is currently enrolled in a program leading to an AA degree.

3) What training needs, if any, does your staff need to meet the Head Start Act requirements? If T&TA funds are being used to meet this need, briefly explain how they are being used.

Information is made available for staff from local public and private institutions of higher education about their degree programs in early childhood education. No T&TA funds are being used to meet this need.

Riverside Unified 2012-2013 Head Start Self-Assessment

Used the OHSMS FY 2013 Office of Head Start Monitoring Protocol (September 26, 2012)

Child Development & Education: *Joe Nieto, Coordinator: Amparo Sosa, Community Assistant: Luz Romero, Family Services Supervisor: Judy Fuhrman, Literacy Staff Development Specialist.*

- * School Readiness Goals only reflect 3 essential domains. Needs to include Approaches to Learning and Physical Development/Health goals.
- * Ensure that there is one whole group instructional block focused on literacy activities from HAIKU, one whole group instructional block focused on math and one small group instructional block focused on math or literacy.
- * Need uniform lesson plan template outlining two whole group sessions and small group time. Also include activities that assistants and parents will be doing.
- * Revise ILP to reflect the 5 Essential Domains.
- * More staff development on how to use the resources on HAIKU.
- * Focus on the importance of Learning Objectives.
- * Improve scores on CLASS – Instructional Support – Concept Development, Language Modeling and Quality of Feedback.

Program Governance & Management Systems: *Joe Nieto, Coordinator: Gloria Cowder, Program Development Director: Marilyn Stadler, Budget Technician: Jodi Gonzalez, Program Quality Director.*

- * Revise professional development plans. Meet with each employee.
- * Invite more members of the community to become a part of PAC. RVCHF, Borrego, etc. State preschool parents currently count as community members.
- * Train school board members on HS regulations in the spring. Trainings occurred 2 years ago. Train during a board study session.
- * Include PIR report at PAC meeting once a year.
- * Increase parent input. Add parent input into agendas. If none, write “no parent input was volunteered at this time.”

- * Run monthly reports from Child Plus at end of each month before attendance is turned in. Go over it during Support Staff Meeting.

Program Governance & Management Systems: *Joe Nieto, Coordinator: Gloria Cowder, Program Development Director: Marilyn Stadler, Budget Technician: Jodi Gonzalez, Program Quality Director.*

- * Initial Health Examinations for each employee. Yes, but hard to check due to HIPPA laws.
- * Date of hire for each Head Start employee in personnel record. Need to check all HS employee records at HR department over summer.

Fiscal Integrity: *Joe Nieto, Coordinator: Gloria Cowder, Program Development Director: Marilyn Stadler, Budget Technician.*

- * Need to add a separate funding line for "Supplies for students with disabilities"
- * IN-KIND is projected low for this school year. Need to include guest speakers for parent meetings and mental health services in IN-KIND accounting.
- * Physical inventory check every two years.

Health, Nutrition, Mental Health, Disabilities: *Jae Nieto, Coordinator: Lupe Arellano, Student Health Care Specialist: John Davis, District RN: Ines Anderson, School Psychologist: Laura Arciniega, Community Assistant: Darius Nadsjeko, Nutritionist.*

- * All PEDS need to be entered into Child Plus.
- * Ensure that screening date on paper files is the same exact date in Child Plus.
- * What is meal procedure for a child who arrives late? Do they still eat breakfast although breakfast time may be over?
- * Run monthly reports from Child Plus at end of each month. Go over it during Support Staff Meeting.
- * Ensure that Daily Health Checks are being done properly. Lupe Arellano.

ERSEA: *Luz Romero, Family Services Supervisor: Patricia Lopez, Community Assistant: Jodi Gonzalez, Program Quality.*

- Identify the homeless shelters that serve the RUSD area and recruit any eligible children.
- Contact the Inland Regional Center and have a contact person for referrals to our program. Inland Regional is attending Resource Day on February 27.
- Improve tracking system (Child Plus) for wait list. Adjust community assistant responsibilities to have one person take "lead" for **data entry for Child Plus.**

Community Engagement: *Luz Romero, Family Services Supervisor: Twyla Williams, Community Assistant: Priscilla Thompson, Community Assistant*

* Planning a Resource Day for February 2013

* Relook at Partnership Agreement format

* A more defined procedure plan for follow up will be developed.

Pg 108 – 3.3 the term "Family literacy services" it is asking for services that are of sufficient intensity in terms of hours, and of sufficient duration to make sustainable changes in a family" Will it be possible to: utilize the Mobile Library **for literacy**, Community Action **for economic self-sufficiency** and some type of training during meetings for **how to be the primary teachers for their children and full partners in the education of their children. All Community Assistants and teachers will be trained on the Latino Family Literacy Project.**

*Plan transition activities to give to parents during enrollment, to get their children ready for Head Start.

* Training with CA's on how to document FPA's, resources given to families and Follow ups in Child Plus

Madison Site Visit: *Joe Nieto, Coordinator: Laura Arciniega, Community Assistant: Brian Caldwell, Safety Technician*

* Refrigerator needs to be defrosted

* Need to replace microwave

* Need more books in the classroom

* Work order – More sand in sandbox

- * Work order – Yellow barricades around drain on playground
- * Work order – Move storage bin back against fence
- * Fix orientation of evacuation map
- * Fire extinguisher is checked annually, but needs monthly as per RUSD policy
- * Some medical supplies are expired. Example: rubbing alcohol
- * Need exit signs posted above doors. Work orders put in.
- * Work order – Ceiling in bathroom and lock for adult bathroom.
- * Need a toy cleaning/sanitizing schedule

Fremont Site Visit: *Judy Fuhrman, Staff Development Specialist: Luz Romero, Family Services Supervisor*

- * Plugs in all electrical outlets
- * Breakfast. Some items in packages. Staff needs to unwrap beforehand.
- * Small traces of mold in sink and toilet area

Jackson Site Visit: *Darius Nadsjeko, Nutritionist: Priscilla Thompson, Community Assistant*

- * Revisit hand washing techniques with students
- * Promote Cognition and Concept Development

Mt. View Site Visit: *Twyla Williams, Community Assistant: Adrianna Ramirez, Parent*

- * Restroom area needs a deep cleaning

Longfellow Site Visit: *Amparo Sosa, Community Assistant: Janet Telles, Parent*

- * Review literacy activities on HAIKU
- * Focus on concept development and problem solving

Head Start Corrective Action Plan ~ 2012 - 2013

Riverside Unified School District Head Start Programs

Program Self-Review – December 17-21, 2012

| | | |
|---|---------------------------|--|
| I. | Program Governance | 3.1 Members of the governing body receive appropriate training and technical assistance to ensure that members understand information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency. 642(d)(3) |
| Findings: | | 3.1 The agency coordinator meets with the school board chairperson every other month to discuss program governance and updates. Riverside Unified School District Early Childhood Program has not provided training for the entire school board in two years. |
| Corrective Action | | 3.1 Training will be provided to the school board in the early summer months of 2013. |
| Completion Target & Persons Responsible | | 3.1 Fall 2013 (Coordinator) |
| II. | | |
| Management Systems | | No Findings |
| Findings: | | No Findings |
| Corrective Action | | No Findings |
| Completion Target & Persons Responsible | | No Findings |
| III. | | |
| Fiscal Integrity | | 6.2 The agency verifies the accuracy of records by conducting a physical inventory. |
| Findings: | | Disabilities Services and Mental Health Services Title 45 Part 1308.4(o)(1) Funds allocated specifically for disabilities services supplies. 6.2 The agency cannot document that the equipment was part of a physical inventory conducted at least once in the past 2 years. Disabilities Services and Mental Health Services Title 45 Part 1308.4(o)(1) There are no funds allocated specifically for disabilities services supplies. |
| Corrective Action | | 6.2 The coordinator will conduct a complete physical inventory over the summer months of 2013 and document the physical inventory. |
| Completion Target & Persons Responsible | | Disabilities services and Mental Health Services Title 45 Part 1308.4(o)(1) Work with the district's special education department and fiscal services to add a separate funding line for "supplies for children with disabilities." 6.2 Fall 2013 (Coordinator) |
| | | Disabilities Services and Mental Health Services Title 45 Part 1308.4(o)(1) Completed January 18, 2013 (Coordinator) |

| | | |
|---|--|--|
| IV. | | |
| ERSEA | No Findings | |
| Findings: | No Findings | |
| Corrective Action | No Findings | |
| Completion Target & Persons Responsible | No Findings | |
| V. | | |
| Child Health and Safety | No Findings | |
| Findings: | No Findings | |
| Corrective Action | No Findings | |
| Completion Target & Persons Responsible | No Findings | |
| VI. | | |
| Family and Community Engagement | No Findings | |
| Findings: | No Findings | |
| Corrective Action | No Findings | |
| Completion Target & Persons Responsible | No Findings | |
| VII. | | |
| Child Development and Education | 1.1 The program has aligned its school readiness goals with the Head Start Child Development and Early Learning Framework, State Early Learning guidelines, and the requirements and expectations of the schools the children will attend. 1307.3(b)(1)(i-iii). | |
| Findings: | 1.1 The program currently has well defined school readiness goals relating to Language and Literacy, Cognition and General Knowledge as well as Social and Emotional Development. These school readiness goals only address three of the five essential domains. School readiness goals do not address the domains of Approaches to Learning and Physical and Developmental Health. An English Language Development Goal also needs to be added. | |
| Corrective Action | 4.2 The coordinator and teaching staff with the input of the parents will add school readiness goals relating to Fine Motor Skills (Physical and Developmental Health), Persistence and Attentiveness (Approaches to Learning) and Expressive English Language Skills (English Language Development). | |
| Completion Target & Persons Responsible | 4.2 The coordinator will meet with the teachers on March 25, 2013 and the PC on April 19, 2013 to define the addition of these two goals and how they can be tracked using DRDP data.(Coordinator) | |

2013-2014 Calendar

Standard Double Session

146/39

LEGAL NAME OF AGENCY: Riverside Unified School District

August 2013

| SU | M | T | W | TH | F | SA |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | T | S | 24 |
| 25 | S | X | X | X | X | 31 |

Days of Operation: 4
Staff Only Days: 3

September 2013

| SU | M | T | W | TH | F | SA |
|----|---|---|---|----|---|----|
| 1 | ○ | X | X | X | X | 7 |
| 8 | T | X | X | X | X | 14 |
| 15 | S | X | X | X | X | 21 |
| 22 | S | X | X | X | X | 28 |
| 29 | S | | | | | |

Days of Operation: 16
Staff Only Days: 4

October 2013

| SU | M | T | W | TH | F | SA |
|----|---|---|---|----|---|----|
| | | X | X | X | X | 5 |
| 6 | S | X | X | X | X | 12 |
| 13 | S | X | X | X | X | 19 |
| 20 | T | X | X | X | X | 26 |
| 27 | S | X | X | X | | |

Days of Operation: 19
Staff Only Days: 4

November 2013

| SU | M | T | W | TH | F | SA |
|----|----|----|----|----|---|----|
| | | | | | X | 2 |
| 3 | S | X | X | X | X | 9 |
| 10 | ○ | X | X | C | C | 16 |
| 17 | T | X | X | X | X | 23 |
| 24 | TB | TB | TB | ○ | ○ | 30 |

Days of Operation: 11
Staff Only Days: 4

December 2013

| SU | M | T | W | TH | F | SA |
|----|----|----|---|----|----|----|
| 1 | S | X | X | X | X | 7 |
| 8 | T | X | X | X | X | 14 |
| 15 | S | X | X | X | X | 21 |
| 22 | WB | WB | ○ | WB | WB | 28 |
| 29 | WB | WB | | | | |

Days of Operation: 12
Staff Only Days: 3

January 2014

| SU | M | T | W | TH | F | SA |
|----|---|---|---|----|----|----|
| | | | ○ | WB | WB | 4 |
| 5 | S | X | X | X | X | 11 |
| 12 | T | X | X | X | X | 18 |
| 19 | ○ | X | X | X | X | 25 |
| 26 | S | X | X | X | X | |

Days of Operation: 16
Staff Only Days: 3

February 2014

| SU | M | T | W | TH | F | SA |
|----|---|---|---|----|---|----|
| | | | | | | 1 |
| 2 | S | X | X | X | X | 8 |
| 9 | T | X | X | X | ○ | 15 |
| 16 | ○ | X | X | X | X | 22 |
| 23 | S | X | X | X | X | |

Days of Operation: 15
Staff Only Days: 3

March 2014

| SU | M | T | W | TH | F | SA |
|----|----|---|---|----|---|----|
| | | | | | | 1 |
| 2 | T | X | X | X | X | 8 |
| 9 | S | X | X | X | X | 15 |
| 16 | S | X | X | X | X | 22 |
| 23 | S | X | X | X | X | 29 |
| 30 | SB | | | | | |

Days of Operation: 16
Staff Only Days: 4

April 2014

| SU | M | T | W | TH | F | SA |
|----|---|----|----|----|----|----|
| | | SB | SB | SB | SB | 5 |
| 6 | S | X | X | X | X | 12 |
| 13 | S | X | X | X | X | 19 |
| 20 | T | X | X | X | X | 26 |
| 27 | S | X | X | | | |

Days of Operation: 14
Staff Only Days: 4

May 2014

| SU | M | T | W | TH | F | SA |
|----|---|---|---|----|---|----|
| | | | | X | X | 3 |
| 4 | S | X | X | X | X | 10 |
| 11 | S | X | X | X | X | 17 |
| 18 | T | X | X | C | C | 24 |
| 25 | ○ | X | X | X | X | 31 |

Days of Operation: 16
Staff Only Days: 5

June 2014

| SU | M | T | W | TH | F | SA |
|----|----|----|----|----|----|----|
| 1 | S | X | X | X | X | 7 |
| 8 | S | X | X | X | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Days of Operation: 7
Staff Only Days: 2

July 2014

| SU | M | T | W | TH | F | SA |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | ○ | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Days of Operation: 0
Staff Only Days: 0

X Student days
○ Holiday
SB Spring Break
TB Thanksgiving Break

T Training
S Staff Days
WB Winter Break
C Conference Days

CD Total Child Days: 146
SD Total Staff Days: 39

(3/12/13)



**RIVERSIDE COUNTY
OFFICE OF EDUCATION**
KARENATHA YOUNG
ADMINISTRATIVE SERVICES

Identification of Agency Programs

| | | | |
|---|---|--|---------------------------------|
| Street Address: 7675 Magnolia Ave. | | City: Riverside | Zip: 92555 |
| Phone #: 951-352-8290 | Director's Email: jnieto@rusd.k12.ca.us | Funded Enrollment: 167 | |
| No. of Sites: 6 | First Day of Class: 08/27/13 (MM/DD/YY) | Last Day of Class: 06/12/14 (MM/DD/YY) | |
| Funded Enrollment: 167 | # of Agency Sites: 6 | # of Agency Classrooms: 6 | # of Agency Sessions: 11 |

| Center Name | Street Address City, State, Zip Phone, FAX | Days of Operation | Hours of Operation | Program Options* | | | | | | Total Slots |
|-----------------------|---|----------------------|-----------------------|------------------|----------|----|----|-----|----|----------------|
| | | | | Head Start | | | | EHS | | |
| | | | | FD | DS | PD | HB | CB | HB | |
| | | | | | | | | | | |
| Jefferson Elementary | 4285 Jefferson St. Riverside, CA 92504 PH: 951-352-8218 FX: 951-342-2780 | 146 | 3.5 | | 15 15 | | | | | 30 |
| Longfellow Elementary | 3610 Eucalyptus Ave. Riverside, CA 92507 PH: 951-788-7335 FX: 951-328-5080 | 146 | 3.5 | | 15 15 | | | | | 30 |
| Fremont Elementary | 1925 N. Orange Street Riverside CA 92501 PH: 951-788-7466 FX: 951-788-5380 | 146 | 3.5 | | | 15 | | | | 15 |

| Center Name | Street Address City, State, Zip Phone, FAX | Days of Operation | Hours of Operation | Program Options * | | | | | | Total Slots |
|----------------------|---|----------------------|-----------------------|-------------------|----------|----|-----|----|----|----------------|
| | | | | Head Start | | | EHS | | | |
| | | | | | | | | | | |
| | | | | FD | DS | PD | HB | CB | HB | |
| Madison Elementary | 3635 Madison Riverside CA 92504 PH: 951-352-8236 | 146 | 3.5 | | 16 16 | | | | | 32 |
| Jackson Elementary | 4585 Jackson Street Riverside CA 92503 PH: 951-352-8211 | 146 | 3.5 | | 15 15 | | | | | 30 |
| Highgrove Elementary | 690 Center Street Riverside CA 92507 PH: 951-788-7296 | 146 | 3.5 | | 15 15 | | | | | 30 |

* Performance Standards 1306.31-34 defines HS/EHS program options

**RIVERSIDE UNIFIED SCHOOL DISTRICT
EARLY CHILDHOOD / PROGRAM DEVELOPMENT
Policy Advisory Committee Meeting / Training
March 15, 2013**

PAC Members in Attendance: Aubrie Palmer (EOC SP); Sara Ventura (Highgrove SP); Juana Zuniga (Jackson HS); Jessica Sierra (Jefferson SP); Janet Telles (Jefferson HS); Lilia Gonzalez (Jefferson HS); Lila Thapa (Liberty SP); Norma Moyoroqui (Longfellow HS); Lizet Espadas (Longfellow HS); Gladys Ramirez (Longfellow SP); Rafael Marquez (Monroe SP); Michelle Gomez (Mt. View HS); Cecelia Cortez (Mt. View HS); Misty Reyna (Sunshine SP).

Guest Agencies / Sites in Attendance: Alicia Mares (EL Sol Neighborhood Education Center); Michelle Mitchell (Instructional Specialist, RUSD).

STAFF Members in Attendance: Joseph Nieto (Coordinator); Luz Romero (Family Services Supervisor); Patty Lopez, Amparo Sosa, Twyla Williams, Priscilla Thompson, Laura Arciniega (Community Assistants); Kathy Allen (Secretary).

Translation provided by Lupe Aguilera (Translator, RUSD Instructional Services Division)

Agenda items with asterisk (*) must be approved by PAC Committee.

#1. Welcome – Janet Telles

Ms. Telles (Jefferson HS), Co-Chairperson, called the meeting to order at 8:45 a.m. Mr. Rafael Marquez (Monroe SP), Co-Chairperson, was also in attendance today. Mr. Marquez and Ms. Telles co-chaired the meeting.

#2. *Minutes – Lizet Espadas

Ms. Espadas requested that everyone read over the minutes from the last meeting. There was one correction to the minutes under **Enrollment Update**. The ***enrollment for HS will begin in April*** and the ***enrollment for SP will begin in May***.

A motion to approve the minutes with the corrections was made by Aubrie Palmer (EOC SP) and seconded by Lila Thapa (Liberty SP).

*Motion carried.

#3. Introduction of Staff – Joseph Nieto

Mr. Nieto introduced the Staff to the Committee.

#4. RCOE Policy Council Report – Cecelia Cortez

The RCOE Policy Council meeting is not until next week, March 21st. Ms. Cortez will give her report at next month's PAC meeting.

#5. Staff Reports

a. Coordinator and Budget Reports

• *** Monthly Budget/Program Reports**

HS – 167 funded, 172 Actual = 100%. Parent meeting topic: Neighborhood Watch. 13 Children with IEP's, 7 Pending Referrals, 171 Parent Conferences, 11 Mental Health Referrals and 171 Home Visits. Staff Development (teacher training) was held on February 11th. Training Topic: Family Literacy. 1412 Breakfasts Ordered, 1109 Served. 2591 Lunches Ordered, 2288 Served. There was a total of \$52,207.45 in In-Kind Reporting for the month of February. Our year-to-date is \$204,714.42. We only need \$57,371.58 more in In-Kind for the school year. There were 13 parents in attendance at February's PAC meeting.

SP – 509 Funded, 595 Actual = 100%. Average Attendance (in seat) = 85%. Our goal is to keep every class at 85% or above. There were 7 classes that were below 85% in February. Beatty A.M. had the highest attendance and Magnolia A.M. had the lowest attendance. We collected a total of \$10,080.13 in Family Fees. 13 Children with IEP's, 13 pending Referrals, 584 Parent Conferences, 31 Mental Health Referrals and 5 Home Visits.

A motion to approve the Monthly Budget/Program Reports was made by Misty Reyna (Sunshine SP) and seconded by Sarah Ventura (Highgrove SP).

*Motion carried.

b. Health and Safety – Lupe Arellano

Mrs. Arellano was not in attendance today. Mr. Nieto reported that Ms. Arellano has been visiting at least one site per day. Currently, Ms. Arellano is meeting with parents about health and nutrition concerns. Mr. Nieto reminded the Committee to write **thank you** notes, individually or as a group to Borrego Health to encourage the continued funding of Mrs. Arellano's position. Janet Telles reported that she was in the process of completing a thank you note.

c. Enrollment Update – Luz Romero

Ms. Romero reported that we are currently preparing for next year's enrollment. The forms are being updated and some of them are being revised. Some of our parents have already taken materials home to prepare enrollment packets. If anyone else is interested, please give your name and phone number to Ms. Romero after the meeting today. Ms. Romero will call you and let you know when to pick up the materials or schedule a time for you to come in. Once all of the forms have been updated, volunteers will be allowed to come anytime to help. You may bring your children with you. These packets are needed before the Parent Orientation which will be held on April 11th in Ramona's auditorium.

d. Community Assistant Update – Laura Arciniega

Ms. Arciniega reported that the Community Assistants are working on Home Visits, Physical and Immunization follow-ups and Dental follow-ups. The next parent meetings will be held in April and the topic will be on Transition to Kindergarten.

#6. New Business

a. * 2012-13 ECERS Results/Action Plan – Joseph Nieto

ECERS (Early Childhood Environment Rating Scale) was done in January 2013 for the State Preschool program. The purpose of ECERS is to make sure the environment is safe for our children. ECERS is done once per year by a group of Staff Members and trained parents who go out to the various preschools and rate the sites.

There are a total of 43 Measures to observe and score. The sites are given a score between 1 and 7, with 7 being the best score. Our focus was on 17 Measures which we feel are most important to Preschool. Of the 17 Measures, **Free Play**, received the highest score overall, 6.3. This number has gone up since last year. After the State Review, it was noted that there was not enough time allotted for free play and free choice centers.

A motion to approve the 2012-13 ECERS Results/Action Plan was made by Lila Thapa (Liberty SP) and seconded by Aubrie Palmer (EOC SP).

*Motion carried.

b. * 2012-13 Community Assessment – Joseph Nieto

The Community Assessment is a compilation of the Parent Surveys that were given to HS parents at the beginning of the school year. The surveys were turned in to the County and the County compiled all of the data throughout Riverside County. The Community Assessment explains the needs of RUSD as a whole. The Assessment breaks down the results into various categories, i.e. Population, Race, Language Spoken at Home, etc. Mr. Nieto reviewed each page with the Committee.

A motion to approve the 2012-13 Community Assessment was made by Misty Reyna (Sunshine SP) and seconded by Gladys Ramirez (Longfellow SP).

*Motion carried.

c. * 2013-14 Head Start Grant Application – Joseph Nieto

Every year, the preschool program has to apply for HS funding. This year (2012-13), we received \$1,040,889. Due to the Federal Sequester, the funding will be cut by 5.1% which equals \$994,877 for the 2013-14 school year. This cut may increase later, so we are planning for an 8.2% cut. This extra money will be put aside not used until further instructions have been given by RCOE. Therefore, if the cut does increase, we would have the funds in an unallocated location.

The Application needs the approval of the PAC Committee and it needs to be signed by the HS Co-Chairperson, Janet Telles. Mr. Nieto reviewed the Application, page by page with the Committee.

A motion to approve the 2013-14 Head Start Grant Application was made by Michelle Gomez (Mt. View HS) and seconded by Jessica Sierra (Jefferson SP).

*Motion carried.

d. School Readiness Goals – Joseph Nieto

The School Readiness Goals lists the Measures that we feel are needed now, to help get our children ready for Kindergarten. Also, each teacher can select goals that they feel are needed for their students. The selected Measures are **Measure 15: Expression of Self through Language; Measure 2: Recognition of own Skills and Accomplishments; Measure 40:**

Fine Motor Skills; Measure 4: Impulse Control; Measure 20: Phonological Awareness; and Measure 28: Problem Solving.

A motion to approve the School Readiness Goals was made by Misty Reyna (Sunshine SP) and seconded by Lilia Gonzalez (Jefferson HS).

*Motion carried.

#7. Site Reports

Mr. Nieto asked the teachers to send their Reps with reports from their sites.

Monroe SP – Rafael Marquez

Ramona High School students visited their site. Participated in Dr. Seuss week. Various other activities that kept the parents involved.

Highgrove SP – Sarah Ventura

Celebrating 125th year anniversary on March 21st.

EOC SP – Aubrie Palmer

Enjoyed Dr. Seuss week, since that week, have seen increased parent involvement. Easter egg hunt coming up.

Jefferson SP – Lilia Gonzalez

Want advice on how to generate more parent involvement. Suggestions were given by the parents in the Committee.

Sunshine SP – Misty Reyna

Enjoyed Dr. Seuss week. There were various presenters during the month. Looking forward to Spring egg hunt.

#8. Community Resources Reports / Training

Riverside Community Healthy Foundation – Denise Ramirez, Health Educator (unable to attend today's meeting)

El Sol Neighborhood Education Center – Alicia Mares

RUSD Dual Immersion Program – Michelle Mitchell, Instructional Specialist

Currently, the Dual Immersion Program is being offered at Washington Elementary, Castle View Elementary and Mt. View Elementary starting next school year. The program began 4 years ago at RUSD. Recruitment has begun for 2013-14 Kindergarten school year. The children remain in the program from Kindergarten – 6th grade. The goal is to have all children Bilingual and Bi-literate by the end of 6th grade.

The Dual Language Immersion program offers English speaking and Spanish speaking students an exciting, enriching and challenging educational opportunity. All students will learn to read, write, and communicate effectively in Spanish and English while achieving high levels of academic success. Students will have the bilingual skills and cross-cultural competencies needed to succeed in our multicultural society and global economy.

#9. Questions /Concerns / Announcements / Adjournment

Spring Break, April 1st – 5th.

Next meeting, Friday, April 19, 8:30 – 10:30 a.m. The meeting adjourned at 10:45 a.m.

HEAD START REAPPLICATION

Riverside Unified School District

Mike Fine
Gloria Cowder
Joe Nieto

Deputy Superintendent, Business Services and Governmental Relations
Director, Program Development and Extended Learning
Coordinator, Early Childhood and Family Education

April 15, 2013

RUSD Head Start Program

- RCOE is the Grantee
- RUSD is the Delegate Agency
- 176 Head Start students
- 6 teachers
- 9 instructional assistants
- 6 school sites
- Families must qualify based on family income and/or a disability as per an IEP
- 2 home visits per year
- 2 parent conferences per year
- Monthly parent trainings and workshops

2013-14 Head Start Funding Application

- 5.1% cut due to Federal Sequester
- \$994,877
- \$248,719 of In-Kind
- Policy Advisory Committee Approval
- Governance Committee
- Application must be approved by the Governing Board each year according to Head Start regulations

State Preschool Programs

- State funded
- 624 State Preschool students 12-13
- 551 State Preschool students 13-14
- 14 School sites
- 14 teachers
- 39 instructional assistants
- 30% reduction in last two years
- Daily Family Fees

School Readiness Goals

- **Impulse Control** – Develop strategies for regulating responses in increasingly socially appropriate ways
- **Phonological Awareness** – Show an awareness of the sounds that make up language
- **Problem Solving** – Show increasing ability to reason logically and use strategies to solve challenging problems
- **Language** – Use language to communicate with increasingly complex words and sentences
- **Recognition of Own Skills** – Evaluate and take pleasure in own ability to perform skillfully
- **Fine Motor Skills** – Refine the ability to plan and coordinate grasp, strength and control of hands and fingers

Partners

- Borrego Community Health Foundation
- Riverside County Mental Health
- First Five Riverside
- Riverside Community Health Foundation
- Smooth Transition, Inc.
- People Helping People
- Family Services Association
- Riverside County Office on Aging
- Riverside County Office of Education
- REEF
- Lowe's

Innovations and Initiatives

- Dad's University
- Grandparents Raising Grandchildren
- Latino Family Literacy Project
- GED classes
- ESL classes
- HAIKU
- Follow the Leader
- Parenting classes
- Technology
- Tracking students beyond their preschool years

