



JURUPA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ORGANIZATIONAL MEETING AGENDA

SLOGAN

Learning Without Limits

PROMISE STATEMENT

By fostering a growth mindset in every child, Jurupa Unified School District empowers each child to unlock their potential and succeed in career, in school, and in life. We call this Learning Without Limits; the promise we make and pledge to uphold to our students, their families and our community.

BOARD OF EDUCATION: Robert Garcia Linda Chard
Karen Bradford Melissa Ragole Silvia Ortega

SUPERINTENDENT: Elliott Duchon

MONDAY, DECEMBER 10, 2018
PATRIOT HIGH SCHOOL
Staci A. Della Rocco Performing Arts Theater
4355 Camino Real
Jurupa Valley, CA

PUBLIC SESSION - 6:00 p.m.

Call to Order in Public Session - President Garcia

Roll Call Board Members

Annual Organizational Meeting

This year, each school district is required to hold an Annual Organization Meeting on a date between December 7, 2018 and December 21, 2018. At the November 5, 2018 regular meeting, the Board announced its Annual Organizational Meeting would be combined with the December 10, 2018 regular meeting, and as such, a certification form was sent to the Riverside County Office of Education. Other code provisions regarding organization are included in the backup materials. **Please select item title to view associated backup materials.**

Ceremonially Administer Oath

(Dr. Wendel Tucker)

A. Elect Board President

(Trustee Chard)

B. Elect Clerk

(Board President)

- C. Select Day, Time, and Place of Regular Meetings (Mr. Duchon)
- D. Select Representative for Annual County Committee on School District Organization Election (Mr. Duchon)
- E. Certification of Signatures (Mrs. Ford)
- F. Appoint Liaison Representatives to District Advisory Committees (Mr. Duchon)

ADJOURNMENT

JURUPA UNIFIED SCHOOL DISTRICT

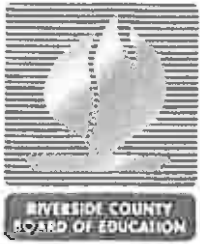
Date of Meeting: December 10, 2018

PRESENTER:

Annual Organizational Meeting

ATTACHMENTS:

Description	Type
▢ Annual Organizational Meeting	Backup Material



Office of the Riverside County Board of Education

Memorandum

TRUSTEES

Kim J. Cousins
Trustee Area 1

Wendel W. Tucker, Ph.D.
Trustee Area 2

Susan J. Rainey, Ed.D.
Trustee Area 3

Bruce N. Dennis
Trustee Area 4

Roy "Coach" Curtis
Trustee Area 5

Elizabeth F. Romero
Trustee Area 6

Barbara Hale
Trustee Area 7

DATE: October 17, 2018
TO: District Superintendents
FROM: Dr. Judy D. White, Riverside County Superintendent of Schools
SUBJECT: **Annual Organizational Meeting of the Governing Board**

Attached is a Certification Form 3806 to report the selection of day, time, and place of your district board's Annual Organizational Meeting. **Please complete this form and return it to Sandra Guerrero, Administrative Assistant to the Board of Education, on or before Wednesday, November 21, 2018.**

Responsibility of Governing Board

In accordance with the Education Code, the governing board of each school district shall hold an Annual Organizational Meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Annual Organizational Meetings, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. **This year, the dates are December 7 through December 21, 2018.** Unless otherwise provided by rule of the governing board, the day and time of the Annual Organizational Meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the County Superintendent of Schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the Annual Organizational Meeting, notify in writing all members and members-elect of the date and time selected. If the board fails to select a day and time for the annual meeting, the County Superintendent of Schools shall designate, within the 15-day period, the day and time of the meeting. (*E.C. Section 35143*)

The Oath of Office must be administered before any officer enters on the duties of his/her office. (*E.C. Section 60 and Govt. Code Section 1360*) If the Oath of Office has been administered, the term of office for a newly elected board member begins **Friday, December 7, 2018.** (*E.C. Section 5017*) The Oath of Office may be administered at the organizational meeting.

Community College District

At the Annual Organizational Meeting, the governing board of a community college district shall organize by electing a president from its members and a secretary (*E.C. Section 72000(2)*).

City and Unified School Districts

At the Annual Organizational Meeting, each city board of education shall organize by electing a president from its members (*E.C. Section 35143*). Whenever a unified school district has within its boundaries a chartered city with a population of more than 8,000 or whenever the average daily attendance of a unified school district is 1,500 or more, for all purposes the district shall be deemed a city school district governed by a city board of education, and the governing board thereof shall be deemed a city board of education (*E.C. Section 5206*). The board of education of a unified school district that meets the standards of Education Code section 5206 is required to elect a president at the Annual Organizational Meeting. A unified school district with five board members that does not meet the standards of Education Code Section 5206 would be required to elect a president and a clerk (*E.C. Section 35022, 35143, and 5206*).

High School District

At the Annual Organizational Meeting, the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk (*E.C. Section 35143*).

Elementary School District

At the Annual Organizational Meeting, the governing board of an elementary school district with five or more board members shall elect a president and a clerk from among its members (*E.C. Section 35022 and 35143*). At the Annual Organizational Meeting, the governing board of an elementary school district with less than five board members is required to elect one of its members as clerk (*E.C. Section 35143*).

Selection of Representative to Vote in the Annual County Committee on School District Organization Election

The governing board of each school district of every kind or class shall annually, at its initial meeting, select one of its members as its representative, who shall have one vote for each member to be elected to the county committee.

The secretary or clerk of the district shall furnish the County Superintendent of Schools with a certificate naming the representative selected by the board (*E.C. Section 35023*) (*72403 community college district*).

Annual Organizational Meeting
October 12, 2018
Page 3

After the Annual Organizational Meeting, please complete and return to Sandra Guerrero no later than Friday, December 21, 2018, the attached form 3807 relating to the election of the governing board president, vice president (if one is elected), and clerk, the member selected to represent the school district at the annual election of members of the county committee, and the date, time, and place of regular meetings.

For your convenience, we have attached a copy of Secretary of State Form NP/SF 405 Rev. 03/2005, "Statement of Facts Roster of Public Agencies Filing" amendment to be filed with the Secretary of State within ten days after any change of facts required to be stated pursuant to *Government Code Section 53051(b)*.

If you have any questions regarding the Annual Organizational Meeting process, please call Sandra at (951) 826-6674.

JDW:sg
Attachments



Certification

**SELECTION OF DAY, TIME AND LOCATION OF
ANNUAL ORGANIZATIONAL MEETING
(Education Code Sections 35143, 72000)**

This is to certify that the Governing Board of the

Jurupa Unified School District

has selected the day, time and location of the **Annual Organizational Meeting** as follows:

Monday, December 10, 2018 at 6:00 p.m.

Patriot High School Theatre

*4355 Camino Real
Jurupa Valley, CA 92509*

Date November 5, 2018

By *Linda J. Chard*
Clerk of the Board

Please E-MAIL this form to Sandra Guerrero at sguerrero@rcoe.us
by **WEDNESDAY, NOVEMBER 21, 2018.**

Form 3806



Annual Certification

ELECTION OF GOVERNING BOARD OFFICERS (Education Code Sections 5206, 35022, 35143, 72000)

This is to certify that the Officers of the Governing Board of the

Jurupa Unified School District

Were elected at the **Annual Organizational Meeting** as follows:

President

Clerk

SELECTION OF REPRESENTATIVE FOR ANNUAL COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION ELECTION (Education Code Sections 35023, 72403)

This is to certify that **SDO Representative Name** has been duly selected to represent the board at the annual election of the County Committee on School District Organization.

Email Address: **E-mail address for SDO representative**

SELECTION OF DAY, TIME AND LOCATION OF REGULAR MEETINGS

This is to certify that the regular meeting logistics of the Governing Board have been fixed as follows:

Monday

6:00 p.m.

Benita B. Roberts Education Center
4850 Pedley Road
Jurupa Valley, CA 92509

This is to certify that the above action was taken at the Annual Organizational Meeting held on the 10th day of December 2018.

Date: December 10, 2018

By _____
Clerk of the Board

Please E-MAIL this form to Sandra Guerrero at sguerrero@rcoe.us
by **FRIDAY, DECEMBER 21, 2018.**

Form 3807

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Dr. Wendel Tucker)

Ceremonially Administer Oath

ADDITIONAL DETAILS:

Riverside County Board of Education Member, Dr. Wendel Tucker, will ceremonially administer the Oath of Office to newly elected board members: Trustee Melissa Ragole, Trustee Karen Bradford, and Trustee Robert Garcia.

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Trustee Chard)

Elect Board President

ADDITIONAL DETAILS:

State law requires election of a President and board policy requires election of a President and Clerk. As immediate past Clerk of the Board, it is suggested that Trustee Chard conduct an election for President of the Board for a one-year term, beginning with this meeting. The elected president should receive the gavel.

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:
(Board President)

Elect Clerk

ADDITIONAL DETAILS:

The newly elected Board President will conduct an election for Clerk of the Board for a one-year term, beginning with this meeting.

The President should call for a brief break to rearrange seating for new President and Clerk.

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Mr. Duchon)

Select Day, Time, and Place of Regular Meetings

RECOMMENDATION:

Administration recommends the Board adopt the calendar of regular meetings shown in the backup materials as Exhibit 9320.

ADDITIONAL DETAILS:

The Board must adopt a schedule of meeting dates, time, and location. A recommended meeting schedule, based on policy provisions, is included in the backup materials. The schedule calls for regular meetings on the first and third Monday, except in January, March, May, July, August, September, November and December. When the meeting date is a holiday, it is scheduled for the next day. **Please select item title to view associated back-up materials.**

ATTACHMENTS:

Description	Type
▫ Board Meeting Schedule 2019	Backup Material

**REGULAR BOARD MEETINGS
JURUPA UNIFIED SCHOOL DISTRICT**

2019

All meetings start at 6:00 p.m. Meetings will be held in the Board Room, Benita B. Roberts Education Center, 4850 Pedley Road, unless otherwise posted and publicized.

<u>Monday</u>	January	14,	2019	(Only 1 regular meeting will be held in January due to extended winter break)
Monday	February	4,	2019	
<u>Tuesday</u>	February	19,	2019	Monday, February 18, Washington's Birthday
Monday	March	11,	2019	Patriot High School, Theater, 4355 Camino Real (Only 1 regular meeting will be held in March)
Monday	April	1,	2019	
Monday	April	15,	2019	
Monday	May	13,	2019	(Only 1 regular meeting will be held in May)
Monday	June	10,	2019	(Regular meeting will be held on 2nd Monday)
Monday	June	24,	2019	(Regular meeting will be held on 4th Monday)
Monday	July	15,	2019	(Only 1 regular meeting will be held in July)
Monday	August	12,	2019	(Only 1 regular meeting will be held in August)
Monday	September	9,	2019	(Only 1 regular meeting will be held in September)
Monday	October	7,	2019	
Monday	October	21,	2019	
Monday	November	4,	2019	(Only 1 regular meeting will be held in November)
Monday	December	9,	2019	Patriot High School, Theater, 4355 Camino Real (Regular meeting will be held on 2nd Monday. Only 1 regular meeting will be held in December)

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Mr. Duchon)

Select Representative for Annual County Committee on School District Organization Election

RECOMMENDATION:

Administration recommends the Board select a representative to the County Committee on School District Organization Election for 2019.

ADDITIONAL DETAILS:

By law, the Board is required to select a representative to vote in the Annual County Committee on School District Organization Election. The annual election is usually held in conjunction with a meeting of the Riverside County School Boards Association in the fall of each year. This is the only regular responsibility of the Board representative. Former Trustee Memo Mendez was selected as the SDO Representative for 2018. The Board should select a representative for 2019.

ATTACHMENTS:

Description	Type
▣ SDO Information	Backup Material

Riverside County Committee on School District Organization

Frequently Asked Questions

- Q. What is the Riverside County Committee on School District Organization?
- Q. Who serves on the County Committee?
- Q. How often does the County Committee meet?
- Q. How do items get on the County Committee's agenda?
- Q. What is "school district reorganization"?
- Q. What is the process for proposing a transfer of territory?
- Q. What is the process for proposing a unification action?
- Q. What is the process for proposing a formation action?
- Q. What is the County Committee's role in relation to the number of trustees and the manner by which they are elected?
- Q. What are the requirements for a petition?
- Q. Can the County Committee be bypassed?
- Q. Where is the specific authority for the County Committee?
- Q. Where can I get specific answers to questions about the County Committee?

Q. What is the Riverside County Committee on School District Organization?

- A. County committees on school district organization were created in each county by the California State Legislature in 1949 pursuant to Education Code Section 4000 et seq. The Riverside County Committee on School District Organization (hereinafter referred to as the County Committee) is governed by the rules and regulations established by the Legislature and by its own policies and procedures. Its duties and responsibilities pertain to school and community college districts.

The County Committee is charged by the state to study and make recommendations and decisions on school district reorganization; establishing, rearranging, and abolishing trustee areas; and on changing the number of governing board members and the manner in which they are elected. The County Committee's responsibilities include revising its countywide Master Plan for school district organization. The activities of the County Committee are coordinated by the Riverside County Office of Education (RCOE).

The County Committee interacts with the California Department of Education, State Board of Education (SBE), the Riverside County Registrar-Recorder/County Clerk, the Riverside County Department of Public Works, and other state and county agencies.

Q. Who serves on the County Committee?

- A. The County Committee consists of 11 members – two from each of the five county supervisorial districts (the districts served by the Riverside County Board of Supervisors) and one member serving at-large. Members are elected annually by a voting representative of each of the 27 school and community college district governing boards in Riverside County. The term of office is four years and begins upon election. County Committee members serve without pay.

Q. How often does the County Committee meet?

- A. The County Committee meets as needed at the Riverside County Office of Education at 3939 13th Street, Riverside. Public hearings related to matters before the County Committee are held throughout the county as required by law, generally, in the district(s) affected by the proposed

reorganization. Special meetings may be called by the chairperson or by a quorum of the County Committee. A majority of the members of the County Committee constitutes a quorum. The meetings are subject to the provisions of the Brown Act.

Q. How do items get on the County Committee's agenda?

- A. The Riverside County Superintendent of Schools or his designee serves as Secretary to the County Committee. Agenda items are originated by or submitted to the Secretary for the County Committee. Official minutes of each County Committee meeting are maintained and are available at RCOE.

Q. What is "school district reorganization"?

- A. The reorganization of school districts is one of the major responsibilities of the County Committee. An action to reorganize school districts can refer to any one of the following:
- a) transfer of territory between/among school districts
 - b) school district unification or deunification
 - c) dissolution or lapsation of a school district
 - d) annexation of all or part of one district to another district
 - e) establishment/abolishment of trustee areas and increase/decrease in the number of trustees
 - f) formation of new districts of all types from territory of existing districts

The processes to accomplish any of the above actions are similar.

Q. What is the process for proposing a transfer of territory?

- A. An action to transfer territory from one school district to another is initiated by the submission of a valid petition to the County Committee. The petition may be initiated by:
- 1) at least 25 percent of the registered voters residing in the area proposed for transfer (or by ten percent of the registered voters of the entire school district)
 - 2) the owner of the property if it is uninhabited
 - 3) a majority of the members of the governing boards of each affected district
 - 4) a resolution approved by a majority of the members of a city council, county board of supervisors, governing body of a special district, or local agency formation commission that has jurisdiction over all or a portion of the school district.

The Secretary to the County Committee assists petitioners in securing the appropriate documentation.

After the County Committee has conducted required public hearings and studied the proposal, it prepares a report of the study findings based on requirements as specified in the Education Code, and makes a determination to approve/disapprove the proposal. If the County Committee disapproves the proposal, the process ends. If the County Committee approves the proposal, an election is held on the proposal in territory selected by the County Committee. If the proposal passes at the election, the transfer action is implemented at the beginning of the next fiscal year (July1).

If the proposal is initiated by a majority of the governing board of each affected district and the territory proposed for transfer is less than ten percent of the territory of the transferring district, the proposal does not go to election.

Any action taken by the County Committee may be appealed to the California State Board of Education (SBE).

The process is slightly different for community college districts and involves the Chancellor's Office and

the Board of Governors instead of the SBE.

Q. What is the process for proposing a unification action?

- A. Like a transfer of territory, an action to unify a school district(s) is initiated by the submission to the County Committee of a petition that has been determined to be sufficient and signed as required by law. The signature requirements are the same as those for a transfer of territory.

After the County Committee has studied the proposal and held hearings on the matter in each of the affected school districts, it prepares a series of findings, a recommendation, and a unification plan for submission to the SBE. The SBE approves or denies the petition and plan. If approved, the proposal goes to an election in territory selected by the SBE. The SBE cannot be bypassed.

Q. What is the process for proposing a formation action?

- A. Like a unification, an action to form a school district(s) is initiated by the submission of a petition that has been determined to be sufficient and signed as required by law by the County Committee. The signature requirements are the same as those for a unification action.

After the County Committee has studied the proposal and held hearings on the matter in each of the affected school districts, it prepares a series of findings, a recommendation, and a plan for submission to the SBE. The SBE approves or denies the petition and plan. If approved, the proposal goes to an election in territory selected by the SBE. The SBE cannot be bypassed.

Q. What is the County Committee's role in relation to the number of trustees or governing board members and the manner by which they are elected?

- A. Except in a school district governed by a board of education provided for in the charter of a city, the County Committee has the power to establish or abolish trustee areas; rearrange the boundaries of trustee areas; increase or decrease the number of members of the governing board of a school district; and adopt an alternative method of electing governing board members. Board members can be elected by the registered voters of the entire district and reside anywhere in the district ("at-large" method); be elected by the registered voters of the entire district but reside in a trustee area ("trustee area" method); or be elected by the registered voters of the trustee area in which they reside ("ward" method).

Any request for such an action may be initiated by the County Committee, a petition of the qualified electors in a district, or a resolution of the governing board of a district. At the conclusion of hearings held within the district, the County Committee approves or disapproves the proposal. Approval constitutes an Order of Election; denial terminates the proposal.

If the matter goes to election, the voters determine the final outcome of the proposal.

Q. What are the requirements for a petition?

- A. To request a petition to reorganize a school or community college district, any citizen or school or community college district must write a letter to the Secretary of the County Committee (Kenneth M. Young, County Superintendent of Schools). The letter should include a statement of what is proposed, the names of the districts affected, a list of the reasons for such proposal, and a map and boundary description of the area involved. The Secretary will provide the format for the petition. The number of signatures required for a valid petition varies depending upon the type of action proposed.

Q. Can the County Committee be bypassed?

A. Any proposal to reorganize a school district must be considered by the County Committee for public hearing(s) and decision or recommendation. The County Committee is readily accessible through the Secretary's designee, Rollin Edmunds (redmunds@rcoe.us , or 951-826-6674).

Q. Where is the specific authority for the County Committee?

A. Authorization for the County Committee and its actions can be found in the California Education Code Sections 4000, et seq. and 35500, et.seq., and the California Administrative Code, Title V.

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Mrs. Ford)

Certification of Signatures

RECOMMENDATION:

Administration recommends the Certification of Signatures in the backup materials be approved.

ADDITIONAL DETAILS:

In accordance with the provisions of Education Code Sections 42633 and 85733, a Certification of Signatures form must be completed following the annual organizational meeting of the Board of Education and returned to the Riverside County Office of Education. A listing of certified signatures is included in the backup materials. **Please select item title to view associated backup materials.**

ATTACHMENTS:

Description	Type
▢ Certification of Signatures	Backup Material



Division of Administration and Business Services
District Fiscal Services

County Use Only:
Date Received: _____
Approved By: _____

Certification of Signatures

District: Jurupa Unified School District Date of Meeting: December 10, 2018

Please Check: Newly Elected Governing Board Addition in Column(s) _____ Replacement in Column(s) _____

Column I	Column II	Column III
<i>Signatures of Members of the Governing Board</i>	<i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments *</i>	<i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
President of the Board	Elliott Duchon, Superintendent/Sec. to the Board	Elliott Duchon, Superintendent/Sec. to the Board
Clerk or Vice President of the Board	Paula Ford, Assistant Supt. Business Services	Daniel Brooks, Assistant Supt. Personnel Services
Member of the Board	Dave Doubravsky, Assistant Supt. Education Services	Denise Hernandez, Director of Personnel
Member of the Board	Jacqueline Benson, Director of Fiscal Services	Tamara Elzig, Deputy Supt. Personnel Services
Member of the Board	Cindy Garcia, Supervisor of Accounting	Jacqueline Benson, Director of Fiscal Services

*If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.

Number of signatures district requires for: Orders of Salary Payments : One "B" Warrant Orders: One

I, Elliott Duchon, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature: _____



District: Jurupa Unified School District

Date of Meeting: December 10, 2018

Column I <i>Signatures of Members of the Governing Board</i>	Column II <i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments *</i>	Column III <i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: December 10, 2018

PRESENTER:

(Mr. Duchon)

Appoint Liaison Representatives to District Advisory Committees

ADDITIONAL DETAILS:

Board Policy 1221.3 provides for the Board to designate one of its members as a Liaison Representative to each districtwide advisory committee. Such committees may be required by the regulations or guidelines for categorical projects. The Board should designate a member as Liaison Representative to each of the two advisory committees: District Advisory and English Language Learner. The chart in the backup materials indicates the current representative in parenthesis and spaces to fill in new appointees. **Please select item title to view associated back-up materials.**

ATTACHMENTS:

Description	Type
▣ 2019 Board Liaisons	Backup Material

JURUPA UNIFIED SCHOOL DISTRICT

Board Liaisons to 2019 District Advisory Committees

<u>COMMITTEE NAME</u>	<u>ADMINISTRATIVE REPRESENTATIVE</u>	<u>FACILITATOR</u>
District Advisory Committee	_____ (Linda Chard)	Ms. Terri Moreno Director of Funding and Program Accountability
District English Learner Advisory Committee	_____ (Memo Mendez)	Ms. Martha Gomez Director of Language Services and Student Programs