

# The Advisory Bulletin

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**August 18, 2011**

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[Printable TAB – Click Here](#)

Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: ALL EMPLOYEES  | Date: August 18, 2011 | No. 120001  |
| Subject: JOB OPPORTUNITIES   |                       |             |
| Prepared By: Mary Helen Donez, Employment Supervisor, Personnel Services |                       |             |
| Approved By: Christine Cornejo, Director, Classified Personnel           |                       | Page 1 of 2 |

**CLASSIFIED**

**ACTIVITY LEADER: BALLET, 3.5 HR.**

\$1,036 - \$1,257 per month  
**CLOSING: August 24, 2011**

**ADMINISTRATIVE SECRETARY I, BILINGUAL**

\$2,478 - \$3,009 per month  
**CLOSING: August 24, 2011**

**ADMINISTRATIVE SECRETARY III - CONFIDENTIAL**

\$3,502 - \$4,232 per month  
**CLOSING: August 24, 2011**

**INTERPRETER FOR THE DEAF, 6 HR.**

\$1,901 - \$2,307 per month  
**OPEN UNTIL FILLED**

**SCHOOL BUS DRIVER**

Eight hour equivalent: \$2,200 - \$2,675 per month  
(Prorated salary based on hours worked)  
**OPEN UNTIL FILLED**

**SCHOOL BUS DRIVER CLASSROOM TRAINING**

H-6 DMV printout required  
**CLOSING: August 24, 2011**

**CERTIFICATED**

**ACADEMIC PROGRAM LEADER**

**(To be filled within District)**  
Current teacher salary schedule plus, \$4,010 stipend  
**CLOSING: August 26, 2011**

**SPEECH AND LANGUAGE SPECIALIST/THERAPIST**

Current teacher salary schedule plus \$3,412 stipend  
**OPEN UNTIL FILLED**

**MANAGEMENT**

**SUPERVISOR I  
ACADEMIC IMPROVEMENT & ACCOUNTABILITY**

**(To be filled within district)**

\$105,469 - \$127,172 (223 days)

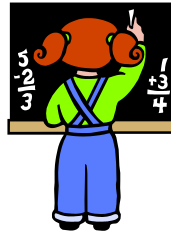
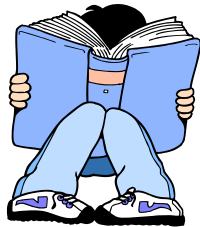
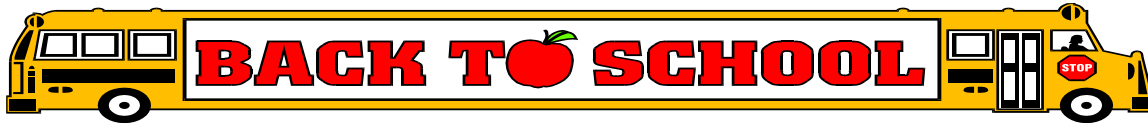
**CLOSING: August 24, 2011**

Details and application can be accessed from any internet connected computer:

Visit our web page at: <http://www.bcsd.com>

**Bakersfield City School District  
The Advisory Bulletin**

|   |                       |             |
|---|-----------------------|-------------|
| To: All Employees   | Date: August 18, 2011 | No. 120002  |
| Subject: <b>BCSD School Calendar – 2011-12</b>                        |                       |             |
| Prepared By: Destini Delmonico, Employer-Employee Relations Assistant |                       |             |
| Approved By: D. Kent Ashworth, Interim Superintendent                 |                       | Page 1 of 2 |



Attached is the revised school calendar of the  
Bakersfield City School District for 2011-12.

Listed are total school days and all holidays for the year.

This calendar was approved by  
the Board of Education on July 26, 2011.

Please note that there are 11 school months.

**\*June 1<sup>st</sup> and June 4<sup>th</sup> have been included as Student Attendance Days.**

*\*These dates will be utilized ONLY in the event that it is necessary  
to maintain 180 instructional days for the school year.*

This calendar includes eight "two hour delayed start" of school days  
for Collaboration/Professional Development meetings.

Students will not be on campus during this time.

Please keep this calendar for future reference.

**Bakersfield City School District  
2011-12 School Calendar**

Approved July 26, 2011

| July/August                         | M         | T   | W   | TH        | F         | DATE                    | DESCRIPTION                                      |
|-------------------------------------|-----------|-----|-----|-----------|-----------|-------------------------|--|
|                                     | ---       | --- | --- | 28        | *29       |                         | <b>July 28</b>                                   |
|                                     | *1        | *2  | 3   | 4         | 5         | *July 29 – Aug. 2       | Principals OFF Duty                              |
|                                     | 8         | 9   | 10  | 11        | 12        | Aug. 8                  | School Secretaries and Clerks on Duty            |
|                                     | 15        | 16  | 17  | 18        | <b>19</b> | <b>Aug. 19</b>          | <b>Staff on Duty</b>                             |
| <b>August/September</b>             | <b>22</b> | 23  | 24  | 25        | 26        | <b>AUG. 22</b>          | <b>FIRST DAY OF SCHOOL</b>                       |
| <i>1<sup>st</sup> School Month</i>  | 29        | 30  | 31  | 1         | 2         | <b>Sept. 5</b>          | <b>Labor Day</b>                                 |
| <b>19 School Days</b>               | <b>5</b>  | 6   | 7   | 8         | 9         | Sept. 9                 | Admission Day Observance **                      |
|                                     | 12        | 13  | 14  | 15        | 16        | Sept. 16                | U.S. Constitution Day Observance **              |
| <b>September/October</b>            | 19        | 20  | 21  | *22       | 23        |                         |  |
| <i>2<sup>nd</sup> School Month</i>  | 26        | 27  | 28  | 29        | 30        |                         |  |
| <b>20 School Days</b>               | 3         | 4   | 5   | 6         | 7         |                         |  |
|                                     | 10        | 11  | 12  | 13        | 14        |                         |  |
| <b>October/November</b>             | 17        | 18  | 19  | *20       | 21        | Oct. 21                 | End of 1 <sup>st</sup> Grading Period            |
| <i>3<sup>rd</sup> School Month</i>  | 24        | 25  | 26  | 27        | 28        |                         |  |
| <b>19 School Days</b>               | 31        | 1   | 2   | 3         | 4         | Nov. 4                  | Report to Parents Sent Home K-8                  |
|                                     | 7         | 8   | 9   | 10        | <b>11</b> | <b>Nov. 11</b>          | <b>Veterans' Day</b>                             |
| <b>November/December</b>            | 14        | 15  | 16  | *17       | 18        | Nov. 14-18              | American Education Week                          |
| <i>4<sup>th</sup> School Month</i>  | 21        | 22  | 23  | <b>24</b> | <b>25</b> | <b>Nov. 24-25</b>       | <b>Thanksgiving Vacation</b>                     |
| <b>18 School Days</b>               | 28        | 29  | 30  | 1         | 2         |                         |  |
|                                     | 5         | 6   | 7   | 8         | 9         |                         |  |
| <b>December/January</b>             | 12        | 13  | 14  | *15       | 16        |                         |  |
| <i>5<sup>th</sup> School Month</i>  | 19        | 20  | 21  | 22        | 23        |                         |  |
| <b>10 School Days</b>               | <b>26</b> | --- | --- | ---       | <b>30</b> | <b>Dec. 26 – Jan. 6</b> | <b>WINTER BREAK</b>                              |
|                                     | *2        | --- | --- | ---       | <b>6</b>  | * Jan. 2                | * New Year's Day Holiday observed                |
| <b>January/February</b>             | 9         | 10  | 11  | 12        | 13        | Jan. 13                 | End of 2 <sup>nd</sup> Grading Period            |
| <i>6<sup>th</sup> School Month</i>  | <b>16</b> | 17  | 18  | 19        | 20        | <b>Jan. 16</b>          | <b>Martin Luther King, Jr. Day</b>               |
| <b>19 School Days</b>               | 23        | 24  | 25  | *26       | 27        | Jan. 27                 | Report to Parents Sent Home K-8                  |
|                                     | 30        | 31  | 1   | 2         | 3         | Feb. 1-29               | Black History Month                              |
| <b>February/March</b>               | 6         | 7   | 8   | 9         | 10        |                         |  |
| <i>7<sup>th</sup> School Month</i>  | <b>13</b> | 14  | 15  | 16        | 17        | <b>Feb. 13</b>          | <b>Lincoln Day</b>                               |
| <b>18 School Days</b>               | <b>20</b> | 21  | 22  | *23       | 24        | Feb. 15                 | Susan B. Anthony Day Observance **               |
|                                     | 27        | 28  | 29  | 1         | 2         | <b>Feb. 20</b>          | <b>Washington Day</b>                            |
| <b>March</b>                        | 5         | 6   | 7   | 8         | 9         | March 5                 | Black American Day Observance **                 |
| <i>8<sup>th</sup> School Month</i>  | 12        | 13  | 14  | 15        | 16        | March 7                 | Conservation/Bird/Arbor Day Observance **        |
| <b>20 School Days</b>               | 19        | 20  | 21  | *22       | 23        | March 16                | End of 3 <sup>rd</sup> Grading Period            |
|                                     | 26        | 27  | 28  | 29        | 30        | March 30                | Report to Parents Sent Home                      |
| <b>April</b>                        | <b>2</b>  | --- | --- | ---       | <b>6</b>  | <b>April 2-6</b>        | <b>SPRING BREAK</b>                              |
| <i>9<sup>th</sup> School Month</i>  | <b>9</b>  | 10  | 11  | 12        | 13        | <b>April 9</b>          | <b>In Lieu of Admission Day</b>                  |
| <b>14 School Days</b>               | 16        | 17  | 18  | 19        | 20        |                         |  |
|                                     | 23        | 24  | 25  | 26        | 27        |                         |  |
| <b>April/May</b>                    | 30        | 1   | 2   | 3         | 4         | May 4                   | Cinco de Mayo Observance **                      |
| <i>10<sup>th</sup> School Month</i> | 7         | 8   | 9   | 10        | 11        | May 9                   | Day of the Teacher                               |
| <b>20 School Days</b>               | 14        | 15  | 16  | *17       | 18        |                         |  |
|                                     | 21        | 22  | 23  | 24        | 25        | May 21-25               | Classified School Employee Week                  |
| <b>May/June</b>                     | <b>28</b> | 29  | 30  | <b>31</b> | <b>1</b>  | <b>May 28</b>           | <b>Memorial Day</b>                              |
| <i>11<sup>th</sup> School Month</i> | 4         | 5   | 6   | 7         | --        | <b>May 31</b>           | <b>LAST DAY OF SCHOOL</b>                        |
| <b>3 School Days</b>                |           |     |     |           |           | <b>June 1</b>           | <b>Staff on Duty</b>                             |
|                                     |           |     |     |           |           | June 7                  | Last Day: Principals, School Secretaries, Clerks |
| ** OBSERVE SPECIAL DAYS             |           |     |     |           |           |                         | <b>TOTAL SCHOOL DAYS -- 180</b>                  |

SCHOOLS CLOSED, STAFF ON DUTY INDICATED BY SQUARE. \*Two Hour Delayed Start for Collaboration/Professional Development

Report to parents sent home for Elementary and Junior High Schools: Nov. 4, Jan. 27, Mar. 30 and on May 31st.

June 1st and June 4th (STUDENT ATTENDANCE DAYS) will be utilized ONLY in the event that it is necessary to maintain 180 instructional days for the school year.

Holidays for 12-month employees are: July 4, Sept. 5, Nov. 11, Nov. 24-25, Dec. 26, one designated day,

\*Jan. 2, Jan. 16, Feb. 13, Feb. 20, April 6, April 9 (in lieu of Admission Day), May 28.



**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: ALL DISTRICT EMPLOYEES</b>                                | <b>Date: August 18, 2011</b> | <b>No. 120003</b>  |
| <b>Subject: OPEN ENROLLMENT- Employee Fringe Benefit Program</b> |                              |                    |
| <b>Prepared By: Sandra Keene, Health Benefits Supervisor</b>     |                              |                    |
| <b>Approved By: Steve McClain, Chief Business Official</b>       |                              | <b>Page 1 of 1</b> |

**OPEN ENROLLMENT**  
**EMPLOYEE FRINGE BENEFIT PROGRAM**

The annual open enrollment period for employees who have voluntarily declined to participate in the Employee Fringe Benefit Program is now open.

**Employees who enroll will be eligible for coverage October 1, 2011.**

The Employee Fringe Benefit Program (employee and dependent coverage) includes:

- Blue Cross Medical Insurance
- Prescription Plan
- Dental Insurance
- Vision Plan
- Life Insurance
- Cancer Insurance
- Counseling Plan

Employees interested in enrolling in the Employee Fringe Benefit Program **MUST** contact the Health Benefits Department (located at the Education Center) for an Employee Fringe Benefit Packet.

**OPEN ENROLLMENT WILL END SEPTEMBER 6, 2011.**

If you have any questions, please contact Sandra Keene,  
In Health Benefits, at 631-4722 or Ext. 14722.

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: ALL DISTRICT EMPLOYEES</b>                            | <b>Date: August 18, 2011</b> | <b>No. 120004</b>  |
| <b>Subject: BLUE CROSS OPEN ENROLLMENT FOR DEPENDENTS</b>    |                              |                    |
| <b>Prepared By: Sandra Keene, Health Benefits Supervisor</b> |                              |                    |
| <b>Approved By: Steve McClain, Chief Business Official</b>   |                              | <b>Page 1 of 1</b> |

**Open Enrollment is here!**

Open enrollment for dependents who missed the 31-day enrollment deadline is being held **NOW** and will close September 6, 2011. Employees may enroll dependents in the Blue Cross Medical Plan and Delta Incentive, Delta PPO or Liberty Dental Plans during this time.

Enrollment forms are available in Health Benefits (located at the Education Center). To enroll dependents, please submit to Health Benefits by September 6, 2011 at 4:30 p.m. the completed enrollment forms and appropriate document to prove eligibility:

For Spouse – Certificate of marriage.

For Domestic Partner – Declaration of Domestic Partnership as filed with California Secretary of State.

For Child – Birth certificate, certificate of adoption, or other proof of relationship acceptable to the District.

**You must provide a Social Security number for any dependent being added to your coverage.**

Grandchildren, nephews and nieces are not considered dependents unless the employee has been appointed the legal guardian of the child. In such case a copy of the document showing legal guardianship is also required.

For questions regarding who qualifies as a dependent please contact the SISC office at (661)636-4394.

**IMPORTANT NOTICE**

**After the open enrollment period of August 18 through September 6, 2011 the normal enrollment timelines will apply. Applications not filed within those time limits will not be accepted until the next open enrollment period during the following year. Please see your description plan for complete information on eligibility and new enrollment to make note of the following:**

Employees anticipating a marriage, birth, adoption or other change in dependent status or needs should check on timelines and document requirements in advance. Following initial enrollment an employee may add new dependents by filing an enrollment form and proof of eligibility in Health Benefits within the following timelines:

1. A new spouse within 31 days after the date of marriage.
2. A new domestic partner within 31 days after filing of Declaration of Domestic Partnership.
3. **A child within 31 days after the birth or the placement of guardianship.**

We encourage employees to familiarize themselves with their District health plans by reading plan descriptions provided during orientation and the insurance information available on the BCSD website. Plan description booklets and quick reference guides are also available in the Health Benefits office. If you have any questions, please contact Sandra Keene, in the Health Benefits Department at 631-4722 or Ext. 14722.

**OPEN ENROLLMENT WILL END SEPTEMBER 6, 2011**

**Don't wait until the last minute!**

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: ALL DISTRICT EMPLOYEES</b>                            | <b>Date: August 18, 2011</b> | <b>No. 120005</b>  |
| <b>Subject: OPEN ENROLLMENT - DENTAL PLANS</b>               |                              |                    |
| <b>Prepared By: Sandra Keene, Health Benefits Supervisor</b> |                              |                    |
| <b>Approved By: Steve McClain, Chief Business Official</b>   |                              | <b>Page 1 of 1</b> |

The annual open enrollment period for employees who would like to change from *Current* Delta Dental Incentive Plan to the Liberty Dental Plan or the Delta Dental PPO plan, or vice versa, is being held **NOW** and will close **September 6, 2011**.

**Employees who change will be eligible for coverage October 1, 2011.**

**Forms are available in the Health Benefits Department (located at the Education Center) or on the BCSD website ( [www.bcsd.com/healthbenefits](http://www.bcsd.com/healthbenefits) ).**

Major differences between the three dental plans are listed below:

*Listing of providers for all plans available on the BCSD website.*

**Delta Dental Incentive Plan  
(Current Plan)**

[www.deltadentalca.com](http://www.deltadentalca.com)

During the first calendar year of eligibility, Delta will reimburse 70% of covered fees. Delta reimbursement will increase to 80% during the second year, 90% during the third year and 100% during subsequent calendar years of a patient's eligibility, provided the patient has utilized the program during the preceding calendar year. If an eligible person does not utilize the program, during the calendar year the portion Delta will reimburse for services during the succeeding calendar year shall remain the same.

|                             |                                   |
|-----------------------------|-----------------------------------|
| Unlimited choice of dentist | \$1,500 annual maximum limitation |
| Limited to California       | NO Orthodontic Benefits           |

**Delta Dental PPO Plan  
(New Plan)**

[www.deltadental.com](http://www.deltadental.com)

|   |                                   |
|---|-----------------------------------|
| Coverage reimbursement is 100% to participating PPO providers for covered fees. |                                   |
| Limited choice of dentist   | \$2,000 annual maximum limitation |
| Limited to California   | NO Orthodontic Benefits           |

**Liberty Dental Plan**

[www.libertydentalplan.com/bcsd](http://www.libertydentalplan.com/bcsd)

Limited to specific dental offices in the Kern County area.

Provisions for emergency treatment.

Orthodontia for employee, spouse and children under 25; (\$1,000 co-payment).

**OPEN ENROLLMENT WILL END SEPTEMBER 6, 2011.**

**Employees are required to return the applicable forms to  
Health Benefits by September 6, 2011 at 4:30 p.m.**

**Don't wait until the last minute!**

For questions, please contact Sandra Keene in  
Health Benefits at (661)631-4722 or Ext. 14722.

Bakersfield City School District  
The Advisory Bulletin

|   |                       |             |
|---|-----------------------|-------------|
| To: All Employees   | Date: August 18, 2011 | No. 120006  |
| Subject: <b>American Fidelity</b>                               |                       |             |
| Prepared By: Sheryl Harris, Payroll Supervisor, Fiscal Services |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services           |                       |             |
| Approved By: Steve McClain, Chief Business Official             |                       | Page 1 of 1 |

## American Fidelity

### Last Chance

American Fidelity will be here at the Education Center to offer the opportunity to enroll or re-enroll in a flexible spending account including:

- Dependent Care
- Medical Reimbursement
- Health Insurance Premiums

#### **Open Enrollment also includes:**

- Disability Income Protection
- Cancer, Heart & Intensive Care Plan
- Accident Plan
- Life Insurance
- 403b Annuity

**Date:** Monday, August 29, 2011  
Tuesday, August 30, 2011  
Wednesday, August 31, 2011  
Thursday, September 1, 2011  
Friday, September 2, 2011

**Time:** 8:00 a.m. through 4:00 p.m.

**Location:** ISS Conference Room (*Next to the PDC*)

Individual appointments will be held and may be scheduled that day or you may schedule an appointment ahead of time by calling AFA at 800-365-9180, extension 0.

Bakersfield City School District  
The Advisory Bulletin

|   |                       |             |
|---|-----------------------|-------------|
| To: All Employees   | Date: August 18, 2011 | No. 120007  |
| Subject: <b>Timesheet Endorsement</b>                           |                       |             |
| Prepared By: Sheryl Harris, Payroll Supervisor, Fiscal Services |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services           |                       |             |
| Approved By: Steve McClain, Chief Business Official             |                       | Page 1 of 2 |

## **Timesheet Endorsement**

Please adhere to the following procedure and timeline for timesheet endorsement.

Timesheets are legal documents and require the signature of the principal or department head. The signature must be affixed **only after** the timesheets have been completed at the end of the pay period.

**Signature stamped timesheets will not be accepted by Fiscal Services.**

If the principal or department head is unable to sign the timesheets, a designated representative must be appointed.

**However, no employee may sign his/her own timesheet or absence report.**

The attached form should be completed for the designated representative and returned no later than August 26, 2011 to:

**Sheryl Harris, Payroll Supervisor  
c/o Fiscal Services**

**The Timesheet Endorsement Form is now online:  
<http://www.bcsd.com/fiscalservices/payroll>**

# TIMESHEET ENDORSEMENT

DESIGNATED REPRESENTATIVE FOR SIGNING TIMESHEETS

**School/Department** \_\_\_\_\_

**Principal/Department Head** \_\_\_\_\_

**Principal/Department Head Signature** \_\_\_\_\_

**Designated Representative** \_\_\_\_\_

**Designated Representative Signature** \_\_\_\_\_

**Designated Representative** \_\_\_\_\_

**Designated Representative Signature** \_\_\_\_\_

**Designated Representative** \_\_\_\_\_

**Designated Representative Signature** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

Return to: Sheryl Harris, Payroll Supervisor  
Fiscal Services Department

NOTE: No employee may sign his/her own timesheet or absence report.

Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Employees  | Date: August 18, 2011 | No. 120008  |
| Subject: <b>Travel Expense Mileage Chart</b>                       |                       |             |
| Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services              |                       |             |
| Approved By: Steve McClain, Chief Business Official                |                       | Page 1 of 2 |

## **Travel Expense Mileage Chart**

Travel reimbursement mileage allowance rates for Conference/Workshop and District Business are set by the Board of Education to equal the maximum allowed by the Internal Revenue Service.

The Internal Revenue Service has announced that the standard mileage rate will increase from 51.0 cents to 55.5 cents effective July 1, 2011.

Attached is a revised round trip mileage chart to reflect this change.

**BAKERSFIELD CITY SCHOOL DISTRICT MILEAGE CHART**

*Department of Fiscal Services*

Round trip Includes 20 miles for Incidental

Travel ( \* = No Incidental Miles )

| <i>Destination</i>    | <i>Round Trip</i> | <i>@ \$0.555</i> | <i>Destination</i> | <i>Round Trip</i> | <i>@ \$0.555</i> |
|-----------------------|-------------------|------------------|--------------------|-------------------|------------------|
|                       | <i>Miles</i>      |                  |                    | <i>Miles</i>      |                  |
| Alameda               | 660               | \$366            | Ontario            | 316               | \$175            |
| Anaheim               | 312               | 173              | Orange             | 308               | 171              |
| Antelope Valley       | * 176             | 98               | Oxnard             | 264               | 147              |
| Arvin                 | * 44              | 24               | Palm Springs       | 464               | 258              |
| Avila                 | 340               | 189              | Palmdale           | * 196             | 109              |
| Bell Garden           | 260               | 144              | Palo Alto          | 564               | 313              |
| Bellflower            | 288               | 160              | Pasadena           | 244               | 135              |
| Berkeley              | 620               | 344              | Pismo Beach        | 324               | 180              |
| Bishop                | 456               | 253              | Pomona             | 312               | 173              |
| Buena Park            | 308               | 171              | Porterville        | * 100             | 56               |
| Burbank               | 224               | 124              | Redding            | 912               | 506              |
| Buttonwillow          | * 56              | 31               | Redlands           | 368               | 204              |
| Carmel                | 532               | 295              | Reno, NV           | 896               | 497              |
| Chico                 | 768               | 426              | Ridgecrest         | * 208             | 115              |
| Chula Vista           | 504               | 280              | Riverside          | 364               | 202              |
| Concord               | 536               | 297              | Sacramento         | 572               | 317              |
| Costa Mesa            | 340               | 189              | Salinas            | 524               | 291              |
| Delano                | * 64              | 36               | San Bernadino      | 348               | 193              |
| Eureka                | 1160              | 644              | San Diego          | 488               | 271              |
| Fremont               | 508               | 282              | San Fernando       | * 184             | 102              |
| Fresno                | * 216             | 120              | San Francisco      | 656               | 364              |
| Fullerton             | 292               | 162              | San Jose           | 528               | 293              |
| Glendale              | 232               | 129              | San Luis Obispo    | 344               | 191              |
| Hanford               | * 172             | 95               | San Rafael         | 696               | 386              |
| Incline Village, NV   | 804               | 446              | Santa Ana          | 316               | 175              |
| Irvine                | 340               | 189              | Santa Barbara      | 312               | 173              |
| Isabella              | * 88              | 49               | Santa Clara        | 544               | 302              |
| Kernville             | * 112             | 62               | Santa Cruz         | 536               | 297              |
| Kings Canyon Nat'l Pk | 264               | 147              | Santa Maria        | 284               | 158              |
| La Jolla              | 476               | 264              | Santa Monica       | 248               | 138              |
| La Mesa               | 492               | 273              | Santa Rosa         | 712               | 395              |
| La Mirada             | 292               | 162              | Shafter            | * 40              | 22               |
| La Palma              | 284               | 158              | Sherman Oaks       | 232               | 129              |
| Laguna Beach          | 356               | 198              | South Lake Tahoe   | 784               | 435              |
| Lancaster             | * 172             | 95               | Stockton           | 480               | 266              |
| Las Vegas, NV         | 584               | 324              | Sunnyvale          | 592               | 329              |
| Long Beach            | 304               | 169              | Taft               | * 80              | 44               |
| Los Angeles Airport   | 252               | 140              | Sonora             | 500               | 278              |
| Lost Hills            | * 92              | 51               | Tehachapi          | * 80              | 44               |
| McFarland             | * 60              | 33               | Thousand Oaks      | 280               | 155              |
| Merced                | 344               | 191              | Torrance           | 290               | 161              |
| Modesto               | 384               | 213              | Tulare             | * 124             | 69               |
| Mojave                | * 124             | 69               | Ukiah              | 840               | 466              |
| Monrovia              | 296               | 164              | Upland             | 416               | 231              |
| Monterey              | 484               | 269              | Ventura            | 260               | 144              |
| Morro Bay             | 300               | 167              | Visalia            | * 144             | 80               |
| Newhall               | * 164             | 91               | Wasco              | * 60              | 33               |
| Newport Beach         | 332               | 184              | Woodland           | 584               | 324              |
| Oakland               | 592               | 329              | Yosemite           | 450               | 250              |



Bakersfield City School District  
The Advisory Bulletin

|   |                       |             |
|---|-----------------------|-------------|
| To: All Employees   | Date: August 18, 2011 | No. 120009  |
| Subject: <b>Information Required with Claim for Meeting/Conference/Workshop</b> |                       |             |
| Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services              |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services                           |                       |             |
| Approved By: Steve McClain, Chief Business Official                             |                       | Page 1 of 1 |

### **Information Required with Claim for Meeting/Conference/Workshop**

Please review the following travel and conference claim procedure with all appropriate staff.

When submitting a Claim for Meeting/Conference/Workshop be sure to include all the necessary backup. Claims submitted without the complete backup will be returned and will delay the process.

Backup includes the following:

- Registration – a copy of the Revolving Fund Request, which should include the check number and a copy of registration paperwork, if registration was paid for with a PO, submit a copy of the PO.
- Employee Cash Advance – copy of the Revolving Fund Request, which should include the check number or a copy of the check
- Hotel receipt – (even if an advance check was issued to the employee for this expense)
- Exemption From BCSD Maximum Hotel Room Rate Interactive Form (if hotel exceeds \$155/night)
- Credit Card Receipts – If a district credit card was used for any approved expenses
- Transportation receipts – i.e. plane, train...except for use of private car (which receives the IRS mileage allowance)
- Other Approved Expenses – Parking, taxi, telephone...expenses should have had prior approval
- ***Receipts are not required for approved meals***

Include a memo signed by the principal or department head for any additional expense not approved on the original Request to Attend.

Your help in fulfilling this compliance issue is appreciated. If you have any questions, please call Becky Beed at ext. 14697.

Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Employees  | Date: August 18, 2011 | No. 120010  |
| Subject: <b>Changes in Budget Account Classifications PSEUDO Numbers</b> |                       |             |
| Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services       |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services                    |                       |             |
| Approved By: Steve McClain, Chief Business Official                      |                       | Page 1 of 1 |

## **Changes in Budget Account Classifications PSEUDO Numbers**

This is a reminder that a PSEUDO number is a unique six digit number used to identify a budget account classification. This number is assigned at the beginning of every fiscal year.

If there are common account numbers that you access by the PSEUDO number, you will need to type in the entire budget number to see the identifying PSEUDO number for this year. You may also choose to run a Budget Summary Report that will show you all the new PSEUDO numbers along with the corresponding budget numbers.

If you need additional assistance or have any questions, please call Raquel Perez at extension 14681.

Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Employees  | Date: August 18, 2011 | No. 120011  |
| Subject: <b>Requests for Text Book and Library Book Refunds</b>    |                       |             |
| Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services              |                       |             |
| Approved By: Steve McClain, Chief Business Official                |                       | Page 1 of 2 |

### **Requests for Text Book & Library Book Refunds**

Please copy and use the attached form and submit with a copy of the school receipt to request a lost book refund. In order to have complete and consistent information, we are asking that this form be used instead of a memo. All information must be included or a refund will not be issued.

If you need additional help or have any questions, please call Susan Kirklin at ext. 14684. Thank you for your assistance.

Bakersfield City School District  
Bakersfield, CA

To: Fiscal Services  
From: \_\_\_\_\_  
School: \_\_\_\_\_  
Date: \_\_\_\_\_

**Re: TEXT BOOK / LIBRARY BOOK REFUND**

Our Student: \_\_\_\_\_ reported a lost book.

This book was paid for on: \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

The title of the book is: \_\_\_\_\_.

Enclosed is a copy of the school receipt.

**This book has now been found and returned to our school.**

Please send a refund check to (please print information):

Parent Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Signature)

School Phone # \_\_\_\_\_

-----  
For Fiscal Services Use Only --

Site/B.C.S.D. Receipt # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Dated: \_\_\_\_\_

Budget Number \_\_\_\_\_

Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Employees  | Date: August 18, 2011 | No. 120012  |
| Subject: <b>Signatures Approving Financial Transactions</b>        |                       |             |
| Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services |                       |             |
| Reviewed By: Sherry Gladin, Director, Fiscal Services              |                       |             |
| Approved By: Steve McClain, Chief Business Official                |                       | Page 1 of 1 |

## **Signatures Approving Financial Transactions**

In order to comply with audit guidelines for internal controls, all signatures relating to approval of financial transactions must have the individual's first and last name or first initial and last name spelled out legibly. Initial of first and initial of last name will not be accepted. Examples of transactions included in this rule would include packing slips, invoice approval, revolving fund request form, and budget transfer requests. If you have any further questions, please feel free to call Sherry Gladin at extension 14696. Your cooperation in this compliance issue is appreciated.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To: All Employees</b>  | <b>Date: August 18, 2011</b> | <b>No. 120013</b>  |
| <b>Subject: Procedures for Submitting a TAB</b>                                   |                              |                    |
| <b>Prepared By: Steve Gabbitas, Public Information and Communications Manager</b> |                              |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>                      |                              | <b>Page 1 of 1</b> |

The Advisory Bulletin (TAB) is e-mailed weekly to All Employees, no later than Thursday, and is also available on our website at [www.bcsd.com](http://www.bcsd.com) under "For BCSD Staff". Pages can be accessed and printed from either source.

## **TAB SUBMISSION PROCEDURES**

- The **original**, approved TAB is due to Marsha McKinney in Communications, by Monday at 4:00 p.m. If Monday is a holiday, it is due the previous Friday.
- **Also**, all TAB pages, including attachments, need to be **e-mailed** to Marsha McKinney at [mckinneym@bcsd.com](mailto:mckinneym@bcsd.com) by Monday at 4:00 p.m. Pages received after that will be included in the following week's TAB.
- If your attachment is from an outside source, please have them send it to you electronically, and forward it with your TAB.
- Date your TAB on the Thursday in which you want it published.

**SECRETARIES/CLERKS:** Please remember to print a copy of the TAB (just click on "Printable TAB" at the end of the Table of Contents) and post it in the "Keeping Tabs on BCSD" display area.

If you have any questions, please contact Marsha McKinney at 631-4618 or by e-mail as noted above.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Employees  | <b>Date:</b> August 18, 2011 | <b>No. 120014</b>  |
| <b>Subject:</b> Directory of Services on the Website – Updates and Additions    |                              |                    |
| <b>Prepared By:</b> Marsha McKinney, Administrative Secretary                   |                              |                    |
| <b>Reviewed By:</b> Steve Gabbitas, Public Relations and Communications Manager |                              |                    |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                    |                              | <b>Page 1 of 1</b> |

**The Directory of Services has been updated on the website.** It will assist in identifying the correct department to call for answers to your questions.

To view the directory, click on the following:

<http://departments.bcsd.com/Communications/Directory%20of%20Services%20by%20Inquiry.pdf>

This year we have added a **departmental listing**.

To view the directory by department, click on the following:

<http://departments.bcsd.com/Communications/Directory%20of%20Services%20by%20Dept.pdf>

**They are located under Departments and Parents.**

Please keep us informed of any changes or corrections by forwarding them to [mckinneym@bcsd.com](mailto:mckinneym@bcsd.com).

If you have any questions, contact Marsha McKinney @ 1-4618.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Employees  | <b>Date:</b> August 18, 2011 | <b>No.</b> 120015  |
| <b>Subject:</b> Organizational Charts on the Website - Updated                  |                              |                    |
| <b>Prepared By:</b> Marsha McKinney, Administrative Secretary                   |                              |                    |
| <b>Reviewed By:</b> Steve Gabbitas, Public Relations and Communications Manager |                              |                    |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                    |                              | <b>Page 1 of 1</b> |

**The District's Organizational Charts  
have been updated on the website.**

**They are located under Departments.**

**To view, click on the following:**

**[http://www.bcsd.com/stories/storyReader\\$291](http://www.bcsd.com/stories/storyReader$291)**

Our goal is to keep them as current as possible but we need your help in keeping us informed of personnel changes.

Department secretaries can make changes on their existing organizational chart templates and forward them to [mckinneym@bcsd.com](mailto:mckinneym@bcsd.com). Or, if there are only a few changes, those can be sent to Marsha for correction, and the updated chart sent back to you.

A printable organizational chart is available if you need a hard copy to reference.

If you have any questions, contact Marsha McKinney @ 1-4618.



Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Employees  | Date: August 18, 2011 | No. 120016  |
| Subject: Master Calendar on the Website                                  |                       |             |
| Prepared By: Marsha McKinney, Administrative Secretary                   |                       |             |
| Reviewed By: Steve Gabbitas, Public Relations and Communications Manager |                       |             |
| Approved By: D. Kent Ashworth, Interim Superintendent                    |                       | Page 1 of 1 |

**The District's Master Calendar has been updated and is available on the website.**

**It is located under For BCSD Staff.**

**To view, click on the following:**

**<http://departments.bcsd.com/publications/mc/calendar.htm>**

Our goal is to keep the information as current as possible but we will need your help by keeping us informed of upcoming events.

**Department secretaries** can send updates throughout the year by emailing them to [mckinneym@bcsd.com](mailto:mckinneym@bcsd.com). They will be posted as soon as possible.

If you have any questions, contact Marsha McKinney @ 1-4618.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                      |                    |
|---|----------------------|--------------------|
| <b>To: BCSD Administrators</b>                                  | <b>Date: 8/18/11</b> | <b>No. 120017</b>  |
| <b>Subject: Forum for Input on BCSD Superintendent Criteria</b> |                      |                    |
| <b>Prepared By: Sandra Sutton, Administrative Secretary</b>     |                      |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>    |                      | <b>Page 1 of 1</b> |

**BCSD ADMINISTRATORS**

are invited to offer input on the  
BCSD Superintendent Search Criteria

The Board of Education has retained  
**LEADERSHIP ASSOCIATES**  
to recruit qualified superintendent candidates.

Leadership Associates will hold an open forum on  
Wednesday, August 31, 2011,  
from 2 to 3 p.m. in the  
Board Room at the Education Center  
for administrators to provide input on the qualities  
they would like to see in the new superintendent.

If you are unable to attend, you may email or write  
your suggestions to Leadership Associates:

Attention Rick Thome or Mike Escalante  
PMG 455 | 20352-H Alicia Parkway  
Mission Viejo, CA 92692  
e-mail: [leadershipassociates@cox.net](mailto:leadershipassociates@cox.net)  
website: [www.leadershipassociates.org](http://www.leadershipassociates.org)

**Bakersfield City School District  
The Advisory Bulletin**

|   |                      |                    |
|---|----------------------|--------------------|
| <b>To: BCSD Teachers</b>  | <b>Date: 8/18/11</b> | <b>No. 120018</b>  |
| <b>Subject: Forum for Input on BCSD Superintendent Criteria</b> |                      |                    |
| <b>Prepared By: Sandra Sutton, Administrative Secretary</b>     |                      |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>    |                      | <b>Page 1 of 1</b> |

**BCSD TEACHERS**

are invited to offer input on the  
BCSD Superintendent Search Criteria

The Board of Education has retained  
**LEADERSHIP ASSOCIATES**  
to recruit qualified superintendent candidates.

Leadership Associates will hold open forums on  
Wednesday, August 31, 2011,  
from 3:30 to 4:30 p.m.  
at the following locations...

1. Harding Cafeteria – 3201 Pico Avenue
2. Sequoia Auditorium – 900 Belle Terrace

for teachers to offer input on the qualities  
they would like to see in a new superintendent

If you are unable to attend, you may email or write  
your suggestions to Leadership Associates:

Attention Rick Thome or Mike Escalante  
PMG 455 | 20352-H Alicia Parkway  
Mission Viejo, CA 92692

e-mail: [leadershipassociates@cox.net](mailto:leadershipassociates@cox.net)

website: [www.leadershipassociates.org](http://www.leadershipassociates.org)

**Bakersfield City School District  
The Advisory Bulletin**

|   |                      |                    |
|---|----------------------|--------------------|
| <b>To: BCSD Classified Staff</b>                                | <b>Date: 8/18/11</b> | <b>No. 120019</b>  |
| <b>Subject: Forum for Input on BCSD Superintendent Criteria</b> |                      |                    |
| <b>Prepared By: Sandra Sutton, Administrative Secretary</b>     |                      |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>    |                      | <b>Page 1 of 1</b> |

**BCSD CLASSIFIED STAFF**  
are invited to offer input on the  
BCSD Superintendent Search Criteria

The Board of Education has retained  
**LEADERSHIP ASSOCIATES**  
to recruit qualified superintendent candidates.

Leadership Associates will hold open forums on  
Thursday, September 1, 2011,  
from 3:30 to 4:30 p.m. at the following locations:

1. Board Room at the Education Center
2. Harris Cafeteria - 4110 Garnsey Lane

for classified staff to provide input on the qualities  
they would like to see in the new superintendent.

If you are unable to attend, you may email or write  
your suggestions to Leadership Associates:

Attention Rick Thome or Mike Escalante  
PMG 455 | 20352-H Alicia Parkway  
Mission Viejo, CA 92692

e-mail: [leadershipassociates@cox.net](mailto:leadershipassociates@cox.net)

website: [www.leadershipassociates.org](http://www.leadershipassociates.org)

Bakersfield City School District  
The Advisory Bulletin

To: Principals and Department Heads

Date: August 18, 2011

No. 120020

Subject: **Minimum Days – Oct. 31 through Nov. 4, 2011 (Parent Conference Week)**

Prepared By: Destini Delmonico, Employer-Employee Relations Assistant

Approved By: D. Kent Ashworth, Interim Superintendent

Page 1 of 1

# Minimum Days

have been scheduled

**Oct. 31, 2011  
through  
Nov. 4, 2011  
for Parent Conference Week.**

It is a five-day week. **ALL** days are Minimum Days with **NO** after-school activities, such as ITSA and sports.

**These are minimum days for Students ONLY.  
There is no change in the employee workday.**

Magnet schools are an exception.  
Magnet schools will have after-school activities.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                       |             |
|---|-----------------------|-------------|
| To: Principals and Department Heads                                   | Date: August 18, 2011 | No. 120021  |
| Subject: <b>Minimum Days – 2011-12 School Year</b>                    |                       |             |
| Prepared By: Destini Delmonico, Employer-Employee Relations Assistant |                       |             |
| Approved By: D. Kent Ashworth, Interim Superintendent                 |                       | Page 1 of 1 |

# **Minimum Days for 2011-12 School Year**

1. The day before Thanksgiving Vacation.
2. The last school day before Winter Vacation.
3. The last day of school.
4. Additional minimum days may be established by the District.

**Please note the following:**

**The day before Spring Vacation **IS NOT** a Minimum Day.**

**Open House **IS NOT** a Minimum Day.**

**Bakersfield City School District  
The Advisory Bulletin**

|   |                       |             |
|---|-----------------------|-------------|
| To: Principals and Department Heads                                   | Date: August 18, 2011 | No. 120022  |
| Subject: <b>Open House – (NOT a Minimum Day)</b>                      |                       |             |
| Prepared By: Destini Delmonico, Employer-Employee Relations Assistant |                       |             |
| Approved By: D. Kent Ashworth, Interim Superintendent                 |                       | Page 1 of 1 |

# Open House



**Open House is NOT a Minimum Day;  
however, teachers shall be free to leave work  
ten (10) minutes after the dismissal  
of the last regularly-scheduled class  
on the day of Open House.**

**REFERENCE:**

**4.7 Dismissal on Minimum Days**

Teachers shall be free to leave work ten (10) minutes after the dismissal of the last scheduled minimum day class on the minimum days before Thanksgiving Vacation and Winter Vacation, and also on the REGULAR day of the annual Open House event and on the REGULAR day before Spring Vacation.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> Principals and Department Heads                                  | <b>Date:</b> August 18, 2011 | <b>No. 120023</b>  |
| <b>Subject: Consultant Agreements &amp; Payments – How to Prepare Forms</b> |                              |                    |
| <b>Prepared By:</b> Steve McClain, Chief Business Official                  |                              |                    |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                |                              | <b>Page 1 of 8</b> |

All **Consultant Service Agreements** and **Requests for Payment** for consultant services are to be processed through the Office of the Chief Business Official. Please send the ENTIRE Consultant Agreement form for processing—do not remove any pages. **The Agreement MUST BE TYPED.** As an added convenience, additional information & Interactive forms may be found online at [www.bcsd.com/businessServices/](http://www.bcsd.com/businessServices/).

**VERY IMPORTANT:** Any person who received wages from the District as an employee or a substitute during the calendar year (January – December) will be disqualified as a potential Consultant during that same calendar year (January – December).

**GETTING STARTED**

Use only the following forms. Forms with revision dates prior to 11/2005 will be returned and signatures will have to be collected again.

**Preprinted Agreement:** Store Stock #300165 or **Interactive Agreement:** Store Stock #300326  
**Revision Date:** 11/2005 **Revision Date:** 04/2011

Forms to be Completed for Consultant Services are:

- Agreement for Consultant Services
- W-9 Form
- A Justification Form (if categorical)
- Consultant Agreement Informational Memorandum or a pamphlet/website informational posting about the consultant or company
- A request for payment, typed as an Electronic Requisition, needs to be prepared, printed out and signed by the consultant on the day of service

**Consultant Service Agreements Prepared by Departments:**

1. Prepare the Consultant Service Agreement form, making sure ALL information is provided
2. Obtain Consultant's signature & their social security number or Employer ID Number
3. Obtain the signature of the Department Head
4. The Administrator AND the Asst. Superintendent over the Department **initials next to the Department Head's signature.** NOTE: *initialing means* - the initial of the first name along with the complete last name AND the supervisor DOES NOT sign his/her name on the line that reads "superintendent (or) designee"
5. **FOUR weeks** prior to the Board meeting, send ALL five copies of the agreement along with the W9 and the Consultant Agreement Informational Memorandum (or other information as described above) to the Office of the Chief Business Official for processing
6. Once the agreement is Board approved, the department will receive a fully executed copy



### **Consultant Service Agreements Prepared by Schools:**

1. Prepare the Consultant Services Agreement form, making sure ALL information is provided
2. Obtain Consultant's signature & their social security number or Employer ID Number
3. Obtain the signature of the Principal
4. **FOUR weeks** prior to the Board meeting, send ALL five copies of the agreement along with the W9 and the Consultant Agreement Informational Memorandum (or other information as described above) to the Office of the Chief Business Official (CBO) for processing
5. The CBO will submit the agreement to the Director of School Support (DSS) & the Asst. Supt. of AIA for approval
6. If to be paid out of categorical funds, the CBO will forward the agreement to Fiscal Services to verify the budget information and initial the agreement
7. The agreement will then be returned to the CBO for processing
8. Once the agreement is Board approved, the School and Fiscal Services (if categorical funds are used) will receive a copy of the approved agreement

### **W-9 Form (Taxpayer Identification Number and Certification):**

A "Taxpayer Identification Number and Certification" form (W-9) must be completed once a year by the Consultant. The forms can be obtained online either at [www.irs.gov](http://www.irs.gov) or [www.bcsd.com/businessServices/](http://www.bcsd.com/businessServices/) or by calling ext. 14678. The form **MUST** be completed and signed by the Consultant and attached to the Consultant Agreement.

### **Consultant Agreement Informational Memorandum:**

Effective with the March 22, 2011, Board of Education meeting, Consultant Agreements that will be submitted to the Office of the Chief Business Official will require the supplemental documentation either on the Consultant Agreement Informational Memorandum (sample attached) or a pamphlet, newsletter or web page. Required information includes:

1. Biographical information on each presenter including their qualifications
2. A comprehensive description of the program/activities to be presented; i.e., scope of work (goals, objectives, purpose)
3. Schools participating in the event including employee groups
4. Expected outcomes

### **Pre-Encumbering Funds:**

This process is a requirement by Fiscal Services.

1. Prepare a requisition on the KEA computer system. The following information is to be provided:
  - a. Consultant's name and complete address (should match information on the signed original Consultant Agreement)
  - b. Correct budget classification
  - c. Brief description of service(s) provided (should match information on the signed original Consultant Agreement), include the dates of service & the location
    - Include an itemization of expenses (per day fee, hotel, meals, etc.), only **IF** Consultant is not paid a lump sum (receipts will be required when payment requisition is submitted)
  - d. The statement, "Pre-Encumber entire contract, *monthly invoice to follow*" (monthly invoice notation, only if more than one payment will be made)
  - e. Board approval date (this information can be found on the copy of the Consultant Agreement returned to the department/school following the Board meeting)

- f. Full amount of the contract
  - g. Z comments – add a signature line for the Consultant, a line for the Director/Department or the Principal/School, a line for the DSS (if a school site), and a line for the Chief Business Official
  - h. Print out a copy of the requisition
2. Send the requisition to Purchasing electronically via the KEA computer system
  3. Obtain the signatures after services have been rendered from the Consultant and the Department Head/Principal. NOTE: An “original” Consultant signature is required – no faxed signatures

### **Requests for Payment Prepared by Departments:**

1. Print out the Pre-Encumbering requisition which will contain lines in the Z comments for the required signatures (Consultant, Department Head, & Chief Business Official)
2. Obtain original signatures for the Consultant once services are complete
3. Obtain the Department Head’s signature
4. Submit a hard copy of the requisition with required signatures to the Office of the Chief Business Official for approval and signature

### **Requests for Payment Prepared by Schools:**

1. Print out the Pre-Encumbering requisition which will contain lines in the Z comments for the required signatures (Consultant, Principal, DSS, & Chief Business Official)
2. Obtain original signatures for the Consultant once services are complete
3. Obtain the Principal’s signature
4. Submit a hard copy of the requisition with required signatures to the Office of the Chief Business Official where the remaining signatures & the Chief Business Official’s signature will be obtained

### **Payment for Consultants (Multiple Payments Only):**

1. Prepare an email with the following information:  
To: Ernest Garcia, Susan Hanson, Traci Garcia, & Lisa Hart  
Subject: Invoice ok to Pay  
Please update Purchase Order #\_\_\_\_\_. Signed Consultant Svc. P.O. Update submitted to the Chief Business Official with required signatures.
2. Send a printed copy of the Consultant Service P.O. Update form along with an original invoice to Lisa Hart in the Office of the Chief Business Official. Original signatures must be on the Consultant line (or invoice) and on the Department Head/Principal line. Please include a copy of the original Pre-Encumbering requisition.

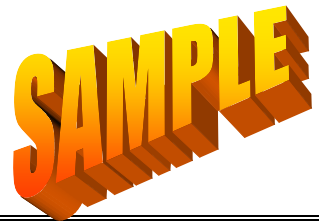
**Samples of completed forms on following pages. . . .**

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center, 1300 Baker Street

Bakersfield, California 93305

Office of the Chief Business Official



AGREEMENT FOR CONSULTANT SERVICES

Enter the Date When Agreement is Typed:

This Agreement is made and entered into this 2nd day of August, 2011, by and between the governing board of the BAKERSFIELD CITY SCHOOL DISTRICT of Kern County, California, hereinafter referred to as "District" and (Type Consultant's Name Here): Jon Dough, whose principal place of business is in (Type City/State Where Consultant Lives Here): Bakersfield, California, hereinafter referred to as "Consultant."

IT IS AGREED THAT:

- 1. Consultant will provide the services as set forth in the Agreement (or in attached proposal) in coordination with the District Superintendent or his designee as follows: (Include brief description of presentation)

Place: Ed. Center PDC

School/Department submitting request: ABC School Time: 9 a.m. to Noon

Description/Purpose: (Type a Brief Description of Services Consultant is Providing):

The author will demonstrate writing techniques for teachers.

Enter beginning & ending date of Consultant's Services:

- 2. This Agreement shall be for a specified period, commencing on Sept. 23, 2011 and ending on Sept. 23, 2011.

Enter dollar amount Consultant is to be paid:

The compensation for consultant services under this Agreement shall be at the rate of \$ 300 per day.

- 3. District shall reimburse Consultant for mileage, food, lodging, and actual and necessary expenses (i.e., airfare and materials). Mileage shall be at the rate of \$0 per mile; food and lodging allowance not to exceed \$0 per day.

Enter TOTAL dollar amount to be Paid to Consultant:

- 4. Total compensation under this Agreement (including mileage, food, lodging) shall not exceed \$ 300 (plus airfare and materials). Receipts to verify expenses for food, lodging, airfare, and materials will be required.

- 5. Payments for services and reimbursement for expenses under this Agreement shall be made within thirty days after the completion of all services to be performed and receipts have been received.

- 6. Consultant shall not assign or transfer in any way his or her interest or obligations under this Agreement without the written consent of the Superintendent or his designee.

- 7. This Agreement may be amended or modified at any time by mutual agreement of the parties, in writing.

- 8. Termination: The District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services of Consultant. Notice shall be deemed given when received by the Consultant, or no later than three (3) days after the mailing, whichever is sooner.

- 9. It is understood and agreed that the Consultant is at all times an independent contractor and neither he nor his employees are employees of the District.

- 10. The District has determined that neither its employees, the county superintendent's employees, nor the employees of the adjoining districts or county superintendents, are able to provide the service provided for in this Agreement. A find to that effect has been entered by the Board of Education in the minutes of its meeting of \_\_\_\_\_, 20 \_\_\_\_\_. (LEAVE BLANK)

- 11. Consultant agrees to notify his school employer (if he is employed by a school district, county superintendent or other school entity) of this Agreement and the dates upon which he intends to perform pursuant to this Agreement. Consultant agrees that he will not accept any salary, other than leave, compensatory time off or vacation benefits, from his school employer while he is performing services pursuant to this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

BAKERSFIELD CITY SCHOOL DISTRICT BOARD OF EDUCATION ("District")

CONSULTANT

(CONSULTANT MUST SIGN HERE)

By (LEAVE THIS BLANK) Superintendent (or) Designee

Consultant Signature

(CONSULTANT MUST COMPLETE THIS)

(PRINCIPAL or DEPARTMENT HEAD SIGNS) Principal AND Department Head Signature

Social Security Number (or) Employer I.D. Number

(TYPE OTHER BUDGET CLASSIFICATION:)

(TYPE SPECIALLY FUNDED BUDGET HERE:)

OTHER BUDGETS (list number)

Please submit 5 copies four weeks prior to Board Meeting.

SPECIALY FUNDED PROJECTS Program Title Budget Class Component

General Fund Magnet Fund Lottery Fund Other (list NAME and number)

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

|   |   |   |
|---|---|---|
| <b>Print or type<br/>See Specific<br/>Instructions on page 2.</b> | Name (as shown on your income tax return)   |   |
|   | Business name/disregarded entity name, if different from above  |   |
|   | Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate |   |
|   | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  |   |
|   | <input type="checkbox"/> Other (see instructions) ▶   |   |
| Address (number, street, and apt. or suite no.)                   |   | Requester's name and address (optional) |
| City, state, and ZIP code   |   |   |
| List account number(s) here (optional)                            |   |   |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

| Social security number |  |  |  |   |  |  |   |  |  |
|------------------------|--|--|--|---|--|--|---|--|--|
|                        |  |  |  | - |  |  | - |  |  |

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| Employer identification number |  |  |  |   |  |  |  |  |  |
|--------------------------------|--|--|--|---|--|--|--|--|--|
|                                |  |  |  | - |  |  |  |  |  |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, CA 93305  
*Office of the Chief Business Official*

**SAMPLE**

Dept./School: \_\_\_\_\_  
*Name of Dept. or School*

Contact: \_\_\_\_\_  
*Contact Person*

Consultant: \_\_\_\_\_  
*Complete Consultant Name*

Dates of Svc: \_\_\_\_\_  
*Consultant Svc. Dates*

**Consultant Agreement Informational Memorandum**

Please complete the information requested below and submit to the Chief Business Official's office along with your completed Consultant Agreement. Please attach any necessary backup as needed.

1. Copy of Consultant Agreement Attached

*This form will be attached to your Original Signed Consultant Agreement*

2. Biographical information on each presenter including their qualifications

3. A comprehensive description of the program/activities to be presented; i.e., scope of work (goals, objectives, purpose)

4. Schools participating in the event including employee groups

5. Expected outcomes

*Numbers 2-5 should contain the information requested. If not using this form, be sure the supporting paperwork contains the requested information.*

Bakersfield City School District  
 1300 Baker Street  
 Bakersfield, CA 93305  
 (661) 631-4600



Req. No:                      PO Number:                      Date Needed                      Date PO Printed:                      Date Req. Printed

Vendor: 0000000  
 CONSULTANT NAME (as it appears on agreement )  
 ADDRESS  
 CITY, STATE ZIP

Ship to:  
 WAREHOUSE SERVICES  
 1300 BAKER STREET  
 BAKERSFIELD, CA 93305

Requested By:  
 TYPIST'S NAME WILL APPEAR HERE

Location:  
 SITE WHERE REQ. IS BEING PREPARED

| Lin Qty | Unit | Description                                   | Item Cost | Total Cost |
|---------|------|---|-----------|------------|
| 1       |      |   |           |            |
| 2       |      | TO PROVIDE STAFF DEVELOPMENT                  |           |            |
| 3       |      | WORKSHOPS ENTITLED "NAME OF                   |           |            |
| 4       |      | WORKSHOP", AMOUNT NOT TO EXCEED               | 20,000.00 | 20,000.00  |
| 5       |      | MARCH 1, 2012 THRU JUNE 6, 2012               |           |            |
| 6       |      |   |           |            |
| 7       |      | PRE-ENCUMBER ENTIRE CONTRACT, MONTHLY         |           |            |
| 8       |      | INVOICE TO FOLLOW                             |           |            |
| 9       |      |   |           |            |
| 10      |      | BOARD APPROVAL: <u>DATE OF BOARD APPROVAL</u> |           |            |

The Budget Classification  
 you enter will appear here

01-0000-0-0000-0000-0000-000-00

The Board Approval Date can be  
 found on the copy of the Consultant  
 Agreement returned to the school site  
 or department

\*\*\*\*\* Comments/Annotations \*\*\*\*\*

Original Signature Required  
 \_\_\_\_\_  
 TYPE NAME OF CONSULTANT, COMPANY

Obtain the Consultant's signature and  
 the Principal's signature after services  
 have been rendered.

Original Signature Required  
 \_\_\_\_\_  
 TYPE NAME OF PRINCIPAL, SCHOOL

\_\_\_\_\_  
 TYPE NAME OF DSS, AIA

\_\_\_\_\_  
 TYPE STEVE MCCLAIN, CHIEF BUSINESS OFFICIAL

SUB-TOTAL                      20,000.00

TOTAL                      20,000.00

Bakersfield City School District  
1300 Baker Street  
Bakersfield, CA 93305  
(661) 631-4600

**SAMPLE**

**CONSULTANT SERVICES P.O. UPDATE**

DEPARTMENT/SCHOOL:

PO# \_\_\_\_\_

\_\_\_\_\_

INVOICE # \_\_\_\_\_

NAME OF VENDOR/CONSULTANT:

INVOICE DATE: \_\_\_\_\_

\_\_\_\_\_

AMOUNT TO BE PAID: \$ \_\_\_\_\_

-----  
-----

DESCRIPTION OF SERVICES/NOTES:

This form is only to be used for multiple payments to a vendor.

Enter all information as requested.

Consultant signature must be original, either where noted or on an attached invoice.

**SCANNED SIGNATURES  
WILL NOT BE ACCEPTED**

Board Approval Date: \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Dept. Head/Principal: \_\_\_\_\_

Director School Support: \_\_\_\_\_

Chief Business Official: \_\_\_\_\_

Budget Classification: \_\_\_\_\_

PLEASE ATTACH ORIGINAL INVOICE

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Department Heads/Principals/Secretaries                           | <b>Date:</b> August 18, 2011 | <b>No. 120024</b>  |
| <b>Subject: Consultant Agreements to be Submitted BEFORE Date of Service</b> |                              |                    |
| <b>Prepared By:</b> Steve McClain, Chief Business Official                   |                              |                    |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                 |                              | <b>Page 1 of 1</b> |

It is imperative that all Consultant Service Agreements be submitted for Board approval **BEFORE** the date(s) of service. There will be NO approval of a Consultant Agreement after the fact.

Below you will find the due dates for submitting Consultant Agreements to this office for processing. Consultant Agreements received after the date due will be placed on the following months Board agenda. This may result in rescheduling the date of your Consultant. Please share this information with those individuals who are responsible for preparing the Consultant Agreement:

| <u>Board Meeting Date</u> | <u>Consultant Agreement Due Date</u> |
|---------------------------|--------------------------------------|
| July 26, 2011             | June 30, 2011                        |
| August 23, 2011           | August 1, 2011                       |
| September 27, 2011        | September 2, 2011                    |
| October 25, 2011          | October 3, 2011                      |
| November 22, 2011         | October 31, 2011                     |
| December 6, 2011          | November 21, 2011                    |
| January 24, 2012          | January 2, 2012                      |
| February 28, 2012         | February 6, 2012                     |
| March 27, 2012            | March 5, 2012                        |
| April 24, 2012            | April 2, 2012                        |
| May 22, 2012              | April 30, 2012                       |
| June 26, 2012             | June 4, 2012                         |

**REMEMBER: There will be NO Consultant Agreement processed after the fact!**

If you have any questions, please contact Lisa Hart in the Office of the Chief Business Official, extension 14678.





Bakersfield City School District  
The Advisory Bulletin

|   |                       |            |
|---|-----------------------|------------|
| To: Principals  | Date: August 18, 2011 | No. 120025 |
| Subject: Community Partners In Education (CPIE) Event<br>Important Date – Mark Your School Calendar |                       |            |
| Prepared By: Steve Gabbitas, Communications/Community Partnerships                                  |                       |            |
| Approved By: D. Kent Ashworth, Interim Superintendent   | Page 1 of 1           |            |



**Important Date – Please  
Mark Your School Calendar!**



*Community Partners In Education  
(CPIE) Event*

*Friday, September 9, 2011*

*Breakfast at 8:00 AM*

*DoubleTree Hotel • 3100 Camino Del Rio Court*

*Followed by School Site Visits  
(9:30 to 11:00 AM)*

*This event is a great opportunity to build community support for your school and for the District*

If you have any questions, please feel free to contact the Community Partnerships Office at extension 14893 or by email at [cpie@bcsd.com](mailto:cpie@bcsd.com)

*Thank you for being a part of this special event!*

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                   |
|--|------------------------------|-------------------|
| <b>To:</b> Principals  | <b>Date:</b> August 18, 2011 | <b>No. 120026</b> |
| <b>Subject:</b> Williams Settlement Visitation Schedules for the 2011-12 School Year |                              |                   |
| <b>Prepared By:</b> Steve McClain, Chief Business Official                           |                              |                   |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                         |                              | Page 1 of 1       |

Listed below you will find the Williams Settlement Visitation Schedule for the school site visits for the 2011-12 school year. The list is in alphabetical order by school name, not visitation date:

| <u>School</u>   | <u>Date</u>   |
|-----------------|---|
| Casa Loma       | September 8, 2011   |
| College Heights | September 7, 2011   |
| Compton         | September 16, 2011  |
| Curran          | September 14, 2011  |
| Emerson         | September 8, 2011   |
| Evergreen       | September 13, 2011  |
| Fremont         | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Garza           | September 1, 2011   |
| Hills           | September 1, 2011   |
| Hort            | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Jefferson       | September 14, 2011  |
| Longfellow      | September 14, 2011  |
| McKinley        | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| H. Mann         | September 13, 2011  |
| Mt. Vernon      | August 30, 2011   |
| Munsey          | September 14, 2011  |
| Noble           | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Owens Primary   | September 14, 2011  |
| Pauly           | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Wm. Penn        | September 6, 2011   |
| Pioneer         | August 30, 2011   |
| Roosevelt       | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Sequoia         | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Sierra          | September 1, 2011   |
| Stiern          | September 16, 2011  |
| Washington      | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |
| Wayside         | September 6, 2011   |
| Fr. West        | September 7, 2011   |
| Williams        | Unannounced (within first 4 weeks of 1 <sup>st</sup> day of school) |

NOTE: Following your visit, if your school site requires any facility deficiencies repairs, you must send a Work Order to M&O and indicate that it pertains to the "Williams Act."

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, Vice Principals, Deans, Campus Supervisors, and other employees involved in using the Student Discipline Code | <b>Date:</b> August 18, 2011 | <b>No. 120027</b>  |
| <b>Subject:</b> Student Discipline and Suspension Training: Law, Policy, and Procedures  |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor and Steve Castro, Supervisor, Student Services Department                                  |                              |                    |
| <b>Approved By:</b> Randall Raney, Director, Instructional Support Services Division   |                              | <b>Page 1 of 1</b> |

**This is MANDATORY PROFESSIONAL DEVELOPMENT for the Principal  
or Principal Designee to Meet the Implementation Requirements  
of the Local Education Agency Plan Addendum**

**Presentation Title:** Student Discipline and Suspension: Law, Policy, and Procedures

**Date:** Tuesday, September 6, 2011

**Time:** 2:30 p.m. – 4 p.m.

**Location:** Education Center, Professional Development Center (PDC)

**Presenters:** Michael Skiba, Supervisor, Student Services Department  
Steve Castro, Supervisor, Student Services Department

**Presentation Goals:**

1. Identify the practices which help staff enforce disciplinary rules fairly, consistently, and without discrimination.
2. Demonstrate the location and the use of published resources to help apply sound disciplinary practices.
3. List guidelines for selecting alternatives to suspension.
4. List and define corporal punishment, recess restriction, detention, community service, and program removal from optional educational programs.
5. Identify when law enforcement notice is mandatory and discretionary.
6. Demonstrate alignment of discipline investigation outcomes with corresponding offense categories.
7. Define key legal words applicable to student suspension.
8. Define the parameters of student suspension from school.
9. Identify the employee(s) with the authority to suspend from school.
10. Compare and contrast suspension from school with suspension from the classroom.
11. List and describe student suspension due process rights.
12. Define when the school has jurisdiction to suspend a student, apply the jurisdictional authority to fact patterns, and confirm the limits of jurisdictional authority.
13. Give an overview of the grounds for suspension and how the elements of each offense may be applied to support a determination.
14. Understand suspension day limits.
15. Identify the 20/30 suspension day limits and transfer procedures for these students.

For questions or to confirm your attendance, please contact Rhonda Rowland at extension 14634 in the Student Services Department or at [rowlandr@bcsd.com](mailto:rowlandr@bcsd.com).

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, Principal's Designee, and School Secretaries              | <b>Date:</b> August 18, 2011 | <b>No. 120028</b>  |
| <b>Subject:</b> Student Attendance Enhancement and Truancy Reduction Training        |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor I, Student Services Department         |                              |                    |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |                              | <b>Page 1 of 1</b> |

**SCHOOL ATTENDANCE ENHANCEMENT AND  
TRUANCY REDUCTION TRAINING**

*(Attendance at this training is mandatory. Each school is required to send a representative. Please send the school staff member who is responsible for referring students to the School Attendance Review Board.)*

**Audience:** School Attendance Contact(s) (as determined by principal)

**Date:** Thursday, September 1, 2011

**Time:** 2:30 p.m. – 4 p.m.

**Location:** Professional Development Center, BCSD Education Center

**Presenters:** Michael Skiba, Supervisor I  
Holly Mitchell, Deputy District Attorney  
Javier Rios, Probation Officer

**Materials:** If you have a copy of the “Bakersfield City School District Attendance Enhancement Process” booklet dated August 2008, please bring it with you.

**Training Goal:** To enhance student attendance and reduce student truancy by distributing standardized materials, describing policy and procedures, illustrating documentation procedures, defining roles, and answering audience questions.

**Sending Additional Attendees:** This in-service is for a District employee(s) designated by the principal as the site’s “School Attendance Contact(s).” Additional staff as determined by and including the principal are encouraged to attend.

Please RSVP by e-mail or phone Leticia Gonzalez in the Student Services Department ([gonzalezle@bcسد.com](mailto:gonzalezle@bcسد.com) or 14882).

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To: All Principals, Designees, Secretaries, and Clerks</b>   | <b>Date: August 18, 2011</b> | <b>No. 120029</b>  |
| <b>Subject: Ethnicity/Race Reporting on the Student Information Card and Staff Identification Following Refusal</b> |                              |                    |
| <b>Prepared By: Mike Skiba, Supervisor, Student Services Department</b>   |                              |                    |
| <b>Reviewed By: Randall Ranes, Director, Instructional Support Services Division</b>                                |                              | <b>Page 1 of 3</b> |

## Ethnicity/Race Reporting on the Student Information Card

The Student Information Card (emergency card/yellow card) was revised in January 2009 to meet amended federal ethnicity and race reporting requirements. **The Bakersfield City School District Student Information Card marked: REV 5/11 must be used to fulfill state and federal requirements.** Parent/guardians of all students enrolling in school for the 2011-12 school year must complete the revised card. To help prevent legal noncompliance, discard or recycle any card with a revision date other than 5/11. **Both the ethnicity and race questions must be completed.**

When marking the card, the parent/guardian is asked a two-part question: Part 1. WHAT IS YOUR CHILD'S ETHNICITY? and Part 2. WHAT IS YOUR CHILD'S RACE? The ethnicity question (Part 1) asks the parent/guardian to identify if the child **is or is not** HISPANIC or LATINO. Regardless of how the parent/guardian answers Part 1, they are asked to answer Part 2. In Part 2, the parent/guardian identifies the child's race by checking at least one, or up to five categories listed on the card.

In the case where a parent/guardian does not mark the child's ethnicity or race, the school site office staff should ask if the parent/guardian overlooked the question(s). If the parent confirms he or she did not overlook the question(s) the federal government considers this as a refusal on the part of the parent/guardian to answer the question. Only after confirmation of refusal is the staff member to make an ethnic or race identification. If the parent/guardian refuses to self-identify the race of their child, the following procedure should be used by the staff member to make an ethnic or race identification:

1. If the parent/guardian identifies the ethnicity of their child as HISPANIC or LATINO, but refuses to mark their race, the staff member will mark the race as WHITE<sup>1</sup>.
2. If the parent/guardian identifies the ethnicity of their child as NOT HISPANIC or LATINO, but refuses to mark their race, the staff member, as a last resort, must make a determination of the child's race to the best of the staff member's ability<sup>2</sup>. The federal guidance provides no additional assistance on staff identification. They simply indicate a "guess" is better than no data. Please initial the Student Information Card for each entry/mark made by a District staff member.

(Please see the flowchart entitled ETHNIC/RACE REPORTING: DECISION FLOWCHART attached to this TAB for further clarification of this procedure)

<sup>1</sup> Guidance from the federal government indicates that "individuals from Spain may select "Hispanic/Latino" because of their Spanish cultural heritage. When selecting a race they may select "White" for their European origin . . ." (Federal Register, Vol. 72, No. 202, pp. 59268).

<sup>2</sup> The amended reporting requirements no longer permit a "declined to state" category. Staff members making a determination of a child's ethnicity and/or race can use past student records (e.g., Student Information Card, electronic records, cumulative folder information), past or current records of siblings/family members, or other information available on a case by case basis.

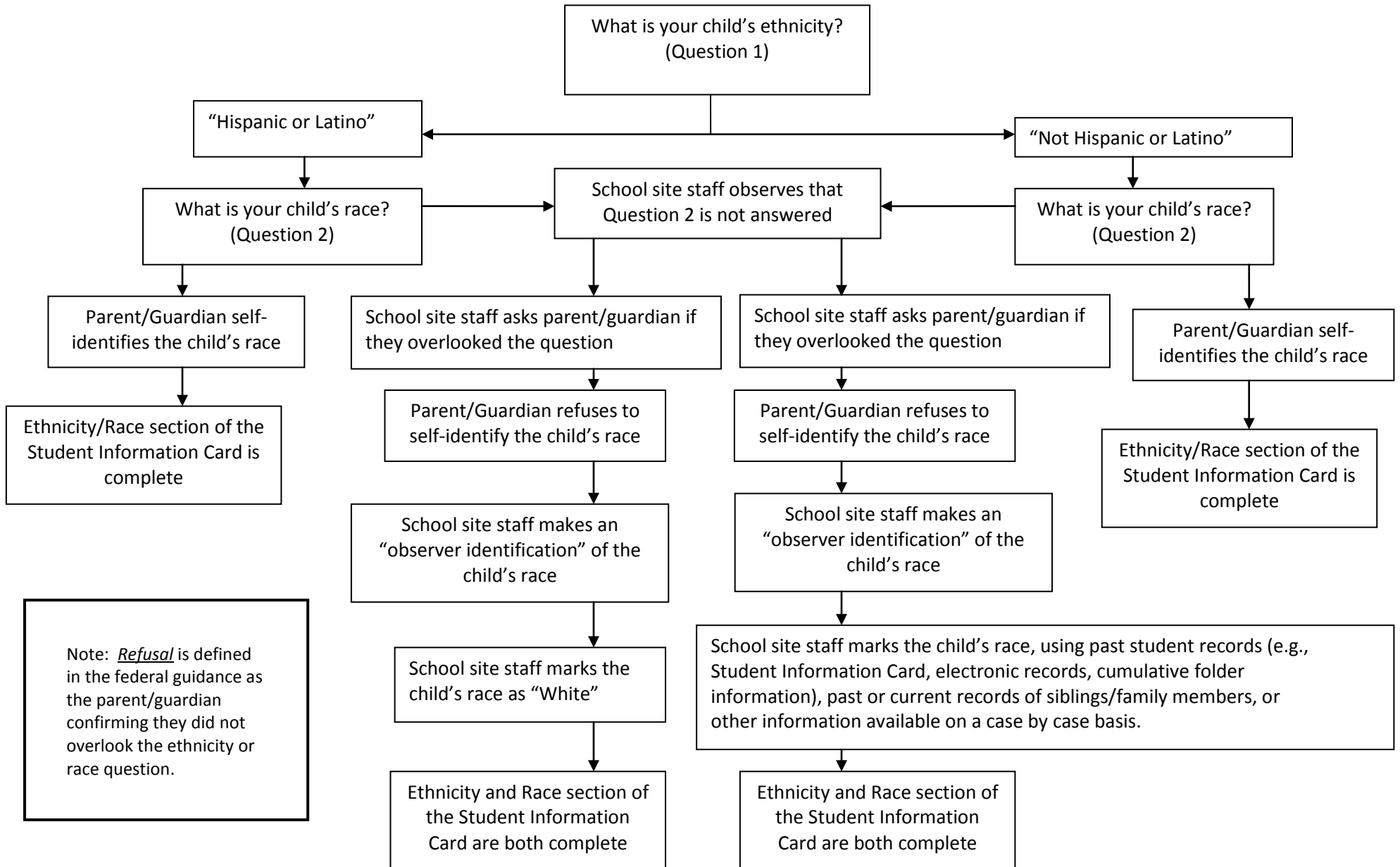
Please contact Mike Skiba at 631-4633 or [skibam@bcsd.com](mailto:skibam@bcsd.com) for any questions.

The United States Department of Education identifies the following groupings to assist educational institutions in selecting ethnicity and race:

1. **Hispanic or Latino** means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
3. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
4. **Black or African American.** A person having origins in any of the Black racial groups of Africa.
5. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### ETHNIC/RACE REPORTING: DECISION FLOWCHART

August 2011



Bakersfield City School District  
The Advisory Bulletin

|  |                       |             |
|--|-----------------------|-------------|
| To: All Principals and Site Test Coordinators                        | Date: August 18, 2011 | No. 120030  |
| Subject: 2011-2012 STAR Testing Dates - Revised                      |                       |             |
| Prepared By: Gay Barney, District STAR Coordinator                   |                       |             |
| Approved By: Dr. Evellyn Elizondo, Director, Research and Evaluation |                       | Page 1 of 2 |

# 2011-2012 Testing Dates

**Revisions in RED**

Testing dates during the 2011-2012 school year are as follows:

**California English Language Development Test (CELDT)**

- ★ Friday, **August 22, 2011** through Monday, October 31, 2011 (Annuals K – 8)
- ★ Friday, **August 22, 2011** through Friday, May 18, 2012 (Initials K – 8)

**CST/CMA Writing Test**

- ★ Tuesday, March 6, 2012 (Grades 4 and 7 Only)
- ★ Wednesday, March 7, 2012 (make-up)

**STAR Testing**

**Test Type**

**STS** (Grades 2-8)

**CAPA and CMA**  
(Sp Ed Grades 2-8)

**CST** (Grades 2-8)

**Traditional Education**

April 11 – April 20, 2012

April 11 – May 7, 2012

April 24 – May 7, 2012

**Physical Fitness Testing**

Monday, February 6, 2012 through Tuesday, February 21, 2012 (Grades 5 and 7)

**Testing Schedules attached**



### 2011-2012 Mandated District Testing Schedule

#### PHYSICAL FITNESS (PFT)

| GR.   | Monday<br>2/6/12 | Tuesday<br>2/7/12 | Wednesday<br>2/8/12 | Thursday<br>2/9/12 | Friday<br>2/10/12 | Monday<br>2/13/12 | Tuesday<br>2/14/12 | Wednesday<br>2/15/12 | Thursday<br>2/16/12 | Friday<br>2/17/12 | Monday<br>2/20/12 | Tuesday<br>2/21/12 |
|-------|------------------|-------------------|---------------------|--------------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|-------------------|--------------------|
| 5 & 7 | ←-----           |                   |                     |                    |                   |                   |                    |                      |                     |                   |                   |                    |

#### CST WRITING

| GR.   | Monday<br>3/5/12 | Tuesday<br>3/6/12 | Wednesday<br>3/7/12 | Thursday<br>3/8/12 | Friday<br>3/9/12 |
|-------|------------------|-------------------|---------------------|--------------------|------------------|
| 4 & 7 | ←-----           |                   |                     |                    |                  |

| Daily Testing Times: |                                  |
|----------------------|----------------------------------|
| Elementary-          | begin 30 min. after morning bell |
| Junior High/Middle-  | begin 35 min. after morning bell |

#### STS (Times are approximate)

| GR. | Monday<br>4/9/12 | Tuesday<br>4/10/12 | Wednesday<br>4/11/12                    | Thursday<br>4/12/12                     | Friday<br>4/13/12          | Monday<br>4/16/12          | Tuesday<br>4/17/12         | Wednesday<br>4/18/12       | Thursday<br>4/19/12 | Friday<br>4/20/12 |
|-----|------------------|--------------------|---|---|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|-------------------|
| 2   | ←-----           |                    | MATH-Part 1<br>(50 min.)                | MATH-Part 2<br>(50 min.)                | MATH-Part 3<br>(50 min.)   | R/LA - Part 1<br>(50 min.) | R/LA - Part 2<br>(50 min.) | R/LA - Part 3<br>(50 min.) | Make-ups            | Make-ups          |
| 3   | ←-----           |                    | MATH-Part 1<br>(50 min.)                | MATH-Part 2<br>(50 min.)                | MATH-Part 3<br>(50 min.)   | R/LA - Part 1<br>(50 min.) | R/LA - Part 2<br>(50 min.) | R/LA - Part 3<br>(50 min.) | Make-ups            | Make-ups          |
| 4   | ←-----           |                    | MATH-Part 1<br>(75 min.)                | MATH-Part 2<br>(75 min.)                | R/LA - Part 1<br>(85 min.) | R/LA - Part 2<br>(85 min.) | Make-ups                   | Make-ups                   | ←-----              |                   |
| 5   | ←-----           |                    | MATH-Part 1<br>(75 min.)                | MATH-Part 2<br>(75 min.)                | R/LA - Part 1<br>(85 min.) | R/LA - Part 2<br>(85 min.) | Make-ups                   | Make-ups                   | ←-----              |                   |
| 6   | ←-----           |                    | MATH-Part 1<br>(75 min.)                | MATH-Part 2<br>(75 min.)                | R/LA - Part 1<br>(85 min.) | R/LA - Part 2<br>(85 min.) | Make-ups                   | Make-ups                   | ←-----              |                   |
| 7   | ←-----           |                    | MATH-Part 1<br>(75 min.)                | MATH-Part 2<br>(75 min.)                | R/LA - Part 1<br>(85 min.) | R/LA - Part 2<br>(85 min.) | Make-ups                   | Make-ups                   | ←-----              |                   |
| 8   | ←-----           |                    | MATH-Part 1<br>(Algebra) *<br>(90 min.) | MATH-Part 2<br>(Algebra) *<br>(90 min.) | R/LA - Part 1<br>(85 min.) | R/LA - Part 2<br>(85 min.) | Make-ups                   | Make-ups                   | ←-----              |                   |

\* Not applicable if student not enrolled in Algebra

#### CST (Times are approximate)

| GR. | Monday<br>4/23/12 | Tuesday<br>4/24/12 | Wednesday<br>4/25/12     | Thursday<br>4/26/12      | Friday<br>4/27/12         | Monday<br>4/30/12         | Tuesday<br>5/1/12                 | Wednesday<br>5/2/12               | Thursday<br>5/3/12           | Friday<br>5/4/12             | Monday<br>5/7/12 |          |
|-----|-------------------|--------------------|--------------------------|--------------------------|---------------------------|---------------------------|-----------------------------------|-----------------------------------|------------------------------|------------------------------|------------------|----------|
| 2   | ←-----            |                    | MATH-Part 2<br>(50 min.) | MATH-Part 3<br>(50 min.) | ELA - Part 1<br>(50 min.) | ELA - Part 2<br>(50 min.) | ELA - Part 3<br>(50 min.)         | Make-ups                          | Make-ups                     | ←-----                       |                  |          |
| 3   | ←-----            |                    | MATH-Part 1<br>(50 min.) | MATH-Part 2<br>(50 min.) | MATH-Part 3<br>(50 min.)  | ELA - Part 1<br>(50 min.) | ELA - Part 2<br>(50 min.)         | ELA - Part 3<br>(50 min.)         | Make-ups                     | Make-ups                     | ←-----           |          |
| 4   | ←-----            |                    | MATH-Part 1<br>(75 min.) | MATH-Part 2<br>(75 min.) | ELA - Part 1<br>(85 min.) | ELA - Part 2<br>(85 min.) | Make-ups                          | Make-ups                          | Make-ups                     | Make-ups                     | ←-----           |          |
| 5   | ←-----            |                    | MATH-Part 1<br>(75 min.) | MATH-Part 2<br>(75 min.) | ELA - Part 1<br>(85 min.) | ELA - Part 2<br>(85 min.) | Science- Part 1<br>(70 min.)      | Science- Part 2<br>(70 min.)      | Make-ups                     | Make-ups                     | ←-----           |          |
| 6   | ←-----            |                    | MATH-Part 1<br>(75 min.) | MATH-Part 2<br>(75 min.) | ELA - Part 1<br>(85 min.) | ELA - Part 2<br>(85 min.) | Make-ups                          | Make-ups                          | ←-----                       |                              |                  |          |
| 7   | ←-----            |                    | MATH-Part 1<br>(75 min.) | MATH-Part 2<br>(75 min.) | ELA - Part 1<br>(85 min.) | ELA - Part 2<br>(85 min.) | Make-ups                          | Make-ups                          | Make-ups                     | Make-ups                     | ←-----           |          |
| 8   | ←-----            |                    | MATH-Part 1<br>(90 min.) | MATH-Part 2<br>(90 min.) | ELA - Part 1<br>(85 min.) | ELA - Part 2<br>(85 min.) | Hist./Soc.Sci<br>Part 1 (65 min.) | Hist./Soc.Sci<br>Part 2 (65 min.) | Science- Part 1<br>(60 min.) | Science- Part 2<br>(60 min.) | Make-ups         | Make-ups |

#### CMA and CAPA

| GR. | Wednesday<br>4/11/12 | Thursday<br>4/12/12 | Friday<br>4/13/12 | Monday<br>4/16/12 | Tuesday<br>4/17/12 | Wednesday<br>4/18/12 | Thursday<br>4/19/12 | Friday<br>4/20/12 | Monday<br>4/23/12 | Tuesday<br>4/24/12 |
|-----|----------------------|---------------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|-------------------|--------------------|
| 2-8 | ←-----               |                     |                   |                   |                    |                      |                     |                   |                   |                    |
|     | Wednesday<br>4/25/12 | Thursday<br>4/26/12 | Friday<br>4/27/12 | Monday<br>4/30/12 | Tuesday<br>5/1/12  | Wednesday<br>5/2/12  | Thursday<br>5/3/12  | Friday<br>5/4/12  | Monday<br>5/7/12  |                    |
| 2-8 | ←-----               |                     |                   |                   |                    |                      |                     |                   |                   |                    |

Bakersfield City School District  
The Advisory Bulletin

|  |                      |             |
|--|----------------------|-------------|
| <b>To:</b> All Principals, Program Specialists, and Teachers                         | <b>Date:</b> 8/18/11 | No. 120031  |
| <b>Subject:</b> Curriculum Lab Open Saturday, August 20, 2011                        |                      |             |
| <b>Prepared By:</b> Sandra Yoon, Coordinator, Library Media Services Department      |                      |             |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |                      | Page 1 of 1 |

# Curriculum Lab Open Saturday

The Curriculum Lab ***will be open*** Saturday:

**August 20, 2011**

Curriculum Lab Hours for Saturday will be:  
10 a.m. – 4 p.m.

If you have any questions, please call Sandra Yoon  
at extension 14808.



Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| <b>To:</b> All Principals, Program Specialists, and Teachers                         | Date: 8/18/11 | No. 120032  |
| <b>Subject:</b> Curriculum Lab Open Saturdays 2011-2012                              |               |             |
| <b>Prepared By:</b> Sandra Yoon, Coordinator, Library Media Services Department      |               |             |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |               | Page 1 of 1 |

## Curriculum Lab 2011-2012 Saturday Schedule and Holiday Hours

The Curriculum Lab **will be open** the following Saturdays during the  
2011 - 2012 school year.

August 20, 2011\*  
September 17, 2011  
October 22, 2011  
November 19, 2011  
December 17, 2011  
January 21, 2012  
February 25, 2012  
March 10, 2012  
April 21, 2012  
May 12, 2012

**Curriculum Lab Hours for Saturdays will be:  
10 a.m. – 2 p.m.**

\*August 20, 2011 open from 10 a.m. – 4 p.m.  
**The hours 10 a.m. – 4 p.m. are for Saturday, August 20, 2011 ONLY.**

### PLEASE NOTE:

The Curriculum Lab **will be open** during  
the Winter Break, December 26, 2011 – January 6, 2012.

We **will also be open** during Spring Break  
April 2 – April 6, 2012.  
We **will be closed** on April 9, 2012, in lieu of Admission Day.

Regular Curriculum Lab hours are 7:30 a.m. – 4:30 p.m.

If you have any questions, please call Sandra Yoon at extension 14808.

Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| To: Pre-K – 8 Principals, Program Specialists, APLs, and Designees | Date: 8/18/11 | No. 120033  |
| Subject: CATEGORICAL MANAGEMENT MEETING DATES FOR 2011-12          |               |             |
| Prepared By: Kathy Holloway, Clerk IV, AIA                         |               |             |
| Reviewed By: Diane Wallace, Supervisor, AIA                        |               |             |
| Approved By: Al Capilla, Asst. Supt., AIA                          |               | Page 1 of 1 |

*Please mark your calendars for 2011-2012*

***Categorical  
Management  
Meetings***

***Wednesdays***

***1:00 p.m. - 3:00 p.m. / Ed. Center PDC***

***August 30 (Tuesday)***

***September 28***

***October 26***

***November 30***

***December 21***

***January 25***

***February 22***

***March 21***

***April 18***

***May 23***



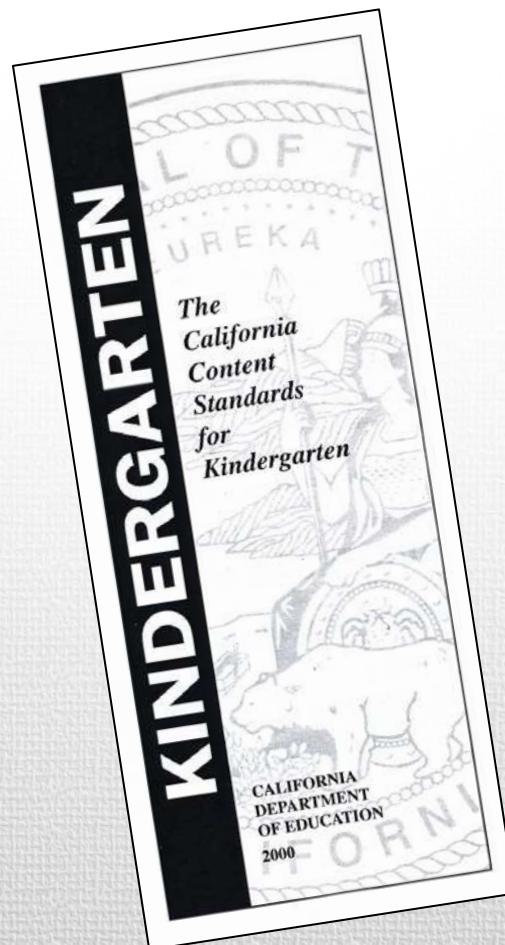
Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| To: Principals, Teachers, Grades K-8   | Date: 8/18/11 | No. 120034  |
| Subject: California Standards Brochures  |               |             |
| Prepared By: Nancy Olcott, Director, Curriculum and Standards                              |               |             |
| Approved By: Al Capilla, Assistant Superintendent, Academic Improvement and Accountability |               | Page 1 of 1 |

## California Standards Brochures

Copies of the California Content Standards brochures for Kindergarten through eighth grade, in English and in Spanish, are being sent to school sites under separate cover.

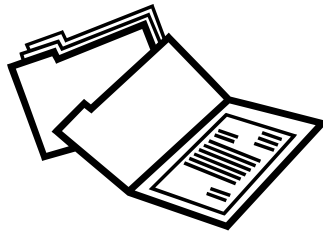
These brochures may be given to parents at Back to School Night.



Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| To: Principals, Teachers, Grades PreK-8  | Date: 8/18/11 | No. 120035  |
| Subject: Substitute Teacher Information Packets  |               |             |
| Prepared By: Nancy Olcott, Director, Curriculum and Standards                              |               |             |
| Approved By: Al Capilla, Assistant Superintendent, Academic Improvement and Accountability |               | Page 1 of 1 |

## Substitute Teacher Information Packets



Teachers may obtain Substitute Teacher Information pages from the Curriculum and Standards web page. The folders are a valuable resource for substitute teachers including names of school office staff, opening procedures, children who attend special sessions or have health problems, and other valuable information.



Visit [www.bcsd.com](http://www.bcsd.com)

- Go to **Departments**
- Select **Curriculum and Standards**
- Then **Teacher Resources**
- Click on **Substitute Teacher Packets**

BCSD  
The Bakersfield City School District

**The Return of the Principals**  
After six weeks of summer vacation, BCS D Principals Thursday, July 29 for their first day of BCS D Administr...

To read more and see pictures from the event, click on

Posted to the [District News](#) Department - -

**Summer Bridge**

BCSD Links

- BCSD Home
- Board of Education
- BCSD Calendars
- Bond Oversight
- Educational Foundation Community Partnerships
- Departments**
- Employment
- News Archive

BCSD  
The Bakersfield City School District

**Departments**

- Academic Improvement and Accountability
- Business Services
- Community Services
- Curriculum & Standards**
- English Language Learners
- Fiscal Services
- Food Services
- Grant Writing / Community Partnerships
- School Health and Neighborhood Support Programs
- Health Benefits
- Information Technology
- Instructional Support Services
- Maintenance and Operations
- Migrant Education Region 21
- New Teacher Support
- Parent Involvement

**Curriculum & Standards**  
Educational Success, High Expectations, and Commitment to Excellence

Curriculum & Standards Links

- BCSD Home Page
- C & S Home Page
- Personnel
- Professional Development
- Standards
- Pacing Calendars
- Reading/Language Arts
- Writing

**Teacher Resources**

- [Professional Development Opportunities](#)
- [Strategies/Organizers](#)
- [Subject Time Allotments 2009-2010 Grades K-6](#)
- [Summer School Teacher Handbook 2009](#)
- Substitute Teacher Packet**
- [eResources](#)
- [Graphic Organizers](#)

Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| To: Principals and Teachers with SmartBoards PreK-8  | Date: 8/18/11 | No. 120036  |
| Subject: BCSD SmartBoard User (B-Smart) Support Group Dates                                |               |             |
| Prepared By: Dana Johnson, Technology, Curriculum and Standards                            |               |             |
| Reviewed By: Nancy Olcott, Director, Curriculum and Standards                              |               |             |
| Approved By: Al Capilla, Assistant Superintendent, Academic Improvement and Accountability |               | Page 1 of 1 |

# Save the Dates!

*You're invited to join the ...*

## BCSD SmartBoard-User (B-SMART) Support Group

September 6, 2011  
October 11, 2011  
November 8, 2011  
December 6, 2011

January 10, 2012  
February 7, 2012  
March 13, 2012  
April 10, 2012

4:00 p.m. – 6:00 p.m.

Location: **IVS Computer Technology**  
1415 McDonald Way  
(Across from the back parking lot of KSFCU - Ming Avenue Branch)

Teacher Smart Board Users will benefit from:

- ❖ Hands-on in-depth training,
- ❖ Notebook lesson-building support (bring your core T.E. and your laptop),
- ❖ Collaboration with grade-level peers

Technical assistance will be available for any SmartBoard-related software and hardware issues.  
Food and refreshments will be served at each gathering.

Limited space available. Please email Jessica Shaw at [jessica@ivsct.net](mailto:jessica@ivsct.net) to register.

**Attendance is voluntary. Participants will not receive project pay.**

Bakersfield City School District  
The Advisory Bulletin

|  |               |            |
|--|---------------|------------|
| To: Principals of Grades K-5, Curriculum Directors, Academic Program Leaders, Academic Coaches, Program Specialists, Teachers of K-5 | Date: 8/18/11 | No. 120037 |
| Subject: Pearson Reading Street Vocabulary Cards   |               |            |
| Reviewed By: Nancy Olcott, Director, Curriculum and Standards  |               |            |
| Approved By: Al Capilla, Assistant Superintendent, Academic Improvement and Accountability   | Page 1 of 1   |            |

## Pearson Reading Street Vocabulary Cards



The Vocabulary Cards for Pearson Reading Street, created by Curriculum and Standards, are currently available on the District website. You will be able to access the K-5 vocabulary cards through the following:

- Curriculum and Standards - <http://www.bcsd.com/cipd/>
- Reading/Language Arts - *Select 'Reading/Language Arts' on the gray bar in the column on the left side*
- Teacher Resources - *Scroll Down to the 'Teacher Resources' Heading in Bold*
- Select Focus Wall and Vocabulary Cards or Selection Vocabulary
- Choose a Grade Level

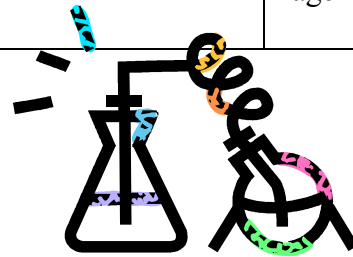




Bakersfield City School District  
The Advisory Bulletin

|   |               |             |
|---|---------------|-------------|
| To: Principals and Teachers of Grades 4-8   | Date: 8/18/11 | No. 120038  |
| Subject: Kern County Science Fair 2012  |               |             |
| Reviewed By: Nancy Olcott, Director, Curriculum and Standards                                 |               |             |
| Approved By: Al Capilla, Assistant Superintendent,<br>Academic Improvement and Accountability |               | Page 1 of 1 |

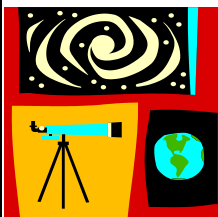
**SAVE THE DATES!!**



## **KERN COUNTY SCIENCE FAIR 2012**

- Coaches Workshops – mandatory for those entering restricted projects; highly recommended for all new coaches  
Thursday, October 27, 2011 (US 2) OR  
Wednesday, November 16, 2011 (US 1) 4:30-6:00 pm  
Both sessions are the same
- Deadline for School Intent to Participate Form  
Friday, January 13, 2012
- Deadline for Restricted Project Submissions  
Friday, January 20, 2012  
Forms may be submitted at any time prior to this date
- Deadline for all Project Entries  
Thursday, February 2, 2012

**Science Fair Set-up day: Monday, March 12, 2012**  
**2012 Science Fair: Tuesday, March 13, 2012**



PLEASE Plan your school calendars in such a way as to accommodate these deadlines.

Bakersfield City School District  
*The Advisory Bulletin*

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Principals and Teachers Grades K-8                          | <b>Date:</b> August 18, 2011 | No. 120039         |
| <b>Subject:</b> Classroom Management Training                          |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support   |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Certificated Personnel |                              | <b>Page 1 of 1</b> |

## Classroom Management Training

Classroom Management Training is being offered to teachers who are in their first year with Bakersfield City School District. The training is scheduled as follows:

|           |                    |
|-----------|--------------------|
| Session 1 | September 12, 2011 |
| Session 2 | September 19, 2011 |

❖ **Participants must attend both sessions to complete the training.**

Sessions will be held from 3:30 to 6:30 p.m. at

**Chipman Junior High School  
Library**

2905 Eissler Street  
661 631-5210

**Classroom Management Training is required for  
BTSA Induction Candidates and Intern Teachers.**

Teachers will be paid the project rate for their attendance.

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcsd.com](mailto:schneiders@bcsd.com), or calling Ext. 14650.

Bakersfield City School District  
*The Advisory Bulletin*

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Principals and BTSA/Intern Support Providers                  | <b>Date:</b> August 18, 2011 | <b>No. 120040</b>  |
| <b>Subject:</b> Trainings/Meetings for All BTSA/Intern Support Providers |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support     |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Certificated Personnel   |                              | <b>Page 1 of 1</b> |

**All BTSA/Intern Support Providers**  
**2011-2012 Support Provider Meetings**

| <b>Training</b>           | <b>Date</b>        | <b>Location</b>                | <b>Time</b>    |
|---------------------------|--------------------|--------------------------------|----------------|
| Support Provider Meeting  | September 6, 2011  | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | September 27, 2011 | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| Support Provider Meeting  | October 4, 2011    | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 2 | October 11, 2011   | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| Support Provider Meeting  | November 8, 2011   | PDC                            | 3:30 – 5:30 pm |
| Support Provider Meeting  | January 10, 2012   | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | January 11, 2012   | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 2 | January 25, 2012   | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| Support Provider Meeting  | February 2, 2012   | PDC                            | 3:30 – 5:30 pm |
| Support Provider Meeting  | March 6, 2012      | Board Room                     | 3:30 – 5:30 pm |
| Support Provider Meeting  | May 8, 2012        | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | May 9, 2012        | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcisd.com](mailto:schneiders@bcisd.com), or calling Ext. 14650.

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> Principals and BTSA Participating Teachers                     | <b>Date:</b> August 18, 2011 | <b>No. 120041</b>  |
| <b>Subject:</b> BTSA Trainings/Meetings for Year 1 Participating Teachers |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support      |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Certificated Personnel    |                              | <b>Page 1 of 1</b> |

## **YEAR 1** Participating Teachers 2011-2012 BTSA Trainings/Meetings

| <b>Training</b>           | <b>Date</b>        | <b>Location</b>                | <b>Time</b>    |
|---------------------------|--------------------|--------------------------------|----------------|
| Induction Year 1          | August 30, 2011    | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | September 27, 2011 | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | January 11, 2012   | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 1 | May 9, 2012        | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcsd.com](mailto:schneiders@bcsd.com), or calling Ext. 14650.

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|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> Principals and BTSA Participating Teachers                     | <b>Date:</b> August 18, 2011 | <b>No. 120042</b>  |
| <b>Subject:</b> BTSA Trainings/Meetings for Year 2 Participating Teachers |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support      |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Personnel Services        |                              | <b>Page 1 of 1</b> |

**YEAR 2 Participating Teachers**  
**2011-2012 BTSA Trainings/Meetings**

| <b>Training</b>           | <b>Date</b>       | <b>Location</b>                | <b>Time</b>    |
|---------------------------|-------------------|--------------------------------|----------------|
| Induction Year 2          | September 1, 2011 | PDC                            | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 2 | October 11, 2011  | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |
| BTSA SP/PT Meeting Year 2 | January 25, 2012  | Sierra Middle School Cafeteria | 3:30 – 5:30 pm |

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcسد.com](mailto:schneiders@bcسد.com), or calling Ext. 14650.

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Principals and Intern Teachers                              | <b>Date:</b> August 18, 2011 | <b>No. 120043</b>  |
| <b>Subject:</b> Trainings/Meetings for All Intern Teachers             |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support   |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Certificated Personnel |                              | <b>Page 1 of 1</b> |

## **ALL INTERN TEACHERS** 2011-2012 Intern Seminars

Seminar attendance is a required component of your Intern Program.

| <b>Training</b> | <b>Date</b>       | <b>Location</b>                 | <b>Time</b>    |
|-----------------|-------------------|---------------------------------|----------------|
| Intern Seminar  | September 7, 2011 | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | October 12, 2011  | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | November 15, 2011 | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | January 18, 2012  | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | February 14, 2012 | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | March 13, 2012    | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | April 11, 2012    | Main Conference Room            | 3:30 – 5:00 pm |
| Intern Seminar  | May 14, 2012      | Professional Development Center | 3:30 – 5:00 pm |

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcisd.com](mailto:schneiders@bcisd.com), or calling Ext. 14650.

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Principals and ALL NEW HIRES - Teachers K-8                             | <b>Date:</b> August 18, 2011 | <b>No. 120044</b>  |
| <b>Subject:</b> TLAC Teach Like a Champion – training for all newly hired teachers |                              |                    |
| <b>Prepared By:</b> Valerie Saylor, Supervisor - New Teacher Support               |                              |                    |
| <b>Approved By:</b> Linda Goodspeed, Director - Certificated Personnel             |                              | <b>Page 1 of 1</b> |

## **ALL NEW HIRE TEACHERS 2011-2012**

If you are a teacher new to the Bakersfield City School District this year,  
please attend the following training dates:

### ***Teach Like a Champion (TLAC)***

by Doug Lemov

Presented by Valerie Saylor, New Teacher Support

| <b>Training</b> | <b>Date</b>      | <b>Location</b> | <b>Time</b>    |
|-----------------|------------------|-----------------|----------------|
| TLAC            | October 18, 2011 | Board Room      | 3:30 – 5:30 pm |
| TLAC            | January 17, 2012 | PDC             | 3:30 – 5:30 pm |
| TLAC            | March 19, 2012   | PDC             | 3:30 – 5:30 pm |

Teachers will be paid the project rate for their attendance.

For information, you may contact Susie Schneider, New Teacher Support,  
by e-mailing [schneiders@bcisd.com](mailto:schneiders@bcisd.com), or calling Ext. 14650.

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|---|------------------------------|--------------------|
| <b>To: Principals, Pre-Kindergarten-8<sup>th</sup> Grade Teachers, and School Secretaries</b> | <b>Date: August 18, 2011</b> | <b>No. 120045</b>  |
| <b>Subject: Visual and Performing Arts Department Dates "At-A-Glance"</b>                     |                              |                    |
| <b>Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department</b>      |                              | <b>Page 1 of 1</b> |
| <b>Approved By: Randall G. Ranes, Director, Instructional Support Services Division</b>       |                              |                    |

The following information is provided to school sites for the purpose of calendaring the 2011-2012 academic year. For a more complete list of Visual and Performing Arts Department event dates and deadlines, visit the website at: [www.bcsd.com/vapa/calendar](http://www.bcsd.com/vapa/calendar)

**2011-2012 Visual and Performing Arts Department Dates "At-A-Glance"**

| <b>Day</b>      | <b>Date</b> | <b>Event</b>  | <b>Time</b>             | <b>Location</b>                  |
|-----------------|-------------|---|-------------------------|----------------------------------|
| Various         | 8/23 - 9/2  | Music In Our Schools Week Performances  | 8 A.M. - 3:15 P.M.      | Elementary School Sites          |
| Wednesday       | 9/28        | Rhythm Instruments Workshop – K, 1 <sup>st</sup> , 2 <sup>nd</sup> Grade Teachers | 3:30 P.M. - 5 P.M.      | Chipman Junior High School       |
| Wednesday       | 10/12       | Young People's Concert (6 <sup>th</sup> Grade)                                    | 9:30 A.M. & 10:45 A.M.  | Rabobank Convention Center       |
| Thursday        | 10/13       | BCSD Jr. High/Middle School Choir Festival  | 9:30 A.M. - 11:30 A.M.  | Education Center Auditorium      |
| Tuesday         | 10/25       | Visual Arts in the Classroom Workshop   | 3:30 P.M. - 4:30 P.M.   | PDC                              |
| Friday          | 11/11       | Veteran's Day Parade  | 10 A.M.                 | Downtown                         |
| Wednesday       | 11/16       | Fall Art Gallery and Reception  | 6 P.M. - 7 P.M.         | Education Center                 |
| Saturday        | 11/19       | BCSD JH Oral Language Festival (Grades 7-8)                                       | 8:30 A.M. - 12:30 P.M.  | Board Room                       |
| Thursday        | 12/1        | Bakersfield Christmas Parade  | 6 P.M. - 8 P.M.         | Downtown                         |
| Saturday        | 12/3        | BCSD Elementary Oral Language Festival  | 8:30 A.M. - 3 P.M.      | CSUB                             |
| Thursday/Friday | 12/8 – 12/9 | Nutcracker Ballet (5th Grade)   | 9:30 A.M. & 10:45 A.M.  | Rabobank Convention Center       |
| Saturday        | 12/10       | NOR Christmas Parade  | 10 A.M.                 | Oildale                          |
| Tuesday         | 1/17        | BCSD Spelling Bee Region I  | 6:30 P.M. - 8 P.M.      | Board Room                       |
| Thursday        | 1/19        | BCSD Spelling Bee Region II   | 6:30 P.M. - 8 P.M.      | Board Room                       |
| Thursday        | 1/26        | Henry Greve Speech Contest  | 10:30 A.M. - 11:30 A.M. | Board Room                       |
| Wednesday       | 2/8         | Young People's Concert (3rd Grade)  | 9:30 A.M. & 10:45 A.M.  | Rabobank Convention Center       |
| Wednesday       | 2/15        | Winter Art Gallery and Reception  | 6 P.M.                  | Education Center                 |
| Thursday        | 3/8         | BCSD JH/MS Band/Orchestra Standards Festival                                      | 8 A.M. - 5 P.M.         | CSUB                             |
| Saturday        | 3/24        | JH/MS Honor Band/Orchestra/MS Festival Orchestra Auditions                        | 8 A.M. - 12 P.M.        | Chipman JHS/Eissler Elem. School |
| Tuesday         | 3/27        | Elementary Festival Chorus Rehearsal #1   | 9:30 A.M. - 11:30 A.M.  | Sequoia MS                       |
| Thursday        | 3/29        | JH/MS Honor Choir Rehearsal #1  | 9:30 A.M. - 11:30 A.M.  | Sierra MS                        |
| Wednesday       | 4/11        | Spring Art Gallery and Reception  | 6 P.M. - 7 P.M.         | Education Center                 |
| Thursday        | 4/12        | JH/MS Honor Band/Orchestra/MS Festival Orch. Rehearsal #1                         | 9:30 A.M. - 1:15 P.M.   | Chipman JHS/Eissler Elem. School |
| Saturday        | 4/14        | Elementary Honor Orchestra Auditions  | 8 A.M. - 12 P.M.        | Longfellow Elem. School          |
| Saturday        | 4/21        | Elementary String Ensemble/Honor Orchestra Rehearsal #1                           | 8 A.M. - 12 P.M.        | Longfellow Elem. School          |
| Saturday        | 4/28        | JH/MS Honor Band/Orchestra/MS Festival Orch. Rehearsal #2                         | 8:30 A.M. - 12 P.M.     | Chipman JHS/Eissler Elem. School |
| Saturday        | 4/28        | JH/MS Honor Choir Rehearsal #2  | 9:30 A.M. - 11:30 A.M.  | Sierra MS                        |
| Tuesday         | 5/1         | O. D. WilliA.M.s Award Ceremony   | 7 P.M. - 8:30 P.M.      | Stiern MS                        |
| Tuesday         | 5/8         | Elementary Festival Chorus Rehearsal #2   | 9:30 A.M. - 11:30 A.M.  | Sequoia MS                       |
| Wednesday       | 5/9         | JH/MS Honor Choir Rehearsal #3  | 9:30 A.M. - 11:30 A.M.  | Sierra MS                        |
| Thursday        | 5/10        | JH/MS Honor Band/Orchestra/MS Festival Orch. Rehearsal #3                         | 9:30 A.M. - 1:15 P.M.   | Chipman JHS/Eissler Elem. School |
| Saturday        | 5/12        | Elementary String Ensemble/Honor Orchestra Rehearsal #2                           | 8 A.M. - 12 P.M.        | Longfellow Elem. School          |
| Monday          | 5/14        | Honor Concert Final Rehearsal   | 9:30 A.M. - 1:30 P.M.   | Rabobank Convention Center       |
| Monday          | 5/14        | Honor Concert & Honor Art Exhibition  | 6 P.M. & 7 P.M.         | Rabobank Convention Center       |
| Tuesday         | 5/15        | Academic Pentathlon Objective Testing   | 9:30 A.M. - 11:30 A.M.  | Chipman JHS                      |
| Wednesday       | 5/16        | JH/MS Art Field Trip  | TBA                     | TBA                              |
| Wednesday       | 5/16        | Academic Pentathlon Objective Testing   | 9:30 A.M. - 11:30 A.M.  | Chipman JHS/Eissler Elem. School |
| Saturday        | 5/19        | Academic Pentathlon Super Quiz  | 9 A.M. - 3 P.M.         | Stiern                           |
| Monday          | 5/21        | Elementary Festival Final Rehearsal   | 9:30 A.M. - 11:30 A.M.  | Rabobank Convention Center       |
| Monday          | 5/21        | Elementary Festival Concert   | 7 P.M. - 8 P.M.         | Rabobank Convention Center       |



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|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: All Elementary Principals and Classroom Teachers</b>                              | <b>Date: August 18, 2011</b> | <b>No. 120046</b>  |
| <b>Subject: Music In Our Schools Week Programs, August 23 through September 2, 2011</b>  |                              |                    |
| <b>Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department</b> |                              |                    |
| <b>Approved By: Randall G. Ranes, Director, Instructional Support Services Division</b>  |                              | <b>Page 1 of 2</b> |

Music In Our Schools Week Programs will be presented by the District's Elementary Traveling Instrumental Music Teachers at all elementary schools August 23, through September 2, 2011. The 30-minute educational assembly exposes students to a variety of musical styles, instruments, and curriculum correlations. It also includes audience participation through singing, moving, and playing rhythm instruments. Students will be introduced to the instruments of the orchestra.

At **K-5 Schools**, please include students in **Grades 3-5**; if space permits, include students in **Grade 2**.  
At **K-6 Schools**, please include students in **Grades 4-6**; if space permits, include students in **Grade 3**.

Due to our tight traveling schedule, flexibility may be needed with any morning recesses.

The following items are needed for the presentation:

- Twelve chairs on the stage
- Sound system with two microphones
- Piano

Please complete the attached evaluation sheet and send it through school mail or by fax (Fax Number 631-4812) to the Visual and Performing Arts Department. Thank you!

| <b>Monday<br/>August 22, 2011</b> | <b>Tuesday<br/>August 23, 2011</b>   | <b>Wednesday<br/>August 24, 2011</b>  | <b>Thursday<br/>August 25, 2011</b>   | <b>Friday<br/>August 26, 2011</b>  |
|-----------------------------------|--|---|---|--|
| Performance Preparation           | Owens Intermediate<br>8:40 – 9:10 a.m.<br><br>Horace Mann<br>9:45 – 10:15 a.m.<br><br>Garza<br>10:40 - 11:10 a.m.<br><br>Chavez<br>1:30 – 2 p.m. | Downtown<br>8:30 – 9 a.m.<br><br>Wm. Penn<br>9:30 – 10 a.m.<br><br>Roosevelt<br>10:30 – 11 a.m.<br><br>Hills<br>1:30 – 2 p.m. | Williams<br>8:15 – 8:45 a.m.<br><br>Fremont<br>9:15 – 9:45 a.m.<br><br>Mt. Vernon<br>10:15 – 10:45 a.m.<br><br>Pioneer<br>1:30 – 2 p.m. | Jefferson<br>8:15 – 8:45 a.m.<br><br>Noble<br>9:15 – 9:45 a.m.<br><br>College Heights<br>10:15 – 10:45 a.m.<br><br>Longfellow<br>1:30 – 2 p.m. |

| <b>Monday<br/>August 29, 2011</b>   | <b>Tuesday<br/>August 30, 2011</b>   | <b>Wednesday<br/>August 31, 2011</b>  | <b>Thursday<br/>September 1, 2011</b>  | <b>Friday<br/>September 2, 2011</b>   |
|---|--|---|--|---|
| Thorner<br>8:30 - 9 a.m.<br><br>Eissler<br>9:30 - 10 a.m.<br><br>Nichols<br>10:30 - 11 a.m. | Harding<br>8:20 – 8:50 a.m.<br><br>Hort<br>9:30 – 10 a.m.<br><br>Voorhies<br>10:30 - 11 a.m. | McKinley<br>8:15 – 8:45 a.m.<br><br>Evergreen<br>9:20 - 9:50 a.m.<br><br>Frank West<br>10:20 - 10:50 a.m. | Casa Loma<br>8:40 - 9:10 a.m.<br><br>Wayside<br>9:40 - 10:10 a.m.<br><br>Pauly<br>10:40 - 11:10 a.m. | Munsey<br>9 - 9:30 a.m.<br><br>Harris<br>10 - 10:30 a.m.<br><br>Franklin<br>11 - 11:30 a.m. |



## MUSIC IN OUR SCHOOLS WEEK PROGRAM EVALUATION

The Music In Our Schools Week Program brings the world of music making to District students! Please complete the following evaluation sheet and send it through school mail or by fax (Fax Number 631-4812) to the **Visual and Performing Arts Department** by **Friday, September 9, 2011.**

1. Our favorite selection was: \_\_\_\_\_.

2. The length of the program was:

\_\_\_\_\_ just right      \_\_\_\_\_ too long      \_\_\_\_\_ too short

3. The program was appropriate for my class.    \_\_\_\_\_ yes    \_\_\_\_\_ no

4. Additional comments/suggestions for future programs:

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School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

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|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To: Junior High/Middle School Principals and Vocal Music Teachers</b>                                    | <b>Date: August 18, 2011</b> | <b>No. 120047</b>  |
| <b>Subject: Bakersfield City School District Junior High/Middle School Choir Festival, October 13, 2011</b> |                              |                    |
| <b>Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department</b>                    |                              | <b>Page 1 of 1</b> |
| <b>Approved By: Randall G. Ranes, Director, Instructional Support Services Division</b>                     |                              |                    |



**SAVE-THE-DATE**

**4<sup>TH</sup> ANNUAL BCSD JUNIOR HIGH/MIDDLE SCHOOL  
CHOIR FESTIVAL**

The 4th Annual Bakersfield City School District Junior High/Middle School Choir Festival will be held on **October 13, 2011**, at the Education Center Auditorium.

This event will involve all District Junior High/Middle School choirs. Please mark your school calendars.

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|   |                              |                   |
|---|------------------------------|-------------------|
| <b>To: Junior High/Middle School Principals and Instrumental Music Teachers</b>   | <b>Date: August 18, 2011</b> | <b>No. 120048</b> |
| <b>Subject: Bakersfield City School District Junior High/Middle School Band and Orchestra Standards Festival, March 8, 2012</b> |                              |                   |
| <b>Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department</b>  | <b>Page 1 of 1</b>           |                   |
| <b>Approved By: Randall G. Ranes, Director, Instructional Support Services Division</b>   |                              |                   |



**SAVE-THE-DATE**

**6<sup>TH</sup> ANNUAL BCSD JUNIOR HIGH/MIDDLE SCHOOL  
BAND AND ORCHESTRA STANDARDS FESTIVAL**

The 6th Annual Bakersfield City School District Junior High/Middle School Band and Orchestra Standards Festival will be held on **March 8, 2012**, at California State University, Bakersfield.

This event will involve all District Junior High/Middle School advanced band and orchestras. Please mark your school calendars.

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|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: Pre-Kindergarten - 8<sup>th</sup> Grade Principals, Language Arts Event Coaches, and School Secretaries</b> | <b>Date: August 18, 2011</b> | <b>No. 120049</b>  |
| <b>Subject: Bakersfield City School District Language Arts Events • 2011-2012</b>                                  |                              |                    |
| <b>Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department</b>                           |                              | <b>Page 1 of 1</b> |
| <b>Approved By: Randall G. Ranes, Director, Instructional Support Services Division</b>                            |                              |                    |

The Kern County Superintendent of Schools (KCSOS) Office has sent each school information regarding the 2011-2012 Kern County Language Arts Events as follows:

- Bank of America Essay/Speech Contest (Grades 4-6);
- Henry Greve Speech Contest (Grades 7/8); and
- Oral Language Festival (Grades 4-8).

Please be aware of the following Bakersfield City School District (“BCSD”) and County Language Arts event dates.

**Oral Language Festival**



- October 28 BCSD Oral Language Festival Registration Deadline
- November 19 BCSD Junior High Oral Language Festival (Grades 7-8) • Education Center
- December 3 BCSD Elementary Oral Language Festival (Grades 4-6) • California State University, Bakersfield
- February 25 Kern County Oral Language Festival (Grades 4-8) • Norris Middle School



**Henry Greve Speech Contest**

- January 13 BCSD Henry Greve Speech Contest Registration Deadline
- January 26 BCSD Henry Greve Speech Contest • Education Center
- March 22 Kern County Speech Contest • KCSOS Office



**Spelling Bee**

- December 9 BCSD Spelling Bee Registration Deadline
- January 17 BCSD Spelling Bee Region 1 • Education Center
- January 19 BCSD Spelling Bee Region 2 • Education Center

For additional information, visit the Visual and Performing Arts Department website at <http://www.bcsd.com/vapa/> or contact Michael Stone at 631-4810.

Note: The KCSOS Office has continued suspension of its county-wide Spelling Bee this year.

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|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> Principals and After School Program Coordinators of Casa Loma, College Heights, Compton, Eissler, Emerson, Evergreen, Franklin, Frank West, Fremont, Garza, Harding, Harris, Hills, Horace Mann, Hort, Jefferson, Longfellow, McKinley, Mt. Vernon, Munsey, Nichols, Noble, Owens Primary, Owens Intermediate, Pauly, Pioneer, Roosevelt, Sequoia, Sierra, Thorner, Voorhies, Washington, Wayside, William Penn and Williams | <b>Date:</b> August 18, 2011 | <b>No. 120050</b>  |
| <b>Subject:</b> Minimum Days in the After School Education and Safety Program   |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor, Student Services Department  |                              |                    |
| <b>Approved By:</b> Randall G. Raney, Director, Instructional Support Services Division   |                              | <b>Page 1 of 1</b> |

**MINIMUM DAYS IN THE AFTER SCHOOL EDUCATION  
AND SAFETY PROGRAM**

This TAB describes the conditions under which the After School Education and Safety Program (“After School Program” or “ASP”) may continue to be run on a minimum day. The ASP may run on a designated minimum day if: (a) the ASP starts early; (b) staff is available; (c) the program runs at least 3 hours; and (d) parents are notified in advance of the ASP’s ending time.

**ASP and Minimum Day Schedule.** On a regular school day, the ASP starts after school, operates a minimum of fifteen hours per week and operates at least until 6:00 p.m. on every regular school day (Education Code Section 8483[a][1]). When the District establishes a “minimum day,” a student is dismissed from the regular school program approximately one hour before that student’s normal release time.

**Supervision of Students.** Students may not be left unsupervised while waiting for the ASP to begin (e.g., early dismissal, same ASP starting time) (see Title 5, California Code of Regulations, Section 5552).

**ASP Staff.** In some or several situations, an ASP staff member may be required to report to his or her ASP work earlier than usual. Advance planning is required since the ASP is staffed by employees or persons that may work in other jobs, may be enrolled in college classes, or may have other conflicts that would prevent these individuals from adjusting their normal ASP work hours. Principals choosing to continue the ASP on a minimum day must first ensure ASP staff will be available.

**Option to Continue the ASP.** The principal running an ASP has the option of operating the program at the regular rate (\$7.50 per student for each three hours of participation [Education Code Section § 8483.7]) during vacation periods, summer, or intersession (Education Code Section 8483[b]). Since a minimum day is not a regular school day and since there is an option to run the ASP even when school is not in session, it is concluded the principal can choose to run the ASP on a minimum day.

**Summary.** A choice to run the ASP on a minimum day means the ASP starts early, staff has been notified and will be available, the program will run 3 hours, and the parents have been notified of the ASP’s ending time.

**Questions?** Debbie Farrell at 14640 or Mike Skiba at 14633.

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|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries, and School Clerks                     | <b>Date:</b> August 18, 2011 | <b>No. 120051</b>  |
| <b>Subject:</b> Admission to School: Initial Enrollment and Transfer Students        |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor I, Student Services Department         |                              |                    |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |                              | <b>Page 1 of 3</b> |

**Admission to School: Initial Enrollment and Transfer Students**

*Use of Student Residency Questionnaire*

Use of the *Student Residency Questionnaire* (“*Questionnaire*”) (PS-29 or PS-29sp) with each student enrolling in a school is the central method by which the District identifies eligible students under the McKinney-Vento Homeless Assistance Act. Use of this form is also essential to meet the standards of Categorical Program Monitoring and the board policy (see Education for Homeless Children, BP 400.52). **Site staff members are encouraged to put a *Questionnaire* in each school enrollment packet or otherwise provide a copy of the *Questionnaire* to each person enrolling a student in school, to include first time enrollees and transfer students.**

Send the completed *Questionnaire* via school mail or facsimile ("fax") to the Student Services Department at 861-0835. Please mark: Attention Foster/Homeless Program. A copy of the form follows in both English and Spanish. The form is also available on the Student Services Department website. Select the “Department Forms” link from the website at <http://www.bcsd.com/student-services/>.

Questions concerning this procedure can be directed to Michael Skiba, Supervisor I (14633) or Suzanne Guest, District Liaison: Homeless/Foster Children Services (13022).

FOR STUDENT SERVICES USE ONLY

Received

FOR SCHOOL OFFICE USE ONLY

SID #

**Bakersfield City School District**

Education Center - 1300 Baker Street  
Bakersfield, CA 93305  
Student Services Department

**Student Residency Questionnaire**

Thank you in advance for completing this form. This form helps the Bakersfield City School District comply with federal and state law. Your truthful and accurate answers also help staff determine whether you and your child are entitled to certain rights and services.

Child's **Legal** Last Name: \_\_\_\_\_

Child's **Legal** First Name: \_\_\_\_\_

School: \_\_\_\_\_ Last School Attended: \_\_\_\_\_

Child's Birthdate (month, day, year): \_\_\_\_\_ Grade: \_\_\_\_\_  Male  Female

1. Where is the child living now? (Check one box)

- With more than one family in a house or apartment
- With friends or family members
- In a shelter, emergency, or transitional housing program
- In a motel/hotel, car, or campsite/trailer park
- In a park, public space, abandoned building, bus or train station or similar setting
- In a facility waiting for foster care placement

None of the above **(One family in a single family residence)**

Please list the child's brother(s) and sister(s) by name/grade/age (If none, please write none): \_\_\_\_\_

Parent(s)/Legal Guardian(s) Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Pager No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

2. Does the living arrangement checked in Question 1 result from a loss of housing or economic hardship?

- Yes  No  Unsure

3. Did your child **receive** any special help at his/her last school?

- |  |   |
|--|---|
| <input type="checkbox"/> Special Education and Related Services<br>(e.g., Resource Specialist Program, Speech) | <input type="checkbox"/> Help to Improve Attendance             |
| <input type="checkbox"/> Bilingual Services  | <input type="checkbox"/> Help to Improve Behavior               |
| <input type="checkbox"/> Counseling  | <input type="checkbox"/> Homeless Services                      |
| <input type="checkbox"/> Team for Student Success Meeting  | <input type="checkbox"/> Tutoring                               |
| <input type="checkbox"/> Nursing/Medical Services  | <input type="checkbox"/> Section 504                            |
|  | <input type="checkbox"/> Vision or Hearing Aids (e.g., glasses) |

4. Has your child ever been retained (held back)?

- Yes If yes, what grade? \_\_\_\_\_  No

**I have read and completed the above sections. I declare under penalty of perjury under the laws of California that the foregoing is true and correct.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



FOR STUDENT SERVICES USE ONLY  
Received

**Bakersfield City School District**  
Education Center - 1300 Baker Street  
Bakersfield, CA 93305  
Student Services Department

FOR SCHOOL OFFICE USE ONLY  
SID #

**Cuestionario del domicilio del alumno/a**

Por anticipado le damos las gracias por llenar este formulario. Este formulario ayuda al Distrito Escolar de la Ciudad de Bakersfield a cumplir con la ley federal y estatal. Sus respuestas verdaderas y precisas también ayudan al personal a determinar si usted y su niño están autorizados para recibir ciertos derechos y servicios.

Apellido **legal** del niño: \_\_\_\_\_

Nombre **legal** del niño: \_\_\_\_\_

Escuela: \_\_\_\_\_ Última escuela a la que asistió: \_\_\_\_\_

Fecha de nacimiento del niño (mes, día, año): \_\_\_\_\_ Grado: \_\_\_\_\_  Masculino  Femenino

1. ¿Dónde vive el niño actualmente? (marcar una casilla)

- Con más de una familia en una casa o un apartamento
- Con amigos o miembros de la familia
- En un albergue o en un programa de vivienda de emergencia o de vivienda de transición
- En un motel/hotel, coche o campamento/parque de casas remolque
- En un parque, espacio público, edificio abandonado, estación de autobús o tren o un ambiente similar
- En una instalación esperando para la colocación en el cuidado adoptivo temporal

**Ninguno de los anteriores (en una residencia familiar individual)**

*Favor de anotar el/los hermano(s) y hermana(s) del niño por nombre/grado/edad (si no tiene hermanos, favor de escribir ninguno):* \_\_\_\_\_

Información del/los padre/madre/tutor(es) legal(es):

Nombre \_\_\_\_\_

Domicilio \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

No. de teléfono \_\_\_\_\_ No. de localizador \_\_\_\_\_ No. de teléfono celular \_\_\_\_\_

2. ¿Resultan los arreglos de vivienda marcados en la pregunta 1 de una pérdida de vivienda o de una dificultad económica?  Sí  No  No estoy seguro

3. ¿**Recibió** su niño alguna ayuda especial en su última escuela?

- |  |   |
|--|---|
| <input type="checkbox"/> Educación especial y servicios relacionados (v.gr., programa de recursos instructivos, logopedia) | <input type="checkbox"/> Ayuda para mejorar la asistencia                 |
| <input type="checkbox"/> Servicios bilingües   | <input type="checkbox"/> Ayuda para mejorar el comportamiento             |
| <input type="checkbox"/> Consejería  | <input type="checkbox"/> Servicios para personas sin hogar                |
| <input type="checkbox"/> Junta del grupo para el éxito del estudiante  | <input type="checkbox"/> Ayuda académica                                  |
| <input type="checkbox"/> Servicios de la enfermera/servicios médicos   | <input type="checkbox"/> Sección 504                                      |
|  | <input type="checkbox"/> Aparatos para la vista o el oído (v.gr., lentes) |

4. ¿Ha sido retenido alguna vez su niño (retenido en el nivel del grado)?

Sí Si contestó sí, ¿en qué grado? \_\_\_\_\_  No

**He leído y completado las secciones anteriores. Declaro bajo pena de perjurio bajo las leyes de California que lo estipulado anteriormente es verdadero y correcto.**

**Firma del padre-madre/tutor:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries, and School Clerks   | <b>Date:</b> August 18, 2011 | <b>No. 120052</b>  |
| <b>Subject:</b> Written Request for Cumulative Records, Maintaining Privacy, and Discontinued Use of Postcard Store Stock Form |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor, Student Services Department   |                              |                    |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division   |                              | <b>Page 1 of 3</b> |

**REMINDER**

**WRITTEN REQUEST FOR CUMULATIVE RECORDS, MAINTAINING PRIVACY, AND DISCONTINUED USE OF POSTCARD STORE STOCK FORM**

Staff making a written request to have a cumulative record sent from a student's previous school must maintain the student's privacy. For this reason, the previous postcard size "Request for Cumulative Record" form (30-0-94) has been discontinued. Attached is a replacement form entitled, "Request for Student Records."

Place a written request for student records in an envelope or use other appropriate means to prevent unauthorized persons from seeing personally identifiable information (e.g., student's name). If you fax a request, use a facsimile ("fax") cover sheet with a statement same or similar to the statement in the attached "Confidential Fax Cover Sheet."

The Request for Student Records form is a letter template to request a cumulative file for a pupil. This is a Student Services Department form (PS-23) available under "Department Forms" on the Student Services website at [www.bcsd.com/studentervices](http://www.bcsd.com/studentervices), and in the *Student Services Handbook*.

The change in wording from "request for cumulative record" to "request for student records" was made to broaden the request to include important student records needed by the school regardless of whether they are stored in a cumulative record or stored in other types of records or locations (e.g., support personnel records, special education records, or confidential/separate file records).

Attachments: Request for Student Records form  
Confidential Fax Cover Sheet

*Confidential Pupil Record***REQUEST FOR STUDENT RECORDS**

&lt;To school from which student transferred&gt;

&lt;Address&gt;

Neither the Federal Family Rights and Privacy Act of 1974 nor California law requires a school forwarding student records to another school in which the student has enrolled or intends to enroll to obtain parent permission to release the records. In compliance with California Education Code Section 49068, the Bakersfield City School District will/has informed the parents of their right to inspect, review, and challenge the content of their student's records.

As promptly as possible, **please update and forward ALL student records** of the student listed below maintained by your school in the ordinary course of business. Please include any student records regarding acts that resulted in the student's suspension or expulsion (Education Code Sections 48201, 48918; Title 5, California Code of Regulations, Section 438).

I hope that this student does not owe your school any money. Regardless, Education Code Section 48904 provides authority for the withholding of grades, provided the required steps are taken. Education Code Section 48904.3 makes it clear that grades are not withheld from a school district when a student transfers. Nonetheless, the school to which a student transfers may continue to withhold grades, diploma, and transcripts until the debt is paid. We will continue your school's authority upon reasonable notice the statutory provisions have been addressed. In sum, records are withheld from the parent and student, not other school districts.

\_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_  
Student's First Name / Middle / Last Name

Please send records for the above student to:

Name of School \_\_\_\_\_ Bakersfield City School  
District

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of employee requesting student records: \_\_\_\_\_

Position: \_\_\_\_\_

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

Thank you for your prompt assistance. If you have any questions or concerns, please contact staff at the telephone number listed above.

# BAKERSFIELD CITY SCHOOL DISTRICT

SCHOOL  
<Street address>  
Bakersfield, CA xxx

## CONFIDENTIAL FAX COVER SHEET

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

Number of Pages Including Cover Sheet: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

FROM: <Name of BCSD employee>

\_\_\_\_\_

<Name of School>

Phone: \_\_\_\_\_

Phone: (661) 631-<>

Fax: \_\_\_\_\_  
\_\_\_\_\_

Fax: (661) 631-<>

### Confidential Facsimile

- This message is intended only for the use of the individual to which it is addressed. This message contains information which may be privileged, confidential, and exempt from disclosure under applicable law. Forward it directly to the addressee only. Use a sealed confidential envelope. If the reader of the cover sheet is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately at the telephone number provided on this cover sheet.

**REMARKS/COMMENTS:**

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries, and School Clerks                        | <b>Date:</b> August 18, 2011 | <b>No. 120053</b>  |
| <b>Subject:</b> Identification of Foster Students, Required Steps                       |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor I, Student Services Department            |                              |                    |
| <b>Approved By:</b> Randall G. Ranes, Director, Instructional Support Services Division |                              | <b>Page 1 of 4</b> |

## Identification of Foster Students, Required Steps

California law provides specific rights to foster children and youth. In order to serve our foster student population and make sure students receive their rights and protections under state law, we need to correctly identify each foster child (see Education for Foster Youth, Board Policy 605.12).

If the foster parent enrolls the student, please ask the foster parent for any documents identifying the student as a foster youth. Give the foster parent a copy of both forms required by the District 1) *Enrollment of Student in Foster Care* (PS-32 or PS-32sp - copies of this form follow in both English and Spanish); and 2) *Foster Youth: Designation of Person with Educational Rights* (PS-33). Ask the foster parent to have the student's social worker complete the forms, and return them to your school. Forward all copies of the foster forms to the Student Services Department – Homeless and Foster Children's Services Program. Completing and forwarding the forms will allow for the identification of a foster student and a determination of the person who can make educational decisions for the student (e.g. field trip permission, student record access).

Once a student has been confirmed as a foster student, the staff of the Homeless and Foster Children's Services will post the necessary data into "Complete School". A memo summarizing the child's rights will then be sent to the principal and teacher of the student. Please review the memo and make sure the foster student receives all the rights and privileges given to him/her by law.

If you have any questions, please contact Suzanne Guest at 13022 or [guestsu@bcisd.com](mailto:guestsu@bcisd.com).

**ENROLLMENT OF FOSTER YOUTH IN SCHOOL**

Pupil's Name \_\_\_\_\_ School \_\_\_\_\_  
Date \_\_\_\_\_ Grade \_\_\_\_\_

I certify that \_\_\_\_\_ ("Pupil") is in foster care and is currently a foster child or foster youth pursuant to California law.

At the initial detention or placement, or any subsequent change in placement of a foster youth, a school district shall allow a foster youth to continue attending the school of origin for the duration of the academic school year (Education Code Section 48853.5[d][1]).

If the Bakersfield City School District Liaison: Homeless/Foster Children Services in consultation with the foster child and the person holding the right to make education decisions for the foster child agree that the best interests of the foster child would best be served by a transfer to a school other than the school of origin, the foster child shall be immediately enrolled in the new school (Education Code Section 48853.5[d] [4] [A]).

A pupil in foster care shall be immediately enrolled in school even if the pupil has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records or clothing normally required for enrollment, such as academic records, medical records, and proof of residency, other documentation, or school uniforms. (Education Code Section 48853.5 [d][4][B]).

I am presenting the above named pupil for enrollment at \_\_\_\_\_ school based on the following (Check one):

- \_\_\_\_\_ This school is the pupil's school of origin; OR
- \_\_\_\_\_ I am attaching the agreement made by the District's foster youth Educational Liaison to enroll the pupil in this school and I am offering proof of residence in this school's attendance area.

The person(s) holding the right to make educational decisions for the pupil is/are:

|                                |                                |
|--------------------------------|--------------------------------|
| Name: _____                    | Name: _____                    |
| Address: _____                 | Address: _____                 |
| Telephone: _____               | Telephone: _____               |
| Relationship to Student: _____ | Relationship to Student: _____ |

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at Bakersfield, California.

\_\_\_\_\_  
Social Service Worker/Foster Parent (Signature)

Printed Name of Social Service Worker/Foster Parent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Distribution:** Cumulative file, District Liaison: Homeless/Foster Children, Social Service Worker (Copy permitted pursuant to Education Code Section 49076 [a][11])

## INSCRIPCIÓN DE HIJOS DE CRIANZA EN LA ESCUELA

Nombre del alumno/a \_\_\_\_\_

Escuela \_\_\_\_\_

Fecha \_\_\_\_\_

Grado \_\_\_\_\_

Certifico que \_\_\_\_\_ (“alumno/a”) está en cuidado adoptivo temporal y actualmente es un niño o joven de crianza según la ley de California.

En la detención o colocación inicial, o en un cambio posterior de colocación para el hijo de crianza, un distrito escolar permitirá que el hijo de crianza siga asistiendo a la escuela de origen por la duración del año escolar académico (Código de Educación, sección 48853.5[d][1]).

Si el ayudante de servicios para niños de crianza/niños sin hogar del Distrito Escolar de la Ciudad de Bakersfield, en consulta con el hijo de crianza y la persona que tiene derecho a tomar decisiones acerca de la educación del hijo de crianza, están de acuerdo que lo mejor para el hijo de crianza sería trasladarlo a una escuela distinta a la escuela de origen, el hijo de crianza será inscrito inmediatamente en la nueva escuela (Código de Educación, sección 48853.5[d][4][A]).

Un alumno/a en cuidado adoptivo temporal deberá ser inscrito inmediatamente en la escuela aun si el alumno/a tiene cuotas, multas, libros de texto u otros artículos o dinero que debe a la escuela pasada que asistió o si no puede producir los registros o ropa normalmente necesarios para inscribirse, como registros académicos, registros médicos, comprobante de residencia, otra documentación o uniformes escolares (Código de Educación, sección 48853.5 [d][4][B]).

Presento el alumno/a arriba indicado para inscripción en la Escuela \_\_\_\_\_ basándome en lo siguiente (marque uno):

\_\_\_\_ Esta escuela es la escuela de origen del alumno/a; O

\_\_\_\_ Adjunto el acuerdo hecho por el ayudante educacional para los hijos de crianza del distrito, para inscribir al alumno/a en esta escuela y aduzco un comprobante de residencia en el área de asistencia de esta escuela.

La(s) persona(s) que tiene(n) derecho a tomar decisiones acerca de la educación del alumno/a es/son:

Nombre: \_\_\_\_\_

Nombre: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Relación al estudiante: \_\_\_\_\_

Relación al estudiante: \_\_\_\_\_

Declaro bajo pena de perjurio bajo las leyes del estado de California que la información anterior es verídica y correcta.

Formalizado el \_\_\_\_\_ día de \_\_\_\_\_ del 20\_\_ en Bakersfield, California.

\_\_\_\_\_  
Trabajador de Servicios Sociales/Padre de crianza (firma)

Nombre del trabajador de Servicios Sociales/padre de crianza en letra de molde: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Teléfono: \_\_\_\_\_

**FOSTER YOUTH: DESIGNATION OF PERSON  
WITH EDUCATION RIGHTS**

Pupil's Name \_\_\_\_\_ School \_\_\_\_\_  
Date \_\_\_\_\_ Grade \_\_\_\_\_

I certify that \_\_\_\_\_ ("Pupil") is in foster care and is currently considered a foster child or foster youth pursuant to California law.

The person (s) holding the right to make educational decisions for the youth is/are as follows:

|                                |                                |
|--------------------------------|--------------------------------|
| Name: _____                    | Name: _____                    |
| Address: _____                 | Address: _____                 |
| _____                          | _____                          |
| Telephone: _____               | Telephone: _____               |
| Relationship to Student: _____ | Relationship to Student: _____ |

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at Bakersfield, California.

\_\_\_\_\_  
Social Service Worker (Signature)

Printed Name of Social Service Worker: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_



**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries, and School Clerks  | <b>Date:</b> August 18, 2011 | <b>No. 120054</b>  |
| <b>Subject:</b> Student Absence Related to a Religious Purpose, Form for Justifiable Personal Reasons, and Required Written Finding |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor, Student Services Department  |                              |                    |
| <b>Approved By:</b> Randall Raney, Director, Instructional Support Services Division  |                              | <b>Page 1 of 3</b> |

**STUDENT ABSENCE RELATED TO A RELIGIOUS PURPOSE**

**Executive Summary**

Law and policy permit an absence for religious reasons to be excused when: (1) the parent submits a written request indicating a recognized religious purpose; and (2) the principal or designee approves the request. Without a factual finding sent to the parent in a letter pre-approved by the supervisor of student services, requests for an excused absence developed consistent with the law will be approved. A form is attached to facilitate proper parent requests.

**Background**

California has a compulsory school attendance law requiring each person between the ages of 6 and 18 years to attend school for the full time designated by the governing board unless otherwise provided for in law (Education Code Section 48200). Every pupil is required to attend school punctually and regularly (Title 5 California Code of Regulations Section 300).

Although the governing board can impose reasonable regulations for school attendance, both the courts and the legislature have taken steps to help ensure schools accommodate the religious needs of students. As this applies to school attendance, the California Education Code establishes a procedure by which an absence from school for a religious reason may become excused (Education Code Section 48205 and 46014).

An absence for religious reasons may become excused if: (1) the parent submits a written request indicating a recognized religious purpose; and (2) the principal or designee approves the request. The religious purposes listed in the statutes include a religious: (1) holiday; (2) ceremony; (3) retreat; (4) instruction; and (5) exercise.

**Procedure**

Upon the parent/guardian's written request, developed consistent with law and policy, an absence is approved by the principal/designee as excused (see attached form). Several religious purposes may serve as the reason the absence is excused. The chart below lists the necessary conditions, limits, and the purposes for excusing a student absence related to religious reasons.

| <b>Absences Related to Religious Purposes</b>                                 |                                 |                                  |                                 |  |                                   |
|---|---------------------------------|----------------------------------|---------------------------------|--|-----------------------------------|
|   | <b>EC 48205</b>                 |                                  |                                 | <b>EC 46014</b>                            |                                   |
| <b>Purpose</b> →  | Observance of Religious Holiday | Observance of Religious Ceremony | Attendance at Religious Retreat | Participate in moral/religious instruction | Participate in religious exercise |
| <b>Necessary Conditions/Limits</b> ↓  |                                 |                                  |                                 |  |                                   |
| Written Request by Parent/Guardian  | X                               | X                                | X                               | X  | X                                 |
| No hour/day limitation  | X                               | X                                |                                 |  |                                   |
| Limited to 4 hours per semester   |                                 |                                  | X                               |  |                                   |
| Requires minimum day attendance <u>and</u> limited to 4 days per school month |                                 |                                  |                                 | X  | X                                 |
| Principal/Designee Approval   | X                               | X                                | X                               | X  | X                                 |

### **Request Approved Unless Written Fact-Based Finding**

Implementing applicable law and policy requires acceptance of all reasonable and conforming requests for an excused absence. A parent/legal guardian completing the *Prior Approval Excused Absence Request* form or making a written request in a substantially similar format, will have that request approved unless the principal/designee notifies the parent in writing of their fact-based determination for the disapproval (i.e., send pre-approved letter containing facts for denied request). A “finding of fact” is a determination of a fact supported by the evidence in the record. **“Pre-approved” means the supervisor of student services has approved the denial letter before it is sent by the school to the parent/guardian.**

To illustrate, let us say the school receives a written request for a student’s absence to be excused for a school day because the student was attending a religious retreat. Application of the law and policy to this request shows attendance at a religious retreat is limited to 4 hours per semester. The parent has requested a school day. The written factual finding could read as follows.

<Letterhead>  
Dear <name of parent>:

In response to your notice of <date> which we received on the <date> requesting your student’s absence for a school day for a religious retreat, the District must treat all but four (4) hours of your child's absences on <date> as unexcused. Under state law, the District can excuse up to four (4) hours per semester for attendance at a religious retreat. Please see California Education Code Section 48205 (a)(7) and (c).

To further illustrate, consider a request where the parent asks for an excused absence because the student will be showing animals at the fair (e.g., writes it on a note or enters it on the form).

<Letterhead>  
Dear <name of parent>:

I am writing in response to your notice of <date> which we received on the <date,> requesting your student’s absence from school be excused because he will be showing animals at the fair. We must treat an absence for showing animals at the fair as unexcused. Please see California Education Code Section 48205 (a)(7). We regret the necessity for this response, but we see this as complying with law and policy.

*In conclusion, absent a factual finding sent to the parent in a letter, requests for an excused absence will be approved.*

### **Completion of School Work**

When a student’s absence from school is excused, the student shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit (California Education Code Section 48205).

### **Questions**

Please direct your questions and comments to Mike Skiba at 14633. Please fax parent requests for excused absence for justifiable personal reasons and draft letters to the attention of Mike Skiba at 861-0801.

**PRIOR APPROVAL EXCUSED ABSENCE REQUEST**

Bakersfield City School District/1300 Baker Street/Bakersfield, CA 93305  
(Form for use by Parent/Guardian - Return to school office before absence)

Regular attendance plays an important role in student achievement. Parents/guardians should take all reasonable steps to promote attendance every day, all day. When this form is completed and given to the school office in advance of a student's absence, it becomes a written request that a student's absence be marked excused. This form is used only for the personal reasons listed below (e.g., not used for personal illness, funeral services of an immediate family member).

**Reasons for the Student's Absence (Check One)**

- Appearance in court**
- Attendance at a funeral service** (for other than a member of the student's immediate family)
- Observing a holiday or ceremony of the student's religion**
- Religious retreat** (Limited to four hours per semester)
- Participation in moral or religious instruction or exercises** (On the day of the absence, requires the student to attend at least the minimum school day before release and is limited to four [4] days per school month)
- Attendance at an employment conference**
- Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization**

Family trips and vacations are not reasons for an excused absence under law and policy and will be recorded as unexcused unless advance arrangements are made for independent study. Parents/guardians are encouraged to plan family trips and vacations outside of the instructional schedule.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Day/Date of Absence: \_\_\_\_\_, 201\_\_\_\_\_

**Approval by parent/guardian: I verify the absence qualifies for the reason checked above.**

I understand my student is responsible for making up any assignments, which can be made up, during the absence.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: You will receive a response if this request is not approved. Should you require confirmation of receipt or acceptance, please contact the school office.

**Office Use Only**

Approval by principal/designee. This prearranged absence request has been reviewed by me and qualifies as (check one):  Excused  Unexcused (Date letter approved \_\_\_\_\_ Date letter sent \_\_\_\_\_)

Principal/designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Principals, Secretaries, and Clerks  | <b>Date:</b> August 18, 2011 | <b>No. 120055</b>  |
| <b>Subject:</b> School Assignments for the 2011-12 School Year  |                              |                    |
| <b>Prepared By:</b> Michael Skiba, Supervisor I, Student Services Department<br>Steve Castro, Supervisor I, Student Services Department |                              |                    |
| <b>Approved By:</b> Randall G. Ranes, Director, Instructional Support Services Division   |                              | <b>Page 1 of 1</b> |

**SUPERVISOR OF STUDENT SERVICES  
SCHOOL ASSIGNMENTS  
2011-12 SCHOOL YEAR**

**MIKE SKIBA**

**ELEMENTARY SCHOOLS**

CASA LOMA  
CHAVEZ  
EVERGREEN  
FREMONT  
GARZA  
HARRIS  
LONGFELLOW  
MUNSEY  
OWENS PRIMARY  
OWENS INTERMEDIATE  
PENN  
PIONEER  
ROOSEVELT  
THORNER  
VOORHIES  
WAYSIDE  
WEST

**MIDDLE/JR.HIGH SCHOOLS**

CURRAN  
EMERSON  
SEQUOIA

**STEVE CASTRO**

**ELEMENTARY SCHOOLS**

COLLEGE HEIGHTS  
DOWNTOWN  
EISSLER  
FRANKLIN  
HARDING  
HILLS  
HORACE MANN  
HORT  
JEFFERSON  
McKINLEY (YRE)  
NICHOLS  
NOBLE  
PAULY  
MT. VERNON  
WILLIAMS

**MIDDLE/JR HIGH SCHOOLS**

CHIPMAN  
COMPTON  
SIERRA  
STIERN  
WASHINGTON

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers                         | <b>Date:</b> August 18, 2011 | <b>No. 120056</b>  |
| <b>Subject:</b> Migrant Education School Readiness Program (MESRP) Local Institute |                              |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education                  |                              |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA                      |                              | <b>Page 1 of 2</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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## Migrant Education Enrollment Survey

*School Year 2011-2012*

Attached is the Migrant Education Enrollment Survey to be included as part of the School Enrollment Packet. Submit a Store Stock order with the assigned number 30-0-325. Please begin using this form effective immediately.

The completed surveys are to be sent to the Migrant Education office (Attention: Olga Gonzalez).

Thank you.

*For additional information, please contact the  
Migrant Education office at 631-4754.*

**Bakersfield City School District**  
Migrant Education, Region XXI

Migrant Enrollment Survey  
(*Encuesta de Matricula Migrante*)

Today's Date: \_\_\_\_\_  
(*Fecha de hoy*)

Student Name: \_\_\_\_\_  
(*Nombre de Estudiante*)

Date of Birth: \_\_\_\_\_  
(*Fecha de Nacimiento*)

School: \_\_\_\_\_  
(*Escuela*)

Parent or Guardian: \_\_\_\_\_  
(*Padre o Tutor*)

Address: \_\_\_\_\_  
(*Domicilio*)

City: \_\_\_\_\_  
(*Ciudad*)

Telephone: \_\_\_\_\_  
(*Teléfono*)

1. How long have you lived in Bakersfield? \_\_\_\_\_  
(*¿Cuánto tiempo tiene viviendo en Bakersfield?*)

2. Have you moved within the past 3 years, even for a short time?  
(*¿Se ha mudado de domicilio durante los últimos 3 años, aún por un corto periodo de tiempo?*)

Yes (*Si*)                       No (*No*)

3. When you moved, did you move from one school district to another?  
(*¿Cuándo se mudó, tuvo que cambiar de distrito escolar?*)

Yes (*Si*)                       No (*No*)

4. Did you move so that you or a member of your family could find work in agriculture or packing sheds?

(*¿Se mudó para que usted o algún miembro de su familia obtuviera trabajo en la agricultura o en los empaques?*)

Yes (*Si*)                       No (*No*)

Return to: Bakersfield City School District  
Migrant Education, Region XXI  
Attn: Olga Gonzalez  
(*Please return upon completion*)

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers                | <b>Date:</b> August 18, 2011 | <b>No. 120057</b>  |
| <b>Subject:</b> 8 <sup>th</sup> Annual Migrant Parent Regional Conference |                              |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education         |                              |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA             |                              | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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## 8<sup>th</sup> Annual Migrant Parent Regional Conference

“Promoting Bright and Healthy Families”



**Date:** Saturday, September 3, 2011

**Time:** 8:00 a.m. – 3:00 p.m.

**Place:** Professional Development Center (PDC)  
Education Center – 1300 Baker Street  
Bakersfield, CA 93305

*For additional information, please call the  
Migrant Education office at 631-4754.*

**Bakersfield City School District  
The Advisory Bulletin**

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|---|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers        | <b>Date:</b> August 18, 2011 | <b>No. 120058</b>  |
| <b>Subject:</b> Migrant Contact Teacher Meeting                   |                              |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education |                              |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA     |                              | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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**Migrant Contact Teacher Meeting**  
**Schedule for the 2011-2012 School Year**  
*(Timesheet due dates)*

|                            |                  |            |
|----------------------------|------------------|------------|
| Monday, September 12, 2011 | 4:00 – 5:00 p.m. | Board Room |
| Monday, October 24, 2011   | 4:00 – 5:00 p.m. | Board Room |
| Monday, November 21, 2011  | 4:00 – 5:00 p.m. | Board Room |
| Monday, December 19, 2011  | 4:00 – 5:00 p.m. | Board Room |
| Monday, January 23, 2012   | 4:00 – 5:00 p.m. | Board Room |
| Tuesday, February 21, 2012 | 4:00 – 5:00 p.m. | Board Room |
| Monday, March 19, 2012     | 4:00 – 5:00 p.m. | Board Room |
| Monday, April 23, 2012     | 4:00 – 5:00 p.m. | Board Room |
| Monday, May 14, 2012       | 4:00 – 5:00 p.m. | Board Room |

BCSD Education Center - 1300 Baker Street  
Bakersfield, CA 93305

The purpose of the migrant monthly contact teacher meetings is to provide contact teachers with supplemental instructional information pertinent to the services provided to migrant students and their families. An e-mail will be sent as a reminder a week prior to the meeting.

*For additional information, please call the  
Migrant Education office at 631-4754.*



**Bakersfield City School District  
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|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers        | <b>Date:</b> August 18, 2011 | <b>No. 120059</b>  |
| <b>Subject:</b> Migrant Regional Advisory Committee (RAC) Meeting |                              |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education |                              |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA     |                              | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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**Migrant Regional Advisory Committee (RAC) Meeting**  
Schedule for the 2011-2012 School Year

|                             |                  |            |
|-----------------------------|------------------|------------|
| Tuesday, September 13, 2011 | 6:00 – 7:30 p.m. | Board Room |
| Tuesday, November 15, 2011  | 6:00 – 7:30 p.m. | Board Room |
| Tuesday, February 21, 2012  | 6:00 – 7:30 p.m. | Board Room |
| Tuesday, March 13, 2012     | 6:00 – 7:30 p.m. | Board Room |
| Tuesday, April 17, 2012     | 6:00 – 7:30 p.m. | Board Room |
| Tuesday, May 15, 2012       | 6:00 – 7:30 p.m. | Board Room |

BCSD Education Center - 1300 Baker Street  
Bakersfield, CA 93305

The purpose of the meetings is to inform migrant families of the available supplemental services. Program involvement allows parents to provide input and participate at site, regional, state, and federal levels.

*For additional information, please call the  
Migrant Education office at 631-4754.*

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers                         | <b>Date:</b> August 18, 2011 | <b>No. 120060</b>  |
| <b>Subject:</b> Migrant Education School Readiness Program (MESRP) Local Institute |                              |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education                  |                              |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA                      |                              | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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## Migrant Education School Readiness Program Local Institute

“Pre-school Foundations”

*Presented by Cyndy Wasko, Pre-school Foundations Consultant*



**Date:** Saturday, September 17, 2011

**Time:** 8:00 a.m. – 3:00 p.m.

**Place:** Professional Development Center (PDC)  
Education Center – 1300 Baker Street  
Bakersfield, CA 93305

*For additional information, please call the  
Migrant Education office at 631-4754.*

**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To: Principals, Secretaries, School Clerks, Office Staff</b>                                  | <b>Date: August 18, 2011</b> | <b>No. 120061</b>  |
| <b>Subject: CPR/First Aid Class Schedule: 2011-2012</b>  |                              |                    |
| <b>Prepared By: Debbie Wood, Coordinator - School Health &amp; Neighborhood Support Programs</b> |                              |                    |
| <b>Approved By: Randall Ranes, Director of Instructional Support Services Division</b>           |                              | <b>Page 1 of 1</b> |



**CPR/First Aid Training Schedule  
2011-2012**

**September 23, 2011    (Friday)  
January 20, 2012     (Friday)  
March 23, 2012      (Friday)**

**Time:            8 a.m. - 1 p.m.**  
**Location:    School Health & Neighborhood Support Programs  
                  Staff Development Room  
                  1001 10<sup>th</sup> Street  
                  Bakersfield, CA**

Please wear comfortable clothing and arrive on time. Contact Sheila Walker, School Health & Neighborhood Support Programs, extension 17116, to reserve your space in one of the classes listed above. Classes with less than 10 enrollees will be cancelled.

CPR/First Aid (“Class”) are limited, so reservations are required. If you are unable to attend after you have enrolled in a Class, please contact School Health & Neighborhood Support Programs so that someone from the waiting list may attend the Class in your place. Those enrollees who are a “no show” will be placed at the bottom of the waiting list for another opportunity to participate in a Class.

A Class can be scheduled (by request) at your site, but a minimum of 12 participants are required before a Class can be scheduled.

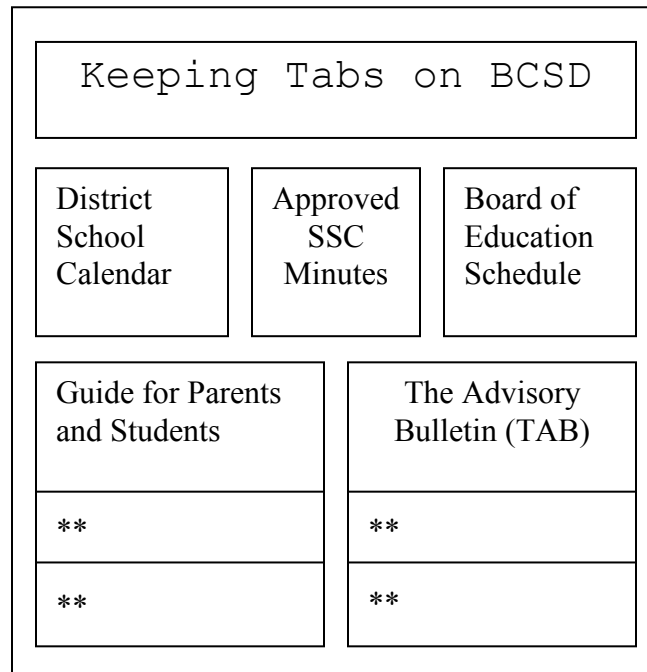
**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To: All Principals, School Secretaries and Clerks</b>                          | <b>Date: August 18, 2011</b> | <b>No. 120062</b>  |
| <b>Subject: "Keeping Tabs on BCSD" Bulletin Boards</b>                            |                              |                    |
| <b>Prepared By: Steve Gabbitas, Public Information and Communications Manager</b> |                              |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>                      |                              | <b>Page 1 of 1</b> |

## BULLETIN BOARD DISPLAYS

Every District building has a "Keeping Tabs on BCSD" bulletin board in its office. This board is designed to have district publications easily accessible to all staff members. Pictured below is a diagram of what should be included and where the information should be placed.

- Only documents from the Communications Department, Superintendent's office, or official school documents are to be placed on the board.
- Print and post the current TAB.
- Communications Department will send updates periodically.
- If you need supplies, if the board needs maintenance, or you are not receiving enough of a particular publication, please call the Communications Department at 1-4618.



\*\* The remaining boxes may be used for the Direct Connection, school newsletters, boundary maps, or other district documents.

**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                    |
|---|------------------------------|--------------------|
| <b>To: Principals, School Secretaries and Clerks</b>                                  | <b>Date: August 18, 2011</b> | <b>No. 120063</b>  |
| <b>Subject: Please send five copies of your school newsletters to Communications.</b> |                              |                    |
| <b>Prepared By: Steve Gabbitas, Public Information &amp; Communications Manager</b>   |                              |                    |
| <b>Approved By: D. Kent Ashworth, Interim Superintendent</b>                          |                              | <b>Page 1 of 1</b> |

## SCHOOL NEWSLETTERS

Please send five copies of your school newsletter to Communications. We distribute copies to the Superintendent, Asst. Superintendent – Academic Improvement and Accountability, Director – Instructional Support Services Division, the Education Center breakroom, and retain one for our historical files.

Please do not send school newsletters to the Superintendent’s Office.

If you have any questions, please call Marsha McKinney in Communications at ext. 14618.



**Bakersfield City School District  
The Advisory Bulletin**

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>To:</b> Principals & School Secretaries                                   | <b>Date:</b> August 18, 2011 | <b>No. 120064</b>  |
| <b>Subject: Student Accident Insurance &amp; Report of an Ambulance Call</b> |                              |                    |
| <b>Prepared By:</b> Steve McClain, Chief Business Official                   |                              |                    |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent                 |                              | <b>Page 1 of 1</b> |

**STUDENT ACCIDENT INSURANCE:**

As in the past, student accident insurance is provided by the Bakersfield City School District in conjunction with the Self-Insured Schools of California (SISC). This coverage means all students will receive, at no cost to them, student accident insurance while attending school OR school related activities.

No application is required for the school-time insurance coverage. Claim filing procedures and copies of the claim form which parents obtain from the school site in the event of an accident, will be forwarded to your school site within the first week of school. **IF YOU DO NOT RECEIVE THEM, OR RUN SHORT OF FORMS, PLEASE CONTACT LISA HART IN THE OFFICE OF THE CHIEF BUSINESS OFFICIAL AT 631-4678.**

All claim forms are to be mailed to the SISC insurance office directly by the parent (the SISC address appears at the top of the claim form.) The claim form WILL NOT be processed through the Office of the Chief Business Official (Mr. McClain's office). Be sure that the school site portion of the form has been completed BEFORE giving it to the parent.

**REPORT OF AN AMBULANCE CALL:**

If it is necessary for an ambulance to be called to a school site due to a students' serious injury or illness, it is imperative that the Office of the Chief Business Official (Mr. McClain's office) is called immediately at extension 14678. The following information is to be provided:

1. School Site
2. Name of Person Calling
3. Student's Name
4. Student's Grade
5. Has the Parent/Guardian Been Notified
6. Give a Brief Description of the Injury/Illness
7. Name of the Hospital the Student Was Transported To

Staff in Mr. McClain's office will notify the Directors of School Support and the Superintendent's Office of the ambulance call.

**DO NOT LEAVE A VOICE MAIL MESSAGE**

If extension 14678 is busy, or there is no answer, immediately call Becky Beed in Fiscal Services at extension 14697 and report the same information as listed above.

A copy of the "Handbook for Accidents to Students and/or Parents/Visitors" will be sent by email to the school secretary. Please print the handbook as reference for site personnel. Please call Lisa Hart at extension 14678 if you have any questions.

Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| <b>To:</b> All Principals and School Library Staff                                   | Date: 8/18/11 | No. 120065  |
| <b>Subject:</b> Library Meeting Schedule 2011 - 2012                                 |               |             |
| <b>Prepared By:</b> Sandra Yoon, Coordinator, Library Media Services Department      |               |             |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |               | Page 1 of 1 |

**Library Meeting Schedule 2011-2012**

| Meetings  | Subject                                       | Location                                    | Time                  |
|---|---|---|-----------------------|
| Monday, August 29, 2011                                 | Library In-Service<br>Destiny Update          | Professional<br>Development<br>Center (PDC) | 8 - 10 a.m.           |
| Tuesday, October 11, 2011                               | Library In-Service<br>Destiny Update          | PDC   | 8 - 10 a.m.           |
| Monday, October 17, 2011<br>Tuesday, October 18, 2011   | Fall Book Exhibit                             | PDC   | 7:30 a.m. - 4:30 p.m. |
| Monday, November 21, 2011<br>Tuesday, November 22, 2011 | California Young<br>Reader Medal<br>Workshops | PDC   | 3:30 - 5 p.m.         |
| Thursday, December 8, 2011                              | Library In-Service<br>Destiny Update          | PDC   | 8 - 10 a.m.           |
| Thursday, February 9, 2012                              | Library In-Service<br>Destiny Update          | PDC   | 8 - 10 a.m.           |
| Thursday, March 29, 2012<br>Friday, March 30, 2012      | Spring Book<br>Exhibit                        | PDC   | 7:30 a.m. - 4:30 p.m. |
| Wednesday, April 18, 2012                               | Library In-Service<br>Destiny Update          | PDC   | 8 - 10 a.m.           |
| Thursday, May 17, 2012                                  | Inventory<br>End of year wrap up              | PDC   | 8 - 9:30 a.m.         |

Please contact Sandra Yoon, 14808, if you have any questions.

Bakersfield City School District  
The Advisory Bulletin

|  |               |             |
|--|---------------|-------------|
| To: Pre-K – 8 Principals, Specially Funded Clerks ,<br>and Designees | Date: 8/18/11 | No. 120066  |
| Subject: SF CLERK MEETINGS FOR 2011-12                               |               |             |
| Prepared By: Kathy Holloway, Clerk IV, AIA                           |               |             |
| Reviewed By: Diane Wallace, Supervisor, AIA                          |               |             |
| Approved By: Al Capilla, Asst. Supt., AIA                            |               | Page 1 of 1 |

*Please mark your calendars for 2011-2012*



*Specially Funded Clerks  
Meeting*

*Tuesday's  
8:00 am-11:00 am  
Ed. Center PDC  
September 20  
November 15  
January 24  
March 13*



**Bakersfield City School District  
The Advisory Bulletin**

|   |                              |                   |
|---|------------------------------|-------------------|
| <b>To:</b> All Secretaries & Spec.Funded Clerks                           | <b>Date:</b> August 18, 2011 | <b>No. 120067</b> |
| <b>Subject: Deadline Dates to Get Consultants Paid in a Timely Manner</b> |                              |                   |
| <b>Prepared By:</b> Steve McClain, Chief Business Official                |                              |                   |
| <b>Approved By:</b> D. Kent Ashworth, Interim Superintendent              |                              | Page 1 of 1       |

In order to process all Requests-for Payment for Consultants in a timely manner, the requisitions must be completely prepared, signed and submitted to the Office of the Chief Business Official no later than:

July 18, 2011  
August 19, 2011  
September 20, 2011  
October 19, 2011  
November 16, 2011

December, 2011 – date to be determined by the County Office-you will be notified of this date

January 19, 2012  
February 16, 2012  
March 20, 2012  
April 18, 2012  
May 18, 2012

June, 2012 – date to be determined by the County office-you will be notified of this date

Once this office receives the Requisitions, they are verified, approved by the Chief Business Official and then forwarded to Purchasing for processing. From there, they go to Accounts Payable.

NOTE: If the Requisitions come in **after** the above listed dates, **the consultant will not get paid until the following month.**

If you have any questions, please contact Lisa Hart in the Office of the Chief Business Official, extension 14678.

