

The Advisory Bulletin

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Bakersfield City School District
The Advisory Bulletin

To: ALL EMPLOYEES	Date: January 26, 2012	No. 120392
Subject: JOB OPPORTUNITIES		
Prepared By: Mary Helen Donez, Employment Supervisor, Personnel Services		
Approved By: Christine Cornejo, Director, Classified Personnel		Page 1 of 1

CLASSIFIED

FOOD SERVICE WORKER II, 4 HR.

\$811 - \$988 per month

CLOSING: February 1, 2012

INTERPRETER FOR THE DEAF, 6 HR.

\$1,901 - \$2,307 per month

OPEN UNTIL FILLED

OUTREACH LIAISON, BILINGUAL, 4 HR.

\$970 - \$1,176 per month

CLOSING: February 1, 2012

SCHOOL BUS DRIVER

Eight hour equivalent: \$2,200 - \$2,675 per month

(Prorated salary based on hours worked)

OPEN UNTIL FILLED

CERTIFICATED

TEACHER/EVALUATOR

(This position will begin immediately)

Current teacher salary schedule, 214 days

CLOSING: February 8, 2012

TEACHER TUTOR, 3 – 6 HR.

Pro-rated at current teacher salary schedule

OPEN UNTIL FILLED

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: January 26, 2012	No. 120393
Subject: New W-4 (Federal) & DE 4 (State) Forms		
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 7

All employees must submit a new W-4 (Federal) & a new DE 4(State) Form if your withholding allowances have changed or will change for the next year.

If you are claiming “exempt” from tax withholding you **MUST** submit both a new Form W-4 & DE 4 by February 15, 2012 if you wish to retain your exempt status. If a new W-4 & DE 4 form are not submitted to the Payroll Department by February 15, 2012, withholdings for Federal and State taxes will be based on a withholding allowance of single and zero.

You May Need to Check Your Withholding

Since you last filed Forms W-4 & DE 4 with your employer did you...

- ◆ **Marry or divorce?**
- ◆ **Gain or lose a dependent?**
- ◆ **Change your name?**

Were there major changes to...

- ◆ **Your nonwage income**
(interest, dividends, capital gains, etc)
- ◆ **Your family wage income**
(you or your spouse started or ended a job)
- ◆ **Your itemized deductions**
- ◆ **Your tax credit**

If you answered “YES”..... To any of these questions or you owed extra tax when you filed your 2011 return, you may need to file a new Form W-4 and or a new DE 4.

Now is the time to check your withholding. For more details, get Publication 919, at www.irs.gov for Federal or visit www.edd.ca.gov for State.

Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on www.irs.gov for information about Form W-4, at www.irs.gov/w4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B _____
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F _____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child 	G _____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H _____
	For accuracy, complete all worksheets that apply. <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 	

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; text-align: center;">2012</div>
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	5 _____ 6 \$ _____
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2012 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions	1	\$ _____
2	Enter: $\left\{ \begin{array}{l} \$11,900 \text{ if married filing jointly or qualifying widow(er)} \\ \$8,700 \text{ if head of household} \\ \$5,950 \text{ if single or married filing separately} \end{array} \right\}$	2	\$ _____
3	Subtract line 2 from line 1. If zero or less, enter “-0-”	3	\$ _____
4	Enter an estimate of your 2012 adjustments to income and any additional standard deduction (see Pub. 505)	4	\$ _____
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2012 Form W-4</i> worksheet in Pub. 505.)	5	\$ _____
6	Enter an estimate of your 2012 nonwage income (such as dividends or interest)	6	\$ _____
7	Subtract line 6 from line 5. If zero or less, enter “-0-”	7	\$ _____
8	Divide the amount on line 7 by \$3,800 and enter the result here. Drop any fraction	8	_____
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9	_____
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	_____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	_____
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than “3”	2	_____
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-”) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	_____
Note. If line 1 is less than line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.			
4	Enter the number from line 2 of this worksheet	4	_____
5	Enter the number from line 1 of this worksheet	5	_____
6	Subtract line 5 from line 4	6	_____
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$ _____
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$ _____
9	Divide line 8 by the number of pay periods remaining in 2012. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2011. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$8,000	0	\$0 - \$70,000	\$570	\$0 - \$35,000	\$570
5,001 - 12,000	1	8,001 - 15,000	1	70,001 - 125,000	950	35,001 - 90,000	950
12,001 - 22,000	2	15,001 - 25,000	2	125,001 - 190,000	1,060	90,001 - 170,000	1,060
22,001 - 25,000	3	25,001 - 30,000	3	190,001 - 340,000	1,250	170,001 - 375,000	1,250
25,001 - 30,000	4	30,001 - 40,000	4	340,001 and over	1,330	375,001 and over	1,330
30,001 - 40,000	5	40,001 - 50,000	5				
40,001 - 48,000	6	50,001 - 65,000	6				
48,001 - 55,000	7	65,001 - 80,000	7				
55,001 - 65,000	8	80,001 - 95,000	8				
65,001 - 72,000	9	95,001 - 120,000	9				
72,001 - 85,000	10	120,001 and over	10				
85,001 - 97,000	11						
97,001 - 110,000	12						
110,001 - 120,000	13						
120,001 - 135,000	14						
135,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status Withholding Allowances <input type="checkbox"/> SINGLE or MARRIED (with two or more incomes)
City, State, and ZIP Code	<input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A _____
 Number of allowances from the Estimated Deductions, Worksheet B _____
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2012 _____
 OR
2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C _____
 OR
3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature _____ Date _____

Employer's Name and Address	California Employer Account Number
-----------------------------	------------------------------------

----- cut here -----

Give the top portion of this page to your employer and keep the remainder for your records.

YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.

IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

PURPOSE: This certificate, DE 4, is for **California Personal Income Tax (PIT) withholding** purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

You should complete this form if either:

- (1) You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or,
- (2) You claim additional allowances for estimated deductions.

THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. **If you rely on the number of withholding**

allowances you claim on your Form W-4 withholding allowance certificate for your state income tax withholding, you may be significantly underwithheld. This is particularly true if your household income is derived from more than one source.

CHECK YOUR WITHHOLDING: After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form, and for federal withholding use the Internal Revenue Service (IRS) Publication 919 or federal withholding calculations.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption automatically expires on February 15 of the next year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted before February 15. If you are not having federal income tax withheld this year but expect to have a tax liability next year, the law requires you to give your employer a new Form W-4 by December 1.

EXEMPTION FROM WITHHOLDING (continued): Under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if (i) your spouse is a member of the armed forces present in California in compliance with military orders; (ii) you are present in California solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under this act, check the box on Line 3. You may be required to provide proof of exemption upon request.

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA INCOME TAX RETURN OR CALL THE FRANCHISE TAX BOARD.

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 916-845-6500

The *California Employer's Guide* (DE 44) provides the income tax withholding tables. This publication may be found on the Employment Development Department's (EDD) website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm. To assist you in calculating your tax liability, please visit the Franchise Tax Board's website at: www.ftb.ca.gov/individuals/index.shtml.

NOTIFICATION: Your employer is required to send a copy of your DE 4 to the Franchise Tax Board (FTB) if it meets either of the following two conditions:

- You claim more than 10 withholding allowances.
- You claim exemption from state or federal income tax withholding and your employer expects your usual weekly wages to exceed \$200 per week.

IF THE IRS INSTRUCTS YOUR EMPLOYER TO WITHHOLD FEDERAL INCOME TAX BASED ON A CERTAIN WITHHOLDING STATUS, YOUR EMPLOYER IS REQUIRED TO USE THE SAME WITHHOLDING STATUS FOR STATE INCOME TAX WITHHOLDING IF YOUR WITHHOLDING ALLOWANCES FOR STATE PURPOSES MEET THE REQUIREMENTS LISTED UNDER "NOTIFICATION." IF YOU FEEL THAT THE FEDERAL DETERMINATION IS NOT CORRECT FOR STATE WITHHOLDING PURPOSES, YOU MAY REQUEST A REVIEW.

To do so, write to:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
Fax: 916-843-1094

Your letter should contain the basis of your request for review. You will have the burden of showing the federal determination incorrect for state withholding purposes. The FTB will limit its review to that issue. The FTB will notify both you and your employer of its findings. Your employer is then required to withhold state income tax as instructed by FTB. In the event FTB or IRS finds there is no reasonable basis for the number of withholding exemptions that you claimed on your Form W-4/DE 4, you may be subject to a penalty.

PENALTY: You may be fined \$500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding. This is provided for by Section 19176 of the California Revenue and Taxation Code.

INSTRUCTIONS — 1 — ALLOWANCES*

When determining your withholding allowances, you must consider your personal situation:

- Do you claim allowances for dependents or blindness?
- Are you going to itemize your deductions?
- Do you have more than one income coming into the household?

TWO-EARNER/TWO-JOBS: When earnings are derived from more than one source, underwithholding may occur. If you have a working spouse or more than one job, it is best to check the box "SINGLE or MARRIED (with two or more incomes)." Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with one employer. Do not claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 or Form W-4 filed for the highest paying job and zero allowances are claimed for the others.

MARRIED BUT NOT LIVING WITH YOUR SPOUSE: You may check the "Head of Household" marital status box if you meet all of the following tests:

- (1) Your spouse will not live with you at any time during the year;
- (2) You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; and
- (3) You will file a separate return for the year.

HEAD OF HOUSEHOLD: To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the entire year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

WORKSHEET A

REGULAR WITHHOLDING ALLOWANCES

- (A) Allowance for yourself — enter 1 (A) _____
- (B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1 (B) _____
- (C) Allowance for blindness — yourself — enter 1 (C) _____
- (D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1 (D) _____
- (E) Allowance(s) for dependent(s) — do not include yourself or your spouse (E) _____
- (F) Total — add lines (A) through (E) above (F) _____

INSTRUCTIONS — 2 — ADDITIONAL WITHHOLDING ALLOWANCES

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB 540 form as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each \$1,000, or fraction of \$1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

WORKSHEET B

ESTIMATED DEDUCTIONS

- 1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB 540 form 1. _____
- 2. Enter \$7,538 if married filing joint with two or more allowances, unmarried head of household, or qualifying widow(er) with dependent(s) or \$3,769 if single or married filing separately, dual income married, or married with multiple employers - 2. _____
- 3. Subtract line 2 from line 1, enter difference = 3. _____
- 4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits) + 4. _____
- 5. Add line 4 to line 3, enter sum = 5. _____
- 6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts) - 6. _____
- 7. If line 5 is greater than line 6 (if less, see below);
Subtract line 6 from line 5, enter difference = 7. _____
- 8. Divide the amount on line 7 by \$1,000, round any fraction to the nearest whole number 8. _____
Enter this number on line 1 of the DE 4. Complete Worksheet C, if needed.
- 9. If line 6 is greater than line 5;
Enter amount from line 6 (nonwage income) 9. _____
- 10. Enter amount from line 5 (deductions) 10. _____
- 11. Subtract line 10 from line 9, enter difference 11. _____
Complete Worksheet C

*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California Personal Income Tax (PIT) withholding and PIT wages. This new law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of Section 297 of the Family Code. For more information, please call our Taxpayer Assistance Center at 888-745-3886.

WORKSHEET C

TAX WITHHOLDING AND ESTIMATED TAX

1. Enter estimate of total wages for tax year 2012 1. _____
2. Enter estimate of nonwage income (line 6 of Worksheet B) 2. _____
3. Add line 1 and line 2. Enter sum 3. _____
4. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest) 4. _____
5. Enter adjustments to income (line 4 of Worksheet B) 5. _____
6. Add line 4 and line 5. Enter sum 6. _____
7. Subtract line 6 from line 3. Enter difference 7. _____
8. Figure your tax liability for the amount on line 7 by using the 2012 tax rate schedules below 8. _____
9. Enter personal exemptions (line F of Worksheet A x \$112.20) 9. _____
10. Subtract line 9 from line 8. Enter difference 10. _____
11. Enter any tax credits. (See FTB Form 540) 11. _____
12. Subtract line 11 from line 10. Enter difference. This is your total tax liability 12. _____
13. Calculate the tax withheld and estimated to be withheld during 2012. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2012. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2012 13. _____
14. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld 14. _____
15. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4 . . . 15. _____

NOTE: Your employer is not required to withhold the additional amount requested on line 2 of your DE 4. If your employer does not agree to withhold the additional amount, you may increase your withholdings as much as possible by using the "single" status with "zero" allowances. If the amount withheld still results in an underpayment of state income taxes, you may need to file quarterly estimates on Form 540-ES with the FTB to avoid a penalty.

THESE TABLES ARE FOR CALCULATING WORKSHEET C AND FOR 2012 ONLY

SINGLE OR MARRIED WITH DUAL EMPLOYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$7,316	1.100%	\$0	\$0.00
\$7,316	\$17,346	2.200%	\$7,316	\$80.48
\$17,346	\$27,377	4.400%	\$17,346	\$301.14
\$27,377	\$38,004	6.600%	\$27,377	\$742.50
\$38,004	\$48,029	8.800%	\$38,004	\$1,443.88
\$48,029	\$1,000,000	10.230%	\$48,029	\$2,326.08
\$1,000,000	and over	11.330%	\$1,000,000	\$99,712.71

MARRIED FILING JOINT OR QUALIFYING WIDOW(ER) TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$14,632	1.100%	\$0	\$0.00
\$14,632	\$34,692	2.200%	\$14,632	\$160.95
\$34,692	\$54,754	4.400%	\$34,692	\$602.27
\$54,754	\$76,008	6.600%	\$54,754	\$1,485.00
\$76,008	\$96,058	8.800%	\$76,008	\$2,887.76
\$96,058	\$1,000,000	10.230%	\$96,058	\$4,652.16
\$1,000,000	and over	11.330%	\$1,000,000	\$97,125.43

UNMARRIED HEAD OF HOUSEHOLD TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$14,642	1.100%	\$0	\$0.00
\$14,642	\$34,692	2.200%	\$14,642	\$161.06
\$34,692	\$44,721	4.400%	\$34,692	\$602.16
\$44,721	\$55,348	6.600%	\$44,721	\$1,043.44
\$55,348	\$65,376	8.800%	\$55,348	\$1,744.82
\$65,376	\$1,000,000	10.230%	\$65,376	\$2,627.28
\$1,000,000	and over	11.330%	\$1,000,000	\$98,239.32

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA INCOME TAX RETURN OR CALL FRANCHISE TAX BOARD:

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 916-845-6500

*marginal tax

The DE 4 information is collected for purposes of administering the Personal Income Tax law and under the authority of Title 22 of the California Code of Regulations and the Revenue and Taxation Code, including Section 18624. The Information Practices Act of 1977 requires that individuals be notified of how information they provide may be used. Further information is contained in the instructions that came with your last California income tax return.

**Bakersfield City School District
The Advisory Bulletin**

To: ALL EMPLOYEES	Date: January 26, 2012	No. 120394
Subject: Long Term Care Insurance		
Prepared By: Sandra Keene, Health Benefits Supervisor		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Open Enrollment for Group Long Term Care Insurance

All Active Bakersfield City School District employees interested in Long Term Care Insurance are eligible for this **EMPLOYEE PAID** plan.

Long Term Care involves help with basic Activities of Daily Living (ADL). While often associated with the elderly, people of all ages can find themselves in need of Long Term Care as a result of an accident or illness. This insurance will help employees and their families meet the high cost of care received either at home or in a facility.

During this Open Enrollment period all Active Employees of the District can apply on a "*Guaranteed Issue*" basis- meaning you are automatically accepted on the plan without any health questions asked. Family members are also eligible for these group rates; however they **MUST** complete a health application and are subject to Medical Underwriting.

This plan is issued through Unum Life Insurance Company of America. To receive your kit with all plan and price information please contact **Specialists in Long Term Care Insurance Service Inc.**, by telephone at (800)764-6585, by e-mail at info@siltc.com or visit the website at www.siltc.com/bcsd.

This plan is not part of your District Employee Benefits and does not take the place of your current Health Plan. Please contact the Specialists in Long Term Care Insurance Services Inc. with any questions.

Open Enrollment ends March 15, 2012.

Bakersfield City School District
The Advisory Bulletin

To: ALL EMPLOYEES	Date: January 26, 2011	No. 120395
Subject: CLOSING DATES FOR REQUISITIONS – Current Year 2011-2012		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

PURCHASING DEADLINES FISCAL YEAR 2011 - 2012

THE FINAL DATE TO SUBMIT REQUISITIONS TO PURCHASING HAS BEEN EXTENDED TO MARCH 16, 2012

This deadline applies to all orders for instructional materials, classroom and office supplies, and orders for new or replacement equipment. Requisitions to **encumber funds** for online ordering and Store stock requisitions are subject to the March 16, 2012 deadline.

The deadline applies to all types of purchases regardless of the budget utilized, including General Unrestricted, Lottery, Attendance Incentive and all Categorical budgets. Some grants, due to grant criteria, may be exempt from this deadline. Check with Fiscal Services, if needed.

The only exceptions to the above deadline will be for the purchase of perishable food items used in classroom instruction and for end of the year activities. **School cafeterias** that buy food items under a standing purchase order at specified stores must have all paper work to the Food Services Department by May 9, 2012.

Duplicating requisitions received by June 1, 2012 and processed by June 30, 2012 will be charged to the 2011-2012 fiscal year. All duplicating requisitions received and/or processed after June 30, 2012 will be charged to the 2012-2013 fiscal year.

Please note: All items delivered to our warehouse July 1st or later will be charged to the school's or department's 2012-2013 budget. Funds for these purchases will *NOT* be automatically carried over from the current fiscal year.

Requisitions are processed on a "first in first out" basis. Requisitions received near or on the deadline will necessarily take much longer to process as we routinely receive thousands of requisitions this time of year.

As you prepare your requisitions for classroom and office supplies, especially printer ink and copier toner, please keep in mind that you are purchasing supplies to last until the end of the school year. As much as is possible, requisitions for "end of the year" activities (awards, trophies, etc.) should also be submitted by the February 27th deadline. Please call Tom Ross at extension 14711 with questions or concerns related to the March 16, 2012 deadline.

Bakersfield City School District
The Advisory Bulletin

To: All Users of Electronic Ordering for 2011/2012	Date: January 26, 2012	No. 120396
Subject: CLOSING DATES FOR "ON-LINE" ORDERING – Current Year 2011-2012		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

PURCHASING DEADLINES FOR ON-LINE ORDERS

FISCAL YEAR 2011-2012

THE FINAL DATE TO SUBMIT "ON-LINE" ORDERS FOR
ALL ENCUMBERED PURCHASE ORDERS
AT THE FOLLOWING COMPANIES IS APRIL 25, 2012



OFFICE DEPOT

STINSON'S

SOUTHWEST SCHOOL SUPPLY



***SCHOOL SPECIALTY ONLINE ORDERS MAY ALSO BE SUBMITTED
UNTIL APRIL 25, 2012***

Please note: All items delivered to our warehouse July 1st or later will be charged to the school's or department's 2011-2012 budget. Funds for these purchases will *NOT* be automatically carried over from the current fiscal year.

As you prepare your requisitions for "on-line" ordering, please keep in mind that you must use the requisition within the allotted "10 orders" per requisition. You will be purchasing supplies to last until the end of the fiscal school year. As much as is possible, requisitions for "end of the year" activities (awards, trophies, etc.) should be submitted by the April 25th deadline. Please call Tom Ross at extension 14711 with questions or concerns related to this important deadline.

Bakersfield City School District
The Advisory Bulletin

To: All Administrators, All Campus Supervisors, and Administrative Special Education Staff	Date: January 26, 2012	No. 120397
Subject: Mark your calendars please. Mandatory Professional Development. Best Practices to Prevent Litigation Arising from Behavior Interventions, Student Discipline, and Bullying		
Approved By: Randall Ranes, Director, Instructional Support Services Division		Page 1 of 1

This is MANDATORY PROFESSIONAL DEVELOPMENT for District Administrators to Meet the Implementation Requirements of the Local Education Agency Plan Addendum

Presentation Title: Best Practices to Prevent Litigation Arising from Behavior Interventions, Student Discipline, and Bullying

Date: February 15, 2012

Time: 8-10 a.m. Session One (for school principals)

10:30 a.m. -12:30 p.m. Session Two (for all other administrators, campus supervisors, and administrative special education staff).

Location: Education Center, Professional Development Center (PDC)

Presenters: Anahid Hoonanian and Attorney Colleague, Dannis Woliver Kelly

General Presentation Description. A trend is emerging where students and families are suing school districts for acts associated with student discipline and behavior. We have recognized a specific increase in tort claims¹ seeking damages against districts and their employees as a result of bullying, seclusion, restraint, suspension, or expulsion. These tort claims have specific timelines and unique procedures with which administrators should be familiar. This interactive training will help district personnel understand the legal implications of these situations, as well as the best practices for avoiding litigation and, where necessary, preparing a strong defense.

What This Training Does.

- Understand what restraint is legally defensible and when
- Consider questions related to the use of seclusion for a behaviorally challenged student
- Explore concerns which might arise from allegations of bullying and cyberbullying as well as the need for policies, complaint procedures, investigation procedures and curriculum to address bullying
- Identifies the components of disciplinary procedures that may trigger additional litigation
- Identifies the timelines and procedures associated with tort claims being filed in connection with student discipline and behavior in schools

Questions: For questions or to confirm your attendance up to the point of the room's capacity, please contact Debbie Castillo at extension 14654 in the Instructional Support Services Division or at castillod@bcsd.com.

¹Tort claims concern civil law; an area of the law involving the rights and duties we owe to each other.



**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, Vice Principals, and Deans in School Sites Offering Optional Programs	Date: January 26, 2012	No. 120398
Subject: Requirements to Remove Student from an Optional Program: Application to the After School Education and Safety Program		
Prepared By: Michael Skiba, Supervisor I, Student Services Department		
Approved By: Randall G. Raney, Director, Instructional Support Services Division		Page 1 of 4

Executive Summary

Student removal from an optional program, such as the After School Education and Safety Program (ASESP), may occur only after the minimum steps of due process have been provided to include: (1) factual documentation of repeated misconduct; (2) prior written notice to the parent(s) or legal guardian(s) of the principal's intent to remove the student from the ASES; (3) the opportunity to be heard (i.e., parent meeting offered or provided); (4) written notice of final decision; and (5) if the student has a disability, a determination of the student's misconduct is not a manifestation of his disability.

Background

In addition to conduct resulting in a suspension or expulsion, a student with documented discipline problems may be removed from continued participation in an optional program such as summer school, pre-kindergarten or preschool program, or the ASES. This TAB focuses on the ASES.

Student disenrollment from the ASES may occur only after the minimum steps of due process have been provided to include: (1) factual documentation of repeated misconduct; (2) prior written notice to the parent(s) or legal guardian(s) ("Parent") of the principal or principal's certificated designee's ("Principal") intent to remove the student from the ASES (see attached Letter Template One); (3) the opportunity to be heard (i.e., Parent meeting offered or provided); and (4) written notice of the final decision (see attached Letter Template Two). A student with a disability is entitled to additional protections (see below).

Before removing a student from the ASES, the Principal must provide the Parent with a basic notice of the documented disciplinary problems (Letter Template One) and the opportunity to be heard. To this end, a reasonable effort to contact the Parent in person or by telephone call and a letter to the Parent is required to: (1) explain the facts and reasons for the planned ASES removal; and to (2) establish a date (within 1 to 2 days) for a meeting with the student (if appropriate), the Parent, and the Principal.

If the Parent chooses not to attend the meeting, the Principal promptly sends a letter to the Parent documenting the ASES removal and the reasons supporting this action (Letter Template Two).

If the Parent attends the meeting and the Principal continues to believe the facts support the decision to remove the student, the Principal orally informs the Parent in the meeting and sends a letter to the Parent documenting the meeting and explaining the reasons for the removal (Letter Template Two). Likewise, if the Principal determines the student may return to the ASES, the Principal documents this decision in a letter to the Parent (Letter Template Two).

Student with a Disability: Additional Protections

A student with a disability includes a student under either the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act ("Section 504"). In general, school districts that operate an ASEP cannot discriminate against a student based on a disability. A student with a disability must be offered meaningful and equal access to the ASEP. When meaningful access to the program has been provided and a student's misconduct is not related to his disability, then the District may discipline the student as it would any general education student. However, if the student's conduct is related to his disability, the school must provide reasonable accommodations to help ensure meaningful access (e.g., meet the program's standards) including the modification of practices or procedures, or by the provision of auxiliary aids or services. More specifically, this may include, but is not limited to: (1) training staff (e.g., behavior intervention training); (2) the design, implementation, review, and/or modification of a behavior intervention plan; and (3) the provision of additional supervision.

Discontinuing participation in the ASEP for a student with a disability requires the steps listed above (e.g., factual documentation of repeated misconduct; Parent written notice, opportunity to be heard), and the steps below.

Conduct and Relationship to Disability: Making a Determination. The Principal has no authority to remove a student with a disability from the ASEP unless he or she has made a determination the student's misconduct is not related to his disability. A formal manifestation determination *meeting* is not required. However, the Principal will: (1) discuss the matter with the student's teacher(s); (2) consider whether additional program modifications are needed to enable the student to participate in the ASEP to the same extent as other students without disabilities; and (3) consider whether the conduct in question was either of the following: (a) caused by or had a direct and substantial relationship to the student's disability; or (b) a direct result of the school district's failure to implement the student's Individualized Education Program or accommodations provided under Section 504.

If, after consideration of the above factors, the Principal determines the student's conduct is not related to his disability, the remaining disenrollment steps may be taken. Letter Template One contains a statement to document the Principal's decision the student's conduct is unrelated to his disability. In a case where the Principal determines the student's conduct is related to his or her disability, the student would continue in the ASEP. Reasonable accommodations would be put into place, amended, or be continued to address the behavior issues (e.g., a behavior plan, behavior contract, training of staff).

Documentation and Letter Templates

Attached are two letter templates which may be used to implement the requirements to consider and carry out student disenrollment from an optional program.

References:

1. Bakersfield City School District, School Discipline, Board Policy 601.7
2. Ungar, D. (October 24, 2008). *After School Programs and Section 504*. Miller Brown & Dannis, Attorneys at Law: Long Beach California.
3. Ungar, D. (October 27, 2004). *Suspension/Expulsion Policies for Intersession, Summer School, After School Programs and Kindergarten*. Miller Brown & Dannis, Attorneys at Law: Long Beach California.

Letter Template One

<Optional Program (Summer school, Pre-kindergarten or Preschool program, or the After School Education and Safety Program): Disciplinary Removal, Letter One>

<As appropriate, remove or amend all text in brackets>

<School Letterhead>

<Name>

<Street address>

Bakersfield, CA 933<>

Re: <Student Name>, <DOB>

Dear <Name of parent/guardian>:

Your student has been attending the Bakersfield City School District's ("District") < summer school, pre-kindergarten or preschool program, or the After School Education and Safety Program> ("Optional Program"). As you may know, the student discipline code applies to an Optional Program. Additionally, the Principal has the authority to remove a student with documented discipline problems (see listing below) from an Optional Program. Before a removal occurs, the parent/legal guardian will receive a written notice (i.e., this letter) and be given an opportunity to be heard during a meeting with the Principal.

Documented Discipline Problems

<u>Date of Incident</u>	<u>Act Resulting in Disciplinary Action</u>	<u>Disciplinary Action Taken</u>
<Date>	<Summary of Misconduct>	<e.g., 1 day suspension>
<Date>	<Summary of Misconduct>	<e.g., 2 day suspension>
<Date>	<Summary of Misconduct>	<e.g., 3 day suspension>

The school's records support removal of your student from the Optional Program. I have established a meeting to discuss this matter and provide you an opportunity to respond to these issues.

<For a student with a disability only> <Additionally, I have reviewed all relevant information concerning your student and determined your student's conduct is not related to his disability.>

Principal-Parent Meeting

Date: <date>

Time: <time>

Location: <location of meeting>

Please call me at 631-<X> if you need to reschedule the meeting. After our meeting, or if you do not attend, I will make a decision whether your student may continue to attend the Optional Program. You will receive written notice of this decision.

Thank you.

Sincerely,

<Name of Principal>

Principal

Letter Template Two

<Optional Program (Summer school, Pre-kindergarten or Preschool program, or the After School Education and Safety Program): Disciplinary Removal, Letter Two>
<As appropriate, remove or amend all text in brackets>
<School Letterhead>

<Name>
<Street address>
Bakersfield, CA 933<>

Re: <Student Name>, <DOB>

Dear <Name of parent/guardian>:

Attached, please find a copy of a letter in which I described your student's discipline concerns in the Bakersfield City School District's ("District") < summer school, pre-kindergarten or preschool program, or the After School Education and Safety Program> ("Optional Program"). <Thank you for meeting with me on <date> to discuss these matters> <or> <I am sorry you were unable to meet with me during the scheduled meeting to discuss these matters.>

This letter is a notice your student may <continue to attend/no longer attend> the Optional Program. <Effective [enter date here], I have determined your student's disciplinary record supports removal of your student from the Optional Program. The reasons for this removal are listed in the attached letter.>

I thank you for your interest in the Optional Programs of the District. Please call me at 631-<X> if you have any additional issues you wish to discuss.

Thank you.

Sincerely,

<Name of Principal>,
Principal

Attachment: Letter to Parent, Notice of Optional Program Misconduct

Bakersfield City School District
The Advisory Bulletin

To: All Principals, Program Specialists, and Teachers	Date: 1/26/2012	No. 120399
Subject: Bakersfield Elementary Teachers Association 2012 Read Across America Book Drive		
Prepared By: Sandra Yoon, Coordinator, Library Media Services		
Approved By: Randall Ranes, Director, Instructional Support Services Division		Page 1 of 1



Bakersfield Elementary Teachers Association



Read Across America 2012 BOOK DRIVE

We need YOUR help! Please donate new and gently used books to be given out to children and families in need during BETA's 2012 Read Across America Celebrations.

~ BOOK DROP OFF ~

BETA Office
837 H Street
661-327-4567

or
School Site Rep.
*Due by February 15,
2012*



Bakersfield City School District
The Advisory Bulletin

To: Principals and Teachers, Grades K-8	Date: 1/26/12	No. 120400
Subject: Tech Tuesday		
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

TECH TUESDAY



3:30 p.m. to 5:30 p.m.
Stiem Tech Lab - Room 506

Through hands-on activities, teachers will learn lesson creation best practices, collaborate with peers to improve lessons, and create your own lessons. Teachers will also learn lesson creation techniques and maximize SMARTNotebook software as a tool for creating engaging and effective classroom lesson content.

Choose from the following:

February 21st

How to insert sound files on a SMARTNotebook page

February 28th

How to use hide and reveal techniques

March 6th

How to maximize teacher collaboration websites
How to edit lessons to fit the needs of your classroom

March 13th

How to manage my content in the gallery
How to have your favorite objects stored in an easy to find location

**Participants will receive project pay and may attend any or all of the trainings.
Space is limited. Call Donna Felix at ext. 14776 to make your reservation.**

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: January 26, 2012	No. 120401
Subject: Experience Democracy		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Approved By: Al Capilla, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

Experience Democracy

Preparation for the *Constitution Examination* for 8th grade migrant students.

Please remember that passing the *Constitution Examination* is a requirement for graduating from Junior High.

Class Schedule

Thursdays from 4:00 – 6:00 p.m.

Sierra Middle School – Library

3017 Center Street, Bakersfield, CA 93306

Corner of Oswell & Center

January: 26

February: 2, 9, 16 & 23

March: 1, 8, 15, & 22

*Migrant students must be registered by calling the
Migrant Education Program at 661-631-4765 or 661-631-4756.*

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: January 26, 2012	No. 120402
Subject: Migrant Young Authors		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Approved By: Al Capilla, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

Migrant Young Authors

Class Schedule for the 2011-2012 School Year

In collaboration with Library Media Services and CSUB Mini-Corps

<u>Session</u>	<u>Date</u>	<u>Time</u>	<u>Room</u>
Session 1	Tuesday, October 25, 2011	4:30 - 6:30 p.m.	MCR
Session 2	Tuesday, November 8, 2011	4:30 - 6:30 p.m.	MCR
	<i>Book Making Workshop by Sandra Yoon, Coordinator - Library Media Services</i>		
Session 3	Tuesday, November 29, 2011	4:30 - 6:30 p.m.	MCR
Session 4	Tuesday, December 6, 2011	4:30 - 6:30 p.m.	PDC
Session 5	Tuesday, December 20, 2011	4:30 - 6:30 p.m.	PDC
Session 6	Tuesday, January 10, 2012	4:30 - 6:30 p.m.	MCR
Session 7	Tuesday, January 24, 2012	5:00 - 7:00 p.m.	PDC
Session 8	Tuesday, February 7, 2012	4:30 - 6:30 p.m.	MCR
Session 9	Tuesday, February 21, 2012	4:30 - 6:30 p.m.	MCR
Session 10	Tuesday, March 6, 2012	4:30 - 6:30 p.m.	MCR
Session 11	Tuesday, March 20, 2012	4:30 - 6:30 p.m.	MCR
Session 12	Tuesday, April 10, 2012	4:30 - 6:30 p.m.	MCR
Session 13	Tuesday, April 24, 2012	4:30 - 6:30 p.m.	MCR
Session 14	Tuesday, May 8, 2012	4:30 - 6:30 p.m.	MCR
Session 15	Thursday, May 17, 2012	6:00 - 8:00 p.m.	PDC
	<i>Parent/Student Conference: "An Evening with the Author"</i>		
Session 16	Saturday, May 19, 2012	7:00 a.m. - 2:00 p.m.	

Culminating Activity: Young Authors' Fair at University Square

2000 K Street, Bakersfield, CA 93301

For P-K to 8th grade migrant students. To register please call 631-4666.

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: January 26, 2012	No. 120403
Subject: Migrant Regional Advisory Committee (RAC) Meeting		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Approved By: Al Capilla, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

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

Wednesday, September 14, 2011	6:00 – 7:30 p.m.	Board Room
Monday, November 14, 2011	6:00 – 7:30 p.m.	Board Room
Wednesday, February 15, 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

To: Principals K-8, School Secretaries and Clerks	Date: January 26, 2012	No. 120404
Subject: Annual Book Inventory - Due: March 2, 2012		
Prepared By: CeCe Hay, Senior Buyer, Stores and Purchasing		
Reviewed By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Annual Book Inventory

Textbook Services needs to prepare for ordering materials for the opening of school in August. Instructional material inventories need to be conducted by the book clerk or principal's designee at each school site. So that each school has time to complete their Annual Book Inventory and have Textbook Services make the adjustments needed, the final "Inventory" report will be due no later than **March 2, 2012**. If you are unable to meet this deadline, please discuss an extension with your D.L.

Instructional material inventories must be conducted at each site following these basic instructions:

1. Count **all** materials in each classroom and enter the count of each item on your Text-Trak computer system for each room at your site. Be sure that all classroom cupboards and other storage areas are checked.
2. Inventory all bookrooms for books, maps, globes, CD's, charts, etc., which are recorded on your school site inventory records. Enter the bookroom count to your "stock" site on your Text-Trak computer system.
3. Contact CeCe Hay at ext. 14791 or email hayc@bcisd.com when all rooms have been posted.
4. Textbook Services will calculate and identify any lost or found items. You will be notified of discrepancies so you can make appropriate corrections.
5. Textbook Services will complete and return the Inventory Report for signatures. Principals must sign the report indicating that it represents an accurate accounting.
6. Staffing constraints in Textbook Services preclude us from conducting the actual inventory for you, however we are available to provide training if needed.

Losses to be replaced for August enrollment must be included on this report so orders can be placed. If you need further information, please call CeCe Hay at ext 1-4791.



Bakersfield City School District
The Advisory Bulletin

To: All Principals, Community Relations Liaisons, and Parent Involvement Designees	Date: 1/26/12	No. 120405
Subject: Family Engagement Professional Development		
Prepared By: Ruth VanWorth-Rogers, Supervisor I – Extended Programs Department		
Reviewed By: Nancy Olcott, Director, Curriculum and Standards		
Approved By: Al Capilla, Assistant Superintendent, Academic Improvement and Accountability	Page 1 of 1	

**The *Parent Involvement Program*
would like to invite you to attend the**

*Family Engagement
Professional Development*

**Tuesday, January 31, 2012
9:00 a.m. – 11:00 a.m.**

Professional Development Center

**If you have any questions,
please contact Shannon Fink
at extension 14803.**



PARENT INVOLVEMENT

Parents are their child's first teacher!