

The Advisory Bulletin

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February 15, 2007

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**Bakersfield City School District
The Advisory Bulletin**

To: ALL EMPLOYEES	Date: February 15, 2007	No. 070424
Subject: JOB OPPORTUNITIES		
Prepared By: Mary Helen Donez, Employment Supervisor, Personnel Services		
Approved By: Jeanette Hixson, Director, Classified Personnel		Page 1 of 2

CLASSIFIED

ACCOUNTING TECHNICIAN II

\$2,432 - \$2,953 per month

CLOSING: February 21, 2007

ACTIVITY LEADER: GENERAL MUSIC, 3½ HOUR

\$1,017 - \$1,234 per month

CLOSING: February 21, 2007

ACTIVITY LEADER: KINDERGARTEN, 3½ HOUR

\$1,017 - \$1,234 per month

CLOSING: February 28, 2007

AIDE I, 3 HOUR/AIDE I, BILINGUAL, 3 HOUR

\$641 - \$780 per month

OPEN UNTIL FILLED

CLERK I, II, III, 3 Hour

\$680 - \$889 per month

OPEN UNTIL FILLED

COMPUTER/LIBRARY TECHNICIAN, 6 HOUR

\$1,461 - \$1,778 per month

CLOSING: February 21, 2007

FAMILY ADVOCATE, BILINGUAL, 7 HOUR

\$1,665 - \$2,020 per month

CLOSING: February 21, 2007

FOOD SERVICE WORKER III, 4 HOUR

\$816 - \$996 per month

CLOSING: February 28, 2007

INTERPRETER FOR THE DEAF

\$2,487 - \$3,019 per month

OPEN UNTIL FILLED

SCHOOL BUS DRIVER

Eight hour equivalent: \$2,159 - \$2,625 per month
(Prorated salary based on hours worked)

OPEN UNTIL FILLED

SIGN LANGUAGE INSTRUCTIONAL ASSISTANT, 6 HOUR

\$1,598 - \$1,943 per month

OPEN UNTIL FILLED

CERTIFICATED

**PROGRAM SPECIALIST
ENGLISH LANGUAGE LEARNERS**

(To be filled within District)

Current teacher salary schedule, plus \$4,010 stipend

OPEN UNTIL FILLED

SCHOOL NURSE

Current teacher salary schedule

OPEN UNTIL FILLED

SPEECH AND LANGUAGE SPECIALIST/THERAPIST

Current teacher salary schedule plus, \$4,413 stipend

OPEN UNTIL FILLED

TEACHER, GIFTED & TALENTED EDUCATION

English/Reading

(To be filled within District)

Current teacher salary schedule

OPEN UNTIL FILLED

TEACHER TUTOR, 3-5 HOUR

Current teacher salary schedule, pro-rated to assigned hours

OPEN UNTIL FILLED



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

JOB OPPORTUNITY HOTLINE:

Management/Certificated: 631-4871 Classified: 631-4870

Bakersfield City School District
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To: ALL EMPLOYEES	Date: February 15, 2007	No. 070425
Subject: CLOSING DATES FOR REQUISITIONS -- Current Year 2006-2007		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Teri Schallock - Chief Business Official		Page 1 of 1

PURCHASING DEADLINES ***FISCAL YEAR 2006 - 2007***

***THE FINAL DATE TO SUBMIT REQUISITIONS TO PURCHASING IS
MARCH 2, 2007.***

This deadline applies to all orders for instructional materials, classroom and office supplies, and orders for new or replacement equipment. Store stock requisitions also are subject to the March 2, 2007 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 15, 2007.

Duplicating requisitions received by June 1, 2007 and processed by June 30, 2007 will be charged to the 2006-2007 fiscal year. All duplicating requisitions received and/or processed after June 30, 2007 will be charged to the 2007-2008 fiscal year.

Please note: All items delivered to our warehouse July 1st or later will be charged to the school's or department's 2007-2008 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.

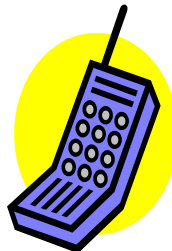
As you prepare your requisitions, particularly for classroom and office supplies, please keep in mind that you are purchasing materials to last for at least three months. As much as is possible, requisitions for "end of the year" activities (awards, trophies, etc.) should also be submitted by the March 2nd deadline. Please call Tom Ross at extension 14711 with questions or concerns related to the March 2, 2007 deadline.

Bakersfield City School District
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To: All Administrators and All Secretaries	Date: February 15, 2007	No. 070426
Subject: Current Cellular Phone Tree		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Teri Schallock, Chief Business Official		Page 1 of 2

CURRENT CELLULAR PHONE TREE

- Please note the current cellular phone tree on the back.
- Please keep a copy available in case of emergency.



Bakersfield City School District

**CIVIL DEFENSE AND DISASTER PLAN
CELLULAR TELEPHONE PROCEDURE**

Diane Gonzalez Asst. Supt.- Academic Improvement & Accountability 319-8176		Evelyn Goode Chief Business Official's Office 319-8174		Sandra Sutton Superintendent's Office 319-8173		Rita Parugrug Academic Improvement & Accountability 319-8178		Debbie Castillo Asst. Supt. - Instructional Services 319-8197	
<u>Group A</u>		<u>Group B</u>		<u>Group C</u>		<u>Group D</u>		<u>Group E</u>	
Casa Loma	319-8292	Eissler	319-8297	Chipman	703-0934	Chavez	319-7285	Pauly	319-7534
Compton	319-9218	Emerson	496-7061	C. Heights	319-8109	Evergreen	319-8294	Sierra	319-7990
Curran	703-0941	Garza	319-6379	Downtown	319-8295	Fremont	319-1689	Stiern	319-9696
Harding	319-7652	Jefferson	319-6378	Franklin	204-4622	Johnson Child Ctr.	319-8133	Thorner	319-7868
Harris	319-8128	Longfellow	319-1597	Hort	319-6485	McKinley	319-6057	Voorhies	319-7638
Hills	319-7216	Mt. Vernon	319-5689	H. Mann	319-7635	Nichols	319-1693	Washington	706-1776
Johnson Comm.	204-3450	Roosevelt	319-7568	Wm. Penn	319-7987	Noble	319-1627	Frank West	319-7957
Munsey	319-5687	Sequoia	319-8148	Pioneer	319-7637	Owens Int.	703-2834	Williams	319-7984
		Wayside	319-7563			Owens Pri.	703-1161		
						Special Ed.	319-8163		

**** CELLULAR PHONE TREE - FEBRUARY 2007 ****

**Bakersfield City School District
The Advisory Bulletin**

To: Department Heads and School Principals	Date: February 15, 2007	No. 070427
Subject: District-Wide Earthquake Drill - March 1, 2007		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Teri Schallock, Chief Business Official		Page 1 of 1

Ready To Ride It Out?

On *Thursday, March 1, at 9:30 a.m.*, the District will be having an Earthquake Drill. Here are some simple steps in preparing for the District-wide drill.

Before

1. Organize a safety team and review the disaster plan.
2. Make sure supplies and materials are in order.
Things to consider: Emergency water supply, flashlights, portable restrooms, earthquake kits.
3. Education
 - a. Part of the purpose of this drill is to educate students on what causes earthquakes and the effects of earthquakes.
 - b. We have some great videos on earthquakes available on request – e-mail Tom Ross.
“Yogi Bear, Earthquake Preparedness” (students)
“Before It’s Too Late” (adults)
“While There’s Still Time” (adults)
4. Planning
 - a. Assigning responsibilities to staff.
 - b. Role-playing.

During

1. Duck, Cover, and Hold for one minute – This can be accomplished by manually running the bells continuously for one minute.

After

1. Look for hazards and safely leave the building.
2. Have the safety team check for damage.
3. Assess emergency supplies, food and water.
4. Allow enough time for the entire drill to play out.
 - a. There will be people dispatched to your site from the Central Office.
 - b. You should allow enough time for them to get there and assist you with your site drill.
5. Have a good plan in place to facilitate the release of students.
6. Evaluation.

**Bakersfield City School District
The Advisory Bulletin**

To: Principals, Department Heads	Date: February 15, 2007	No. 070428
Subject: WEBCENTER TRAINING SCHEDULED FOR FEBRUARY 21 & 22		
Prepared By: Christine Cornejo, Personnel Office Manager – Personnel Services		
Approved By: Jeanette Hixson, Director – Classified Personnel		Page 1 of 1

SEMS Webcenter Training

The Personnel Department will be offering SEMS (Substitute Employee Management System) Webcenter training. Important information on administrator capabilities for viewing/modifying absences and assignments and requesting reports will be reviewed. If you are new to a position that utilizes the SEMS Webcenter system or would like a refresher course, our department operators will be providing training sessions. Our SEMS operators will also be available to answer questions.

Sites may wish to send their school or department secretary (or an alternate) to attend one of the below training sessions. Magnet schools may also wish to send their magnet school clerks.

SEMS Webcenter training will be offered in the Main Conference Room at the Education Center as follows:

Wednesday	February 21, 2007	9:00 a.m. – 11:00 a.m.
Thursday	February 22, 2007	9:00 a.m. – 11:00 a.m.

Please contact Susie Arney, ext. 14868, or Susie Schneider, ext. 14861, to sign-up for one of the above training sessions. Seating is limited.

**Bakersfield City School District
The Advisory Bulletin**

To: All Departments, Principals	Date: February 15, 2007	No. 070429
Subject: Competitive Grant Application Check List		
Prepared By: Sarah Baron, Grant Writer/Community Partnerships		
Approved By: Michael D. Lingo, Superintendent		Page 1 of 2
<p>Overview</p> <p>Competitive grant applications often require coordination from a variety of departments and support. In order to streamline and coordinate efforts, the Grant Writer’s Office has created a check list. <i>This check list will need to be submitted with grant signature pages that require the Superintendent’s signature.</i></p> <p>Competitive Grant Application Checklist</p> <p>The Grant Application Checklist is to be used for grant applications that <i>generally fall outside the parameters of noncompetitive grants</i>. Competitive grants entail a narrative section that is scored and ranked to determine who is awarded funding. The Grant Application Checklist is not required if you are applying for a noncompetitive grant such as Title I Consolidated Application, Block Grants, or a grant under \$10,000.</p> <p>This process should begin at least 30 days prior to the due date of the grant application. Please contact Sarah Baron in the Grant Writer’s Office, she will help facilitate the process and will also provide you with access to an archive of grant applications and formats.</p> <p>Go to http://www.bcsd.com/CommunityPartnerships/forms to access the form online.</p>		

Competitive Grant Application Checklist

This checklist is to be used for grant applications that *generally fall outside the parameters of noncompetitive grants*. Competitive grants entail a narrative section that is scored and ranked to determine who is awarded funding. Noncompetitive grants such as Title I Con Apps or Block Grants do not need to complete this form. All grants under \$10,000 also do not need to use this check list.

The checklist below must be submitted with the signature pages for authorized signature for final approval. This process should be started within at least 30 days of due date of grant applications.

Certify the items outlined below by either initialing, or writing N/A, by each item and signing and dating the form in the provided spaces.

____ I have read the request for application and can certify that the intent of the application will align with District goals and objectives.

____ I have met with my supervisor and have discussed the grant activities to ensure alignment to current programs and reviewed how they will impact existing activities, personnel, facilities etc. (i.e. does not conflict instructional strategies or there is internal capacity to support efforts).

____ If the grant or program requires BCSD Transportation, BCSD Food Services, BCSD Information Technology or BCSD purchase of equipment, I have checked with appropriate departments and I have documented that such services are available and allocated appropriately in the final grant budget.

____ I have checked with Personnel and have verified that 1) all positions required by the grant are included within existing District positions and 2) the availability of potential applicants to fill these positions according to grant timelines and guidelines.

____ I have met with the Grant Writer *immediately at the beginning of the writing process (as soon as Request For Application is released and have received approval)* to do the list of items below and ensure I have access to the following resources:

- access to over 140 BCSD grant applications or relevant materials and research.
- development of framework of the document according to the grant application rules & guidelines
- assistance with setting up budgets, including benefits, & salaries, which will be approved by Fiscal Services (see Fiscal Service Review Form)
- assistance with technical writing in areas, where needed

____ I have checked with Fiscal Services for grants over \$10,000 and have received the appropriate approval.

- Documented approval on the Grant Writer Contact and Fiscal Services Review Form with appropriate back up (Grant Writer will assist with materials needed to help facilitate approval).

____ I have researched a sustainability plan to ensure continuity of services after the grant funding as ended, if applicable. Write N/A if funding cycle is continuous.

After completion of the steps listed above, take this form and the completed grant application to the Superintendent's Office for authorized signature & approval.

School OR Department

Signature of Administrator

Date

**If you have any questions, please contact Sarah Baron, Grant Writer at extension 14648.*