

The Advisory Bulletin

TABLE OF CONTENTS

<u>TAB#</u>	<u>TO</u>	<u>SUBJECT</u>
100001	All Employees	Job Opportunities
100002	All Employees	Open Enrollment – Employee Fringe Benefit Program
100003	All Employees	Blue Cross Open Enrollment for Dependents
100004	All Employees	Open Enrollment – Dental Plans
100005	All Employees	Board of Education Meeting Schedule – 2009-2010 School Year
100006	All Employees	Warehouse Shipping Procedures
100007	All Employees	Warehouse Delivery Schedule for School Year 2009-2010
100008	All Employees	Purchasing by District Employees
100009	All Employees	Procedures for Submitting a TAB
100010	All Employees	Technical Support for Schools
100011	All Certificated Staff	Check your e-mail for new Electronic Notification of Expiring Credentials
100012	Department Heads, Principals, Teachers	Sign up to show off your classroom's artistic talent or to promote your program on the Ed Center Bulletin Board. Available dates listed.
100013	Department Heads, Principals, PERS Members	CalPERS Planning Your Retirement Class Scheduled for September 30, 2009
100014	Department Heads, Principals, Secretaries	Consultant Agreements to be Submitted BEFORE Date of Service
100015	Department Heads, Principals, Secretaries & Clerks	Procedure for: Albertson's, Caesar's Italian Deli, Kern Trophies, Longs Drug Stores, Raymond's Trophy, Smart & Final, Smith's Bakery and Von's
100016	Department Heads, Principals, Secretaries & Clerks	Standing/Blanket Purchase Orders for 2009-2010

(Continued)



August 20, 2009

Volume XV Number 01

Published weekly by the
Communications Department

100017	Principals, Department Heads, Office Staff	Mailroom Services, including Bulk Mailings
100018	All Administrative Staff & Principals	Administrative Staff Meeting Schedule – 2009-2010 School Year
100019	Principals, Department Heads	Consultant Agreements & Payments – How to Prepare Forms
100020	Principals, Department Heads	Certificated Evaluations
100021	Principals, Department Heads	Timesheet Endorsement
100022	Principals, Department Heads	Changes in Budget Account Classifications PSEUDO Numbers
100023	Principals, Department Heads	Information Required with Claim for Meeting/Conference/Workshop
100024	Principals, Department Heads	Signatures Approving Financial Transactions
100025	Principals, Department Heads	Annual Disease Prevention Update Regarding Infectious Diseases – Distribute to All Employees
100026	Principals, Department Heads	Hours of Work and Overtime for Classified Employees
100027	Principals, Department Heads	2008-09 CST District Level Data
100028	Principals, Department Heads	Sexual Harassment Policy Outlining Procedure and Timelines for Complaints
100029	Principals	<i>Mandatory</i> Posting of “Sexual Harassment of and by Students” Policy
100030	Principals	Religion in the Schools, Including the Upcoming “See You at the Pole” Gathering, Wednesday, September 23, 2009
100031	Principals	Williams Settlement Visitation Schedules for the 2009-10 School Year – <i>Revised</i>
100032	Site Administrators and Secretaries	Instructions for Request to be Absent/Request for Personal Business Leave Form
100033	Principals, Vice Principals, Secretaries, Clerks, and All Staff Participating in MAA	MAA Program: Time Survey Training
100034	Principals, Curriculum Directors, Academic Program Leaders, Coaches, Program Specialists	Holt and High Point Placement Flowcharts
100035	Principals, Program Specialists, Academic Program Leaders and Designees	Categorical Management Meeting
100036	Principals, Program Specialists, All Teachers	Curriculum Lab Open Saturday, August 22, 2009
100037	Principals, Program Specialists, All Teachers	2009-10 Curriculum Lab Saturday Schedule & Holiday Hours
100038	Principals, Teachers Grades PreK–8	Substitute Teacher Information Packets
100039	Principals, Teachers Grades PreK–8	School Libraries to Open

(continued)

100040	Principals and Teachers with SmartBoards, Grades PreK–8	Dates for BCSD SmartBoard User (B-Smart) Support Group
100041	Principals, Teachers, Grades K - 8	California Standards Brochures
100042	Principals, Teachers, School Secretaries, Grades PreK – 8	Visual and Performing Arts Department Dates “At-A-Glance”
100043	Principals, School Attendance Contact	Student Attendance Enhancement and Truancy Reduction Training, Thursday, September 3, 2009, 2:00 P.M. – 4:00 p.m.
100044	Principals, Teachers Grades PreK–2	First Book Grant Application
100045	Principals, Teachers Grade 3	Too Good For Drugs Training Dates for 2009-2010 School Year
100046	Principals, Teachers Grades K - 4	Standards Based Report Card Trainings
100047	Principals, Teachers Grades 4 - 6	Music In Our Schools Week Program, August 25 – September 4, 2009
100048	JH/MS Principals, JH/MS Vocal Music Teachers	BCSD Jr. High/Middle School Choir Festival, October 14, 2009
100049	JH/MS Principals, Instrumental Music Teachers	BCSD Jr. High/Middle School Band and Orchestra Standards Festival, March 25, 2010
100050	Principals, Language Arts Event Coaches, School Secretaries	BCSD Language Arts Events - 2009-2010
100051	Elementary School Library Media Teachers	Grolier Online Instructions
100052	JH/MS Library Media Teachers	Grolier Online Instructions
100053	Principals and After School Program Coordinators for All After School Education and Safety Program Sites	Minimum Day in the After School Education and Safety Program
100054	Principals, After School Personnel	After School Snacks
100055	Principals, Community Relations Liaisons and Designees Responsible for Parent Involvement	Parent Involvement Inservice Dates for 2009-2010
100056	Principals, School Secretaries and Teachers	Assignment of Certificated Long-Term Substitutes
100057	Principals, School Secretaries	Quarterly Secretaries’ Meetings
100058	Principals, School Secretaries	Student Accident Insurance & Report of an Ambulance Call
100059	Principals, School Secretaries	Please send five copies of your school newsletters to Communications
100060	Principals, School Secretaries	Requests for Text Book and Library Book Refunds
100061	Principals, School Secretaries and Clerks	Distribution Change – 2009-2010 Free & Reduced Lunch Applications
100062	Principals, School Secretaries and Clerks	“Keeping TABS on BCSD” Bulletin Boards

(continued)

100063	Principals, School Secretaries and Clerks	New Procedures for Receiving and Distributing the “Guide for Parents and Students”
100064	Principals, School Secretaries and Clerks	Migrant Regional Advisory Committee (RAC) Meetings
100065	Principals, School Secretaries and Clerks	Migrant Education Enrollment Survey
100066	Principals, Secretaries and Clerks	Written Request for Cumulative Records, Maintaining Privacy, Discontinued Use of Postcard Store Stock Form
100067	Principals, Secretaries and Clerks	School Assignments for the 2009-10 School Year
100068	Principals, Secretaries and Clerks	Student Absence Related to a Religious Purpose, Form for Justifiable Personal Reasons, and Required Written Finding
100069	Principals, Secretaries and Enrollment Clerks	Use of Student Residency Questionnaires
100070	Principals, Secretaries and Enrollment Clerks	Use of Foster Forms
100071	Principals, Secretaries, Clerks and Food Services	CPR/First Aid Class Schedule: 2009-2010
100072	Principals, Specially Funded Clerks and Designees	Specially Funded Clerk Meetings
100073	All Secretaries and Specially Funded Clerks	Deadline Dates to Get Consultants Paid in a Timely Manner

[Printable TAB – Click Here](#)