

The Advisory Bulletin

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December 17, 2009

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Bakersfield City School District
The Advisory Bulletin

To: ALL EMPLOYEES	Date: December 17, 2009	No. 100394
Subject: JOB OPPORTUNITIES		
Prepared By: Mary Helen Donez, Employment Supervisor, Personnel Services		
Approved By: Jeanette Hixson, Director, Classified Personnel		Page 1 of 1

CLASSIFIED

ACTIVITY LEADER: SCIENCE, 3½ HOUR

\$1,036 - \$1,257 per month

OPEN UNTIL FILLED

LICENSED VOCATIONAL NURSE, 3½ HOUR

\$610 - \$742 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 POSITION FILLED

CERTIFICATED

ACADEMIC COACH

(To be filled within District)

Current teacher salary plus, \$4,010 stipend

CLOSING: December 18, 2009

SCHOOL NURSE

Current teacher salary schedule

OPEN UNTIL FILLED

TEACHER-TUTOR, 3-5 HOUR

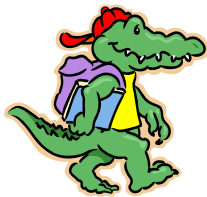
Salary and work year to be according to current teacher salary schedule

pro-rated to assigned hours

OPEN UNTIL FILLED

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

www.applitrack.com/bakersfield/onlineapp



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

**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: 12/17/09	No. 100395
Subject: Board of Education Reorganization 2009-2010		
Prepared By: Sandra Sutton, Administrative Secretary III		
Approved By: Michael D. Lingo, Superintendent		Page 1 of 1

BOARD OF EDUCATION
December 2009 - November 2010

		<u>Term Expires</u>
PRESIDENT	Lillian Tafoya	November 2012
PRESIDENT PRO TEM	Karen A. DeWalt	November 2010
CLERK	Rick Van Horne	November 2012
CLERK PRO TEM	Bill McDougle	November 2012
MEMBER	Jerry C. Tate	November 2010

**Board Members are elected in November
The Board's reorganizational meeting is held in December**

**All correspondence to Board members may be mailed directly to the
Bakersfield City School District**



**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: December 17, 2009	No. 100396
Subject: December Pay Warrants Pick Up for 2009		
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

Pay warrants and direct deposit pay stubs will be available for pick-up on December 31, 2009 in the PAYROLL OFFICE beginning at 9:00 a.m.

Any warrants not picked up will be delivered to the school sites on January 4, 2010 by courier service.

TEAM CUSTODIAN AND BUS DRIVER warrants and pay stubs will be available on **December 31, 2009 after 9:00 a.m. at Maintenance & Operations or Transportation.** Site Custodian warrants and pay stubs will be available at the Ed. Center. If you have any questions, please contact:

Custodians - Art Arriola at 631-5886
Bus Drivers - Larry Farmer at 631-5880

ED CENTER DEPARTMENTS may pick up pay warrants and direct deposit stubs in Payroll at 9:00 a.m. December 31, 2009.

NO WARRANTS OR PAY STUBS WILL BE MAILED.

If you wish to have another individual pick up your warrant or pay stub, be sure to give that individual a note of authorization, signed by you, to be presented at the time your warrant is picked up.

**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: December 17, 2009	No. 100397
Subject: Earned Income Credit		
Prepared By: Sheryl Harris, Payroll Supervisor, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1

As of this posting, Form W-5 Earned Income Credit for 2010 is still in draft form on the IRS website. Please continue to check the Fiscal Services website at <http://www.bcsd.com/fiscalServices/> for an updated 2010 W-5.



Department of the Treasury
Internal Revenue Service

Notice 797

(Rev. December 2008)

Possible Federal Tax Refund Due to the Earned Income Credit (EIC)

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Who May Claim the EIC

You may be able to claim the EIC for 2008 if you worked and all four of the following conditions apply.

1. You (and your spouse, if filing a joint return) have a valid social security number (SSN) issued by the Social Security Administration. For more information on valid SSNs, see Pub. 596, Earned Income Credit (EIC).
2. Your 2008 earned income and adjusted gross income are both under \$33,995 (\$36,995 if married filing jointly) if you have one qualifying child; under \$38,646 (\$41,646 if married filing jointly) if you have more than one qualifying child; under \$12,880 (\$15,880 if married filing jointly) if you do not have a qualifying child. For a definition of earned income, see the 2008 instructions for Forms 1040, 1040A, or 1040EZ.
3. Your filing status is any status except married filing a separate return.
4. You, and your spouse if filing a joint return, were not a qualifying child of another person.
If you do not have a qualifying child, you must also meet these conditions.
 - a. You, or your spouse if filing a joint return, were at least age 25 but under age 65 at the end of 2008.
 - b. You, and your spouse if filing a joint return, cannot be claimed as a dependent on someone else's 2008 tax return.
 - c. Your home, and your spouse's if filing a joint return, was in the United States for over half of 2008.

Note. If you are in the military on extended active duty outside the United States, your home is considered to be in the United States during that duty period and you may be able to claim the EIC.

You cannot claim EIC if any of the following conditions apply.

1. Your 2008 investment income (such as interest and dividends) is over \$2,950. See your 2008 income tax return instructions for more details.

2. You file either Form 2555 or Form 2555-EZ (relating to foreign earned income).

3. You are a nonresident alien for any part of 2008 unless you are married to a U.S. citizen or resident and elect to be taxed as a resident alien for the entire year. See Pub. 519, U.S. Tax Guide for Aliens, for more information.

Who Is a Qualifying Child

Any child who meets all three of the following conditions is a qualifying child.

1. The child is your:

Son, daughter, stepchild, foster child, brother, sister, half brother, half sister, stepbrother, stepsister, or a descendant of any of them (for example, your grandchild, niece, or nephew).

Note. An adopted child is always treated as your own child. An adopted child includes a child lawfully placed with you for legal adoption. A foster child is any child placed with you by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.

2. At the end of 2008, the child was under age 19; or under age 24 and a student; or any age and permanently and totally disabled.

3. The child lived with you in the United States for over half of 2008. If the child did not live with you for the required time, there are exceptions if the child was born or died during the year, the child is presumed to have been kidnapped by a non-family member, or there was a temporary absence.

There are additional rules if a child is married or is the qualifying child of more than one person. For details, see the 2008 instructions for Forms 1040, 1040A, or 1040EZ.

How To Claim the EIC

If you are eligible, claim the EIC on your 2008 income tax return. If you have a qualifying child, you must also fill in Schedule EIC and attach it to your Form 1040 or Form 1040A.

If eligible, you can claim the EIC to get a refund even if you have no tax withheld from your pay or owe no tax. For example, if you had no tax withheld in 2008 and owe no tax but are eligible for a credit of \$825, you must file a 2008 income tax return to get the \$825 refund.

EIC with your pay. If you expect to have a qualifying child and be eligible to claim the EIC for 2009, you may be able to get part of it in advance with your pay. For details, get Form W-5, Earned Income Credit Advance Payment Certificate, from your employer, from the IRS website at www.irs.gov, or by calling the IRS at 1-800-829-3676. If you get the EIC with your pay, you must file a 2008 Form 1040 or Form 1040A.

More Information

This notice provides the basic requirements to qualify for the EIC. Refer to the 2008 instructions for Forms 1040, 1040A, 1040EZ; Pub. 596; or www.irs.gov/eitc for details. You can get IRS forms and publications by accessing the IRS website at www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

(Continued on back.)

**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: December 17, 2009	No. 100398
Subject: Travel Expense Mileage Chart		
Prepared By: Natalie Arduain, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 2

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 decrease from 55.0 cents to 50.0 cents effective January 1, 2010.

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)

Destination	Round Trip Miles	@ \$0.500
Alameda	660	\$330
Anaheim	312	156
Antelope Valley	* 176	88
Arvin	* 44	22
Avila	340	170
Bell Garden	260	130
Bellflower	288	144
Berkeley	620	310
Bishop	456	228
Buena Park	308	154
Burbank	224	112
Buttonwillow	* 56	28
Carmel	532	266
Chico	768	384
Chula Vista	504	252
Concord	536	268
Costa Mesa	340	170
Delano	* 64	32
Eureka	1160	580
Fremont	508	254
Fresno	* 216	108
Fullerton	292	146
Glendale	232	116
Hanford	* 172	86
Incline Village, NV	804	402
Irvine	340	170
Isabella	* 88	44
Kernville	* 112	56
Kings Canyon Nat'l Pk	264	132
La Jolla	476	238
La Mesa	492	246
La Mirada	292	146
La Palma	284	142
Laguna Beach	356	178
Lancaster	* 172	86
Las Vegas, NV	584	292
Long Beach	304	152
Los Angeles Airport	252	126
Lost Hills	* 92	46
McFarland	* 60	30
Merced	344	172
Modesto	384	192
Mojave	* 124	62
Monrovia	296	148
Monterey	484	242
Morro Bay	300	150
Newhall	* 164	82
Newport Beach	332	166
Oakland	592	296

Destination	Round Trip Miles	@ \$0.500
Ontario	316	\$158
Orange	308	154
Oxnard	264	132
Palm Springs	464	232
Palmdale	* 196	98
Palo Alto	564	282
Pasadena	244	122
Pismo Beach	324	162
Pomona	312	156
Porterville	* 100	50
Redding	912	456
Redlands	368	184
Reno, NV	896	448
Ridgecrest	* 208	104
Riverside	364	182
Sacramento	572	286
Salinas	524	262
San Bernadino	348	174
San Diego	488	244
San Fernando	* 184	92
San Francisco	656	328
San Jose	528	264
San Luis Obispo	344	172
San Rafael	696	348
Santa Ana	316	158
Santa Barbara	312	156
Santa Clara	544	272
Santa Cruz	536	268
Santa Maria	284	142
Santa Monica	248	124
Santa Rosa	712	356
Shafter	* 40	20
Sherman Oaks	232	116
South Lake Tahoe	784	392
Stockton	480	240
Sunnyvale	592	296
Taft	* 80	40
Sonora	500	250
Tehachapi	* 80	40
Thousand Oaks	280	140
Torrance	290	145
Tulare	* 124	62
Ukiah	840	420
Upland	416	208
Ventura	260	130
Visalia	* 144	72
Wasco	* 60	30
Woodland	584	292
Yosemite	450	225

Bakersfield City School District
The Advisory Bulletin

To: ALL EMPLOYEES	Date: December 17, 2009	No. 100399
Subject: CLOSING DATES FOR REQUISITIONS – Current Year 2009-2010		
Prepared By: Tom J. Ross, Director, Stores and Purchasing		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

PURCHASING DEADLINES FISCAL YEAR 2009 - 2010

***THE FINAL DATE TO SUBMIT REQUISITIONS TO PURCHASING IS
MARCH 1, 2010.***

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 1, 2010 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 12, 2010.

Duplicating requisitions received by June 1, 2010 and processed by June 30, 2010 will be charged to the 2009-2010 fiscal year. All duplicating requisitions received and/or processed after June 30, 2010 will be charged to the 2010-2011 fiscal year.

Please note: All items delivered to our warehouse July 1st or later will be charged to the school's or department's 2010-2011 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 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 also be submitted by the March 1st deadline. Please call Tom Ross at extension 14711 with questions or concerns related to the March 1, 2010 deadline.

**Bakersfield City School District
The Advisory Bulletin**

To: All Insured Employees	Date: December 17, 2009	No. 100400
Subject: Understanding Hospital Coverage		
Prepared By: Sandra Keene, Health Benefits Supervisor		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

BAKERSFIELD CITY SCHOOL DISTRICT
HOW TO UNDERSTAND YOUR HOSPITAL HEALTH COVERAGE

There are two types of services associated with hospital or outpatient surgery center care, resulting in two types of explanations of benefits (EOB's):

1. Facility Services. Hospital, Outpatient Surgery Center and Emergency Room. These are paid under the Blue Cross Prudent Buyer Plan. Please refer to www.anthem.com/ca/SISC to view a list of contracted facilities.
2. Professional Services. These are services that fall outside of facility services and could include some of the following:
 - Physicians
 - Surgeons
 - Anesthesiologists
 - Radiologists
 - Pathologists

The Bakersfield City School District plan under SISC uses the Foundation for Medical Care provider network for professional services. Please refer to www.cfmcnet.org to view a list of participating/contracted professional service providers.

Professional Service providers who perform services at a contracted hospital are not necessarily contracted providers with the Foundation for Medical Care. It is the patient's responsibility to use contracting providers.

PARTICIPATING PROVIDERS FOR BAKERSFIELD CITY SCHOOL DISTRICT SISC PPO PLANS



Blue Cross Prudent Buyer Network

Facility Charges

Hospital
Outpatient Surgery Center
Emergency Room



Foundation for Medical Care Network

Professional Charges

Physician Anesthesiologist
Surgeon Pathologist
Radiologist

Always ask your doctor about physicians providing additional services and verify that they are contracted with the Foundation for Medical Care. Ask, "Are you a participating/contracted provider in the Foundation network?"

Please call Foundation Customer Service at 661-327-7581 or 800-322-5709 to assist with any questions. Their hours are 8:00 am to 5:00 pm Monday through Friday. You may access www.cfmcnet.org (Professional Services) or www.anthem.com/ca/SISC (Facility Services) 24 hours a day for a complete listing of participating providers.

Bakersfield City School District
The Advisory Bulletin

To: All Insured Employees	Date: December 17, 2009	No. 100401
Subject: Mail Order Update		
Prepared By: Sandra Keene, Health Benefits Supervisor		
Approved By: Steve McClain, Chief Business Official		Page 1 of 5

In order to provide us with a higher level of customer service for our pharmacy mail service, American Health Care is pleased to announce that effective February 1, 2010 a new mail service pharmacy, **informedMail**, will be providing us with our mail order prescription needs.

Anyone currently utilizing business with Drug Source will be receiving a notice with the attached directions. Please follow these directions carefully to insure a smooth transition.

Anyone who is not currently utilizing this service but is interested in these services please follow the attached directions.

For questions regarding your mail order prescription please contact **informedMail** Pharmacy Customer Service at 800-881-1966.

For assistance with your transition or any other questions please contact American Health Care Customer Service at 800-872-8276.

All of these forms are also available at the BCSD website under the Health Benefits Department.

Order Form (Please Print)

Additional: Prescription Information: Please list any other medications purchased from other pharmacies or over the counter.

Patient Name (First, MI, Last)	Drug Name

Member Name (First, MI, Last) _____
 Address _____
 City _____
 State _____ Zip _____ Member ID# _____
 Expire Number _____ Group Number _____ Other _____

Payment Methods AMEX One Time Use Only Discover MasterCard Health Savings Medicare Medicaid Approved for Future Orders Payment

Shipping Methods Next Day Charge 2nd Day \$15.00 Next Business Day \$10.00

Total Due Payment: _____

Order Card # _____ Exp. Date _____

Signature _____

State and Federal regulations require patient identification when dispensing controlled substances or prescriptions. Please provide the following information:
 Address - Zip State _____
 Social Security # _____

Please read and sign
 I certify the information provided on this form is correct. I authorize the release of all information to the plan sponsor, administrator, or underwriter. I authorize informedMail to substitute generic drugs in all cases when they are available with applicable state laws, and consistent with doctor's written, Rx signature and acknowledgment. These have been provided with a copy of Notice of Privacy Practices.

Signature _____ Date _____

Contact Us

Mail (to submit orders)

informedMail
 PO. Box 407096
 Ft. Lauderdale, FL 33340-7096

Phone

Customer Care
 1-800-881-1966
 Available 24 hours a day for your prescription needs.

Home Delivery of
 Prescription Medications

informedMail™



the convenient and cost effective way to get your prescriptions filled



Getting Started

Have your doctor write your prescription for the maximum days supply allowed by your plan (typically a 90-day supply plus 3 refills for a one-year supply).

Write the patient's name, date of birth, and identification number on the back of each original prescription.

Complete the order form included in this brochure. Mail the order form, original prescriptions and payment information to:

informedMail
 PO. Box 407096
 Ft. Lauderdale, FL 33340-7096

We'll do the rest!

Most orders are shipped through the US Postal Service with delivery to your home, office or alternate location. Controlled substances may require an adult signature on receipt. Packaging does not show any indication that medications are enclosed.

Please allow 10-14 days for delivery of your prescriptions. Expedited shipping options are also available. Please note that this only reduces transit time and will NOT effect the processing time of your prescription.

Frequently Asked Questions About Using Mail Order

What drugs are covered?

Prescription drugs that are covered by your benefit plan are available through mail order. Insulin, insulin syringes, and testing strips need a prescription when you order them through informedMail.

Am I charged for shipping?

Shipping is free. You can get Next Day or Second Day delivery for an extra charge.

When will I get my order?

You should receive your order within 10-14 days. Please allow a few extra days for your first order. If you have questions or do not get your order within 14 days, please contact informedMail at 1-800-881-1966.

Is my information kept private?

Yes, we keep this information completely private. Please read the Notice of Privacy Practices that came with this guide. After reading it, you must sign the bottom of the order form.

Patient Profile Information

	Patient Name (First, MI, Last)	Drug Allergies					Medical Conditions					
		Penicillin	Tetracycline	Sulf	Aspirin	Other	Diabetes	Cholesterol	Heart Condition	High Blood Pressure	Other	
1	Relation to Member <input type="checkbox"/> Dependent <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> M <input type="checkbox"/> F Patient Name (First, MI, Last)											
2	Relation to Member <input type="checkbox"/> Dependent <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> M <input type="checkbox"/> F Patient Name (First, MI, Last)											
3	Relation to Member <input type="checkbox"/> Dependent <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> M <input type="checkbox"/> F Patient Name (First, MI, Last)											
4	Relation to Member <input type="checkbox"/> Dependent <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> M <input type="checkbox"/> F Describe other allergies or conditions											

Patient & Prescription Information: please complete one line for each new prescription.
 Note: Please write the member's identification number and patient's date of birth on the back of each prescription.

	Patient Name (First, MI, Last)	Date of Birth	Prescription Name	Doctor Name / Phone #
1				
2				
3				
4				



informedMail™

Frequently Asked Questions (FAQs) for Mail Service

The following is a compilation of frequently asked questions regarding the Mail Service Program administered by American Health Care that may be of interest to you. You may also contact the American Health Care Member Services Department for additional assistance toll-free at 800-872-8276. The Member Services Department is available to assist you during the hours of 5:00am-9:00pm PST Mon-Fri and 8:30am-5:00pm Saturday.

Who do I contact if I have more questions pertaining to my Mail Service Options?

Please contact the *informedMail* Customer Care Center toll-free at 800-881-1966. The Customer Care Center is available to assist you 24 hours a day, 7 days a week. P.O. Box 407096 Ft. Lauderdale, FL 33340-7096

How do I use mail service the first time?

It's easy to use mail service. Just follow these steps.

1. Have your physician write your prescription for up to 90 days.
Note: If you need your medicine right away, ask your physician to write two prescriptions. The first one you can fill right away at your local drug store. The second one you can mail to *informedMail*.
2. Fill out the *Order Form* which includes the *Confidential Patient Profile*. Provide information for you and any family members ordering medication. Write the participant identification number and patient's name on the back of each prescription.
3. Mail the form, the prescription(s) and co-payment in the envelope provided.
4. Medications will be sent to the address you put on the form.

How do I refill a prescription?

To refill a prescription you have been getting through *informedMail*, do one of the following:

- Visit us online at <https://amr.rxportal.sxc.com>
- Call *informedMail* at 800-881-1966.
- Fill out the *Enrollment/Order Form* that came with the last medication delivered to you. Be sure to include your co-payment. Mail it to *informedMail*.

How do I fill a new prescription?

Follow the instructions below to fill a new prescription through *informedMail*:

- Fill out an *Order Form*. Write the patient's name and participant identification number on the back of each prescription.
- Mail the form to *informedMail*. Be sure to include the prescription(s) and payment information.
- For your convenience, your physician may also call or fax a prescription to *informedMail*. Physicians may call toll-free, 800-472-7116 to request your prescription. Physicians may fax prescriptions to 800-881-1889. When calling or faxing, your physician will need to provide your name, participant ID number, and prescription information. Please note, in order for a fax transmission to be legally valid, the fax must originate from the physician. All state laws apply.

Is my information kept private?

We ask you for some personal information. We keep this information completely private. We use this information to make sure you get the best care possible.

Am I charged for shipping?

No, shipping is free; however, *informedMail* also offers expedited shipping for an extra charge.

If I pay for expedited shipping when will it arrive?

informedMail offers expedited shipping to bypass normal transit times with the postal service. The actual prescription processing times vary due to numerous quality checks and exceptions that may arise (e.g., additional information required from your physician, eligibility issues, prior authorizations, drug interactions, etc.). These are necessary steps to ensure the health and safety of our participants as well as provide the highest level of quality in the processing of your prescriptions. Upon completion of your order it will be shipped based on your expedited selection.

When will I receive my order?

You should receive your order within 14 days. Once the prescription is received by *informedMail* it normally takes one to two days to be filled and mailed if no additional information or clarification is required. Please allow a few extra days for your first order. If you have questions or do not get your order in 14 days, please check the website at <https://amr.rxportal.sxc.com> or contact *informedMail* toll-free at 800-881-1966.

Some situations that can delay a prescription from being filled are an incomplete or illegible prescription, manufacturer backorders, and drugs that require prior authorization.

How will members proceed with prior authorizations for their medications?

All current prior authorizations will automatically transfer to *informedMail*. New or existing prior authorizations will still be processed by American Health Care; if you are in need of a prior authorization please call 800-872-8276 and a Member Services Representative will be happy to assist them.

How can I check on the status of my prescription order?

Visit us at <https://amr.rxportal.sxc.com> or call *informedMail* at 800-881-1966.

What drugs are covered?

We cover prescription drugs that are covered by your benefit plan. To verify coverage please go to <https://amr.rxportal.sxc.com> or call *informedMail* at 800-881-1966.

What is a maintenance medicine?

A maintenance medicine is one that must be taken on a regular basis for chronic conditions such as arthritis, diabetes, high blood pressure and ulcers. You can save money on these medicines by using *informedMail*.

What are “controlled medicine” and “non-controlled medicine”?

A controlled medicine, such as narcotics, has stricter guidelines. Therefore, we may handle these drugs in a different manner than a non-controlled medicine, such as an antibiotic. We adhere to all federal and state laws in the dispensing of all medicines.

How soon can I order a prescription refill?

For most prescription orders, you may reorder your medication when you have approximately 21 days remaining of your medication. Please order through our website at <https://amr.rxportal.sxc.com> or contact *informedMail* at 800-881-1966 to place a refill order.

When ordering refills from *informedMail* by phone, you will receive a message if your prescription is “Too soon to refill,” and you will be given the date when refills will be available. If you place a refill

order after the expiration of your prescription or if no refills are remaining, we will contact your physician for a new prescription. This may result in a slight delay in shipping your prescription request.

How do I know whether I have refills remaining on my prescription?

You can find the total number of refills remaining at the bottom of your prescription label or on your refill form.

Does informedRx prompt refill reminders?

Yes. Members have the ability to select whether or not they want refill reminders when they access the Update Profile link in the site's footer section. If the member elects to get refill reminders, an email will be sent to the member when it's time to refill their mail order script(s). They must have an email address on file however for this to work.

How much will my medicine cost me?

Log in at <https://amr.rxportal.sxc.com> to determine the cost of your prescription or call *informedMail* at 800-881-1966.

What if I need medicine right away? Can my physician call in a prescription for me?

When you initially establish your informedMail prescription benefits, ask your physician for two prescriptions: one for a 30-day supply and one for up to a 90-day supply. Have the 30-day supply filled immediately at a local participating pharmacy and send the 90-day supply prescription to informedMail with your *Order Form* and the appropriate co-payment.

How do I receive additional Mail Service order forms? Is the order form necessary every time I order?

You will receive a reorder form, refill forms and pre-addressed envelope with each medication mailed to you. You can also print order forms by visiting us at <https://amr.rxportal.sxc.com>

How can I pay for mail service prescriptions?

Checks, money orders or major credit cards can be used to pay your co-payments. Credit cards are preferred to allow for variations in the prices of drugs. For your convenience, your credit card number will be maintained on a secured site for future orders.

Can I speak with a pharmacist if I use *informedMail*?

Yes, pharmacists are available to answer questions or concerns regarding your medication toll-free at 800-881-1966.

Can I fax my prescription that I received from my physician?

No. Legally, *informedMail* is only allowed to accept faxed prescriptions from your physician.

Why am I receiving overnight service when it was not requested?

informedMail sends certain medications overnight at our own expense due to special handling requirements.

**Bakersfield City School District
The Advisory Bulletin**

To: Pre Kindergarten to Grade8 Principals, Vice Principals, Deans, and Campus Supervisors	Date: December 17, 2009	No. 100402
Subject: Student Search and Seizure Training: Law, Policy, and Procedures (Make up Session) Thursday, January 7, 2010 (Reminder)		
Prepared By: Michael Skiba, Supervisor of Student Services Department		
Approved By: Randall Ranes, Director, Instructional Support Services Division		Page 1 of 1

This is a mandatory professional development activity to meet the requirements of the Local Education Agency Plan Addendum:

✓✓ Required Attendance

**THE PRINCIPAL (OR CERTIFICATED PRINCIPAL'S DESIGNEE)
MUST ATTEND**

Presentation Title: Student Searches and Seizures: Law, Policy, and Procedures

Date: Thursday, January 7, 2010

Time: 2:00 p.m. – 4:00 p.m.

Location: Main Conference Room, 1300 Baker Street

Presenter: Michael Skiba, Supervisor of Student Services Department

Presentation Goals: Participants will learn to:

- Use applicable law to enhance school safety and help fulfill the duty to protect
- Be fully empowered to act appropriately in areas of search and seizure
- Fulfill job responsibilities without violating a student's civil rights
- Avoid the consequences of acting outside the law and policy in the area of search and seizure
- Identify the factors giving rise to a "reasonable suspicion"
- List the legal rules that justify a student search
- Describe the factors used in law to determine if a search was reasonable
- Limit searches to areas likely to contain suspected contraband (limit scope of a search)
- Define, compare, and contrast between individualized suspicion, generalized suspicion, and when a search may be initiated without suspicion
- Describe parameters for accepted procedures for the seizure of property and the detention of 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

**Bakersfield City School District
The Advisory Bulletin**

To: Kindergarten-8th Grade Principals and Teachers	Date: December 17, 2009	No. 100403
Subject: Coastal Art and Poetry Contest		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 2
Approved By: Randall G. Ranes, Director, Instructional Support Services Division		



COASTAL ART AND POETRY CONTEST DETAILS

WHO: All California residents in kindergarten through 12th grades are invited to participate. There are four categories for awards in both art and poetry: K-3rd, 4th-6th, 7th-9th, and 10th-12th grade.

WHAT: Entries must have a **California** coastal or **California** marine theme (e.g., no tropical or Arctic settings or species). Poetry and artwork must be original. Art should be no larger than 11 inches by 17 inches. Acceptable art media are paint, pencil, markers, ink, crayon, chalk or pastel (fixed), and collage. Three-dimensional pieces, computer printouts, photography, or photocopies are not eligible. All entries must include a completed contest entry form.

Winners will be selected in each of four grade-level categories (K-3rd, 4th-6th, 7th-9th, and 10th-12th) in both art and poetry to receive a gift certificate for \$100 to an art supply store (for winners in art) or book store (for winners in poetry). Winners and honorable mentions will receive tickets to Aquarium of the Pacific, courtesy of the Aquarium. Each sponsoring teacher will receive a gift certificate for \$40 for educational materials.

WHEN: Entries must be postmarked by January 30, 2010.

HOW: Review and complete the Guidelines and Entry Form, and submit it with your art or poetry to:

**COASTAL ART AND POETRY CONTEST
California Coastal Commission
45 Fremont Street, Suite 2000
San Francisco, CA 94105**

Students may have their work featured in California Coastal Commission materials and web pages. Students may enter multiple pieces. **Artwork will be returned only if a self-addressed, stamped envelope is included with the entry.** Winners and honorable mentions may be retained by the Commission for approximately one year for public exhibit.

For more information, contact the California Coastal Commission at 800-COAST-4U or coast4u@coastal.ca.gov.

California Coastal Art and Poetry Contest Entry Form**PLEASE USE A PEN AND PRINT CLEARLY.****Entries must be postmarked by January 30.**

Name: _____ Age: _____ Grade: _____ Male: ___ Female: ___

Title of Submission: _____ Art: ___ Poem: ___ (Check one)

School or Organization _____

School Address _____ City _____ Zip _____

School Phone _____ Teacher/Facilitator's Name (First & Last) _____

Teacher's Email _____

Parent or Guardian's Name _____ Parent or Guardian's Signature _____

Home Address _____ City _____ Zip _____

Home Phone _____ Email _____

I hereby grant and assign to the California Coastal Commission the non-exclusive right and permission to use, re-use, publish, re-publish, and otherwise reproduce and display the original writing or artwork that I have submitted to the California Coastal Commission, individually or in conjunction with other original artwork or writing, in any and all media, for any purpose whatsoever; and to include the artist or writer's name and grade level to identify the work. I hereby release and discharge the California Coastal Commission from any and all claims and demands arising out of or in connection with the use of the original artwork or writing, including without limitations any and all claims for libel or invasion of privacy. In any of the winning categories, the California Coastal Commission maintains the exclusive right to declare no winner and withhold prizes if no poem or artwork of merit is found. The California Coastal Commission assumes no responsibility for lost or damaged poetry or artwork. The California Coastal Commission may sell, assign, license, or otherwise transfer all rights granted to it hereunder. I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns. I further release the California Coastal Commission from any responsibility for injury incurred during the research or production of the original writing or artwork.

I, _____, being the **parent or guardian** of the above-named minor, hereby consent to and join in the foregoing release and consent on behalf of said minor. DATE: _____

If my child is a winner or honorable mention in this contest, I consent to have his or her city publicized along with name and grade level: ___ Yes ___ No

Pledge of Originality: I declare and avow that the poem(s) or art I am submitting to the California Coastal Commission's Coastal Art and Poetry Contest is my own original work.

Student's signature _____

GUIDELINES

1. This contest is open to California residents in grades K-12. (Immediate family members of Commission staff are not eligible.) There are four categories for awards in both art and poetry: K-3, 4-6, 7-9, and 10-12 grade. **Entries must have a California coastal or California marine theme (e.g. no tropical or arctic settings or species).** A winner will be selected in each of the categories in both art and poetry; winners will receive a \$100 gift certificate to an art supply or book store. Each winner's teacher (named on the Entry Form) will receive a \$40 gift certificate. Students may have their work featured in Commission materials or web pages.
2. **Poems and artwork must be student's original work.** Written poetry must be either typed or legibly written in ink. Poems should be either printed on the back of the completed Entry Form (preferred) or stapled to the Entry Form. **Artwork may not exceed 11 x 17 inches in size.** Acceptable art media are paint, pencil, markers, ink, crayon, chalk or pastel (*fixed*), and collage. Three-dimensional pieces, computer printouts, photography, or photocopies are not eligible. All art entries must contain name, grade and school on the back. A completed Entry Form must also be *affixed* to the back of each piece of artwork. Please do not fold artwork or use paperclips.
3. Through submission of poetry or artwork, contestants and their legal guardians grant to the California Coastal Commission non-exclusive reproduction and publication rights to the works submitted.
4. All entries must be *postmarked* by January 30. Students may enter multiple pieces. Multiple entries (whether from one student or from a group) can be sent in one package, but each entry must have its own entry form attached. The California Coastal Commission is not responsible for entries that are late, damaged, or lost in the mail. Winners will be announced at www.coastforyou.org by April 2010.
5. **If you would like to have your artwork returned to you** after the contest is over, include a self-addressed envelope of the correct size, with adequate postage affixed. *Entries that do not include a self-addressed stamped envelope at the time of submittal can not be returned.* Winners and honorable mentions may be retained by the Commission for approximately one year for public exhibit.

Mail entry, entry form (and self-addressed stamped envelope if desired) to:

COASTAL ART & POETRY CONTEST

CALIFORNIA COASTAL COMMISSION, 45 FREMONT STREET, SUITE. 2000, SAN FRANCISCO, CA 94105

Bakersfield City School District
The Advisory Bulletin

To: All Principals and Site Test Coordinators

Date: December 17, 2009

No. 100404

Subject: State Mandated Testing Inservices

Prepared By: Dr. Evellyn Elizondo, Director, Research and Evaluation

Approved By: Dr. Marvin Jones, Assistant Superintendent AIA

Page 1 of 1

STATE Mandated Testing In-Service DATES
January 22 and March 8, 2010
8:00 to 11:00 a.m.
Professional Development Center

**Please mark
your
calendars!**

Mandatory for Principals and Test Site Coordinators
(Test Site Coordinator must be a certificated staff member)

- **January 22 in-service will consist of Fitness Testing and CST Writing (7th grade only)**
- **March 8 in-service will cover STAR CST/CMA/CAPA/STS**

Bakersfield City School District
The Advisory Bulletin

To: Principals, Academic Coaches, HSS Department Heads	Date: 12/17/09	No. 100407
Subject: Holt HSS Support Meetings 2009-2010 Dates		
Prepared By: Jennifer Sutter, Instructional Specialist, Curriculum and Standards		
Reviewed By: Kathy Walker, Director, Curriculum and Standards		
Approved By: Approved By: Marvin Jones, Ed. D., Assistant Superintendent, Academic Improvement and Accountability		Page 1 of 1

Holt History-Social Science Support Meeting



Mark Your
Calendar

Date	Location
January 13, 2010	ISSD Conference Room
January 28, 2010	ISSD Conference Room
February 10, 2010	ISSD Conference Room
February 25, 2010	Main Conference Room
March 11, 2010	ISSD Conference Room
March 25, 2010	ISSD Conference Room
April 14, 2010	Main Conference Room
April 29, 2010	Main Conference Room
May 13, 2010	Main Conference Room

3:00 – 4:00 p.m.

The meetings will focus on analysis of assessments and collaborative planning. **Participants are to bring the Blueprints, their TEs, and most current item-analysis reports for their individual class rosters.**

Relating to assessments, we will discuss:

- ✓ validity of test items on chapter and benchmark tests
- ✓ delivery of test-taking strategies instruction
- ✓ issues concerning implementation
- ✓ analysis of data management reports

Relating to collaborative planning, we will discuss:

- ✓ analysis of Performance Level Descriptors within CST reporting clusters
- ✓ frequency of instruction for ranked standards as identified by the Blueprints
- ✓ instructional strategies to increase content knowledge as well as language production
- ✓ engagement strategies to increase student motivation
- ✓ manipulation of the pacing calendar to meet revised planning requirements

Participants will receive project pay.

Please direct questions regarding the meetings to Jennifer Sutter at sutterj@bcسد.com, or at 14741.

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

Bakersfield City School District
The Advisory Bulletin

To: All Elementary Principal and Coaches	Date: 12/17/09	No. 100408
Subject: Kindergarten Text Reading and Fast Track Assessment Administration Training for Coaches		
Reviewed By: Kathy Walker, Director, Curriculum and Standards		
Approved By: Marvin Jones, Ed. D., Assistant Superintendent, Academic Improvement and Accountability		Page 1 of 1

Kindergarten Text Reading and Fast Track Assessment Administration Training for Coaches

January 6, 2010

8:00 a.m. – 10:00 a.m.
Main Conference Room

This training will cover Kindergarten text reading assessment administration and scoring, as well as introduction of the adjusted Fast Track testing format.

Please plan to attend this informational meeting.

Call Kelly Sanchez at 14874 for a reservation.

