

The Advisory Bulletin

TABLE OF CONTENTS

<u>TAB#</u>	<u>TO</u>	<u>SUBJECT</u>
110001	All Employees	Job Opportunities
110002	All Employees	Open Enrollment – Employee Fringe Benefit Program
110003	All Employees	Open Enrollment – Dental Plans
110004	All Employees	Blue Cross Open Enrollment for Dependents
110005	All Employees	Health Care Reform – Dependent Coverage up to Age 26
110006	All Employees	BCSD School Calendar – 2010-2011
110007	All Employees	BCSD Year Round Education (YRE) Calendar – 2010-2011
110008	All Employees	Board of Education Meeting Schedule – 2010-2011 School Year
110009	All Employees	Procedures for Submitting a TAB
110010	All Employees	Organizational Charts on the Website – Updated
110011	All Employees	Directory of Services on the Website – Updated
110012	All Employees	Purchasing by District Employees
110013	All Employees	Warehouse Shipping Procedures
110014	All Employees	Warehouse Delivery Schedule for School Year 2010-2011
110015	All Administrative Staff & Principals	Administrative Staff Meeting Schedule – 2010-2011 School Year
110016	All Administrative Staff, Principals and Teachers	Policy changes for Student/Substitute Teachers
110017	All Department Heads, Principals and Teachers	Show off your department of school program on the Ed Center Bulletin Board. Available dates listed.
110018	Department Heads, Principals and Office Staff	Mailroom Services, Including Bulk Mailings

(Continued)



August 19, 2010

Volume XVI Number 01

Published weekly by the
Communications Department

110019	Department Heads, Principals, Secretaries and Clerks	Standing/Blanket Purchase Orders for 2010-2011
110020	Department Heads, Principals, Secretaries and Clerks	Procedure for: Albertsons, Caesar's Italian Deli, Kern Trophies, Raymond's Trophy, Smart & Final, Smith's Bakery & Vons
110021	Principals, Department Heads	Minimum Days – Nov. 1 through Nov. 5, 2010 (Parent Conference Week)
110022	Principals, Department Heads	Minimum Days – 2010-11 School Year
110023	Principals, Department Heads	Open House – (NOT a Minimum Day)
110024	Principals, Department Heads	BCSD/BETA Agreement – Extra Pay if No Substitute Teacher Available
110025	Principals, Department Heads	Information Required with Claim for Meeting/Conference/Workshop
110026	Principals, Department Heads	Signatures Approving Financial Transactions
110027	Principals, Department Heads	Changes in Budget Account Classifications PSEUDO Numbers
110028	Principals, Department Heads and Secretaries	Consultant Agreements to be Submitted BEFORE Date of Service
110029	Principals, Department Heads	Consultant Agreements & Payments – How to Prepare Forms
110030	Principals, Department Heads	Timesheet Endorsement
110031	Principals, Department Heads	Certificated Evaluations
110032	All Principals	Acknowledgement from the Board for Gifts
110033	All Principals	Religion in the Schools, Including the Upcoming "See You at the Pole" Gathering, Wednesday, September 22, 2010
110034	All Principals	Mandatory Posting of "Sexual Harassment of and by Students" Policy
110035	All Principals	Williams Settlement Visitation Schedules for the 2010-11 School Year
110036	All Principals	Community Partners in Education (CPIE) Event, September 10, 2010, Important Date – Mark Your School Calendar
110037	All Principals, Vice Principals, Deans, Campus Supervisors and other Employees involved in using the Student Discipline Code	Student Discipline and Suspension Training: Law, Policy, and Procedures
110038	All Principals, Principal's Designee and School Secretaries	Student Attendance Enhancement and Truancy Reduction Training
110039	All Principals, Designees, Secretaries and Clerks	Ethnicity/Race Reporting on the Student Information Card and Staff Identification Following Refusal
110040	All Principals and Site Test Coordinators	2010-2011 STAR Testing Dates – Revised
110041	All Principals, Program Specialists and Teachers	2010-2011 Curriculum Lab Saturday Schedule & Holiday Hours
110042	All Principals, Program Specialists and Teachers	Curriculum Lab Open Saturday, August 21, 2010

(Continued)

110043	All Principals and Elementary School Library Staff	Revised – Elementary School Library Meeting Schedule 2010-2011
110044	Principals, Teachers, Grades Pre-K – 2	First Book Grant Application
110045	Principals, Teachers, Grades Pre-K – 8	Substitute Teacher Information Packets
110046	Principals, Teachers, Grades Pre-K – 8	Site Technology Coordinator Selection
110047	Principals, Teachers, Grades K – 8	California Standards Brochures
110048	Principals, Teachers with ELMOs, Grades Pre-K - 8	ELMO Document Camera Training
110049	Principals, Teachers with SmartBoards, Grades Pre-K – 8	SmartBoard Basic Training
110050	Principals, Teachers with SmartBoards, Grades Pre-K – 8	BCSD SmartBoard User (B-Smart) Support Group Dates
110051	All Elementary Principals and Classroom Teachers	Music In Our School Week Programs, August 24 – September 3, 2010
110052	Junior High/Middle School Principals and Vocal Music Teachers	BCSD Junior High/Middle School Choir Festival – October 14, 2010
110053	Junior High/Middle School Principals and Instrumental Music Teachers	BCSD Junior High/Middle School Band and Orchestra Standards Festival - March 3, 2011
110054	Principals, Language Arts Event Coaches and School Secretaries	BCSD Language Art Events – 2010-2011
110055	Principals, Teachers and School Secretaries	Visual and Performing Arts Department Dates “At-A-Glance”
110056	Principals and After School Program Coordinators for All After School Education and Safety Program Sites	Minimum Days in the After School Education and Safety Program
110057	Principals, School Secretaries and Teachers	Migrant Regional Advisory Committee (RAC) Meetings
110058	Principals, School Secretaries and Teachers	Migrant Teacher Training on LEXIA and Go Solve
110059	Principals, School Secretaries and Clerks	Migrant Education Enrollment Survey
110060	Principals, School Secretaries and Clerks	School Assignments for the 2010-2011 School Year
110061	Principals, School Secretaries and Clerks	Admission to School: Initial Enrollment and Transfer Students
110062	Principals, School Secretaries and Clerks	Procedures for Receiving and Distributing the “Guide for Parents and Students”

(Continued)

110063	Principals, School Secretaries and Clerks	"Keeping Tabs on BCSD" Bulletin Boards - Revised
110064	Principals, School Secretaries and Clerks	Please send five copies of your school newsletters to Communications
110065	Principals, School Secretaries and Clerks	Identification of Foster Students, Required Steps
110066	Principals, School Secretaries and Clerks	Student Absence Related to a Religious Purpose, Form for Justifiable Personal Reasons, and Required Written Finding
110067	Principals, School Secretaries and Clerks	Written Request for Cumulative Records, Maintaining Privacy, and Discontinued Use of Postcard Store Stock Form
110068	Principals, School Secretaries	Student Accident Insurance and Report of an Ambulance Call
110069	Principals, School Secretaries	Requests for Text Book and Library Book Refunds
110070	Teachers	Independent Study Program Teacher Recruitment
110071	All Secretaries and Specially Funded Clerks	Deadline Dates to Get Consultants Paid in a Timely Manner

[Printable TAB – Click Here](#)