<table>
<thead>
<tr>
<th>TAB#</th>
<th>TO</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>110100</td>
<td>All Employees</td>
<td>Job Opportunities</td>
</tr>
<tr>
<td>110101</td>
<td>All Employees</td>
<td>Open Enrollment – Employee Fringe Benefit Program</td>
</tr>
<tr>
<td>110102</td>
<td>All Employees</td>
<td>Open Enrollment – Dental Plans</td>
</tr>
<tr>
<td>110103</td>
<td>All Employees</td>
<td>Blue Cross Open Enrollment for Dependents</td>
</tr>
<tr>
<td>110104</td>
<td>All Employees</td>
<td>Health Care Reform – Dependent Coverage up to Age 26</td>
</tr>
<tr>
<td>110105</td>
<td>All Employees</td>
<td>Medical Benefit Updates</td>
</tr>
<tr>
<td>110106</td>
<td>All Employees</td>
<td>Delta Dental Comparison</td>
</tr>
<tr>
<td>110107</td>
<td>All Employees</td>
<td>Certificate of Service Survey – Due October 1, 2010</td>
</tr>
<tr>
<td>110108</td>
<td>All Employees</td>
<td>Mileage Claim Request Form – Now Online</td>
</tr>
<tr>
<td>110109</td>
<td>All Classified Insured Employees</td>
<td>Classified Prorated Rates</td>
</tr>
<tr>
<td>110110</td>
<td>All Principals and Department Heads</td>
<td>Annual Disease Prevention Update Regarding Infectious Diseases – Distribute to All Employees</td>
</tr>
<tr>
<td>110111</td>
<td>All Principals and Department Heads</td>
<td>Sexual Harassment Policy Outlining Procedure and Timelines for Complaints</td>
</tr>
<tr>
<td>110112</td>
<td>All Principals</td>
<td>Community Partners In Education (CPIE) Event – RSVP Reminder</td>
</tr>
<tr>
<td>110113</td>
<td>All Principals, Principal’s Designee, and School Secretaries</td>
<td>Student Grade Retentions Training: Timelines and Procedures</td>
</tr>
<tr>
<td>110114</td>
<td>All Principals, Academic Program Leaders, School Site Council Facilitators, and Designees</td>
<td>School Site Council (SSC) Implementation Procedures</td>
</tr>
<tr>
<td>110115</td>
<td>All Principals, School Site Council Members including, Teachers, Staff, Parents and Community Members</td>
<td>School Site Council Training Sessions</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>110116</td>
<td>Principals, Program Specialists, and Academic Program Leaders</td>
</tr>
<tr>
<td></td>
<td>District English Learner Advisory Committee (DELAC)</td>
</tr>
<tr>
<td></td>
<td>Calendar of Principals Presentations for 2010-2011 School Year</td>
</tr>
<tr>
<td>110117</td>
<td>Principals, Program Specialists, Academic Program Leaders, Community Liaisons</td>
</tr>
<tr>
<td></td>
<td>District English Learner Advisory Committee (DELAC)</td>
</tr>
<tr>
<td></td>
<td>Schedule of Monthly DELAC Meetings for 2010-2011</td>
</tr>
<tr>
<td>110118</td>
<td>Principals, Teachers Grades PreK-8</td>
</tr>
<tr>
<td></td>
<td>School Libraries to Open</td>
</tr>
<tr>
<td>110119</td>
<td>Principals, Teachers with SmartBoards Grades PreK-8</td>
</tr>
<tr>
<td></td>
<td>BCSD SmartBoard User (B-Smart) Support Group REVISED Dates</td>
</tr>
<tr>
<td>110120</td>
<td>Principals, Teachers Grades K – 5</td>
</tr>
<tr>
<td></td>
<td>Houghton Mifflin California Math Technology Components</td>
</tr>
<tr>
<td>110121</td>
<td>Principals, Teachers Grades K – 5</td>
</tr>
<tr>
<td></td>
<td>How to Register for Pearson SuccessNet</td>
</tr>
<tr>
<td>110122</td>
<td>Principals, Academic Coaches, HSS Department Heads Grades 6 - 8</td>
</tr>
<tr>
<td></td>
<td>Holt HSS Support Meetings 2010-2011 Dates</td>
</tr>
<tr>
<td>110123</td>
<td>Principals, Teachers Grades 6 – 8</td>
</tr>
<tr>
<td></td>
<td>Registering for Holt Online Learning</td>
</tr>
<tr>
<td>110124</td>
<td>Principals, Teachers Grades 4 – 8</td>
</tr>
<tr>
<td></td>
<td>Oral Language Festival Coaches Meeting</td>
</tr>
<tr>
<td>110125</td>
<td>Junior High/Middle School Principals and Vocal Music Teachers</td>
</tr>
<tr>
<td></td>
<td>3rd Annual Junior High/Middle School Choir Festival – October 14, 2010</td>
</tr>
<tr>
<td>110126</td>
<td>All School Administrators, School Secretaries, School Clerks, and Support Staff</td>
</tr>
<tr>
<td></td>
<td>Requisition of Red-Colored Student Attendance Record File Folder Inserts for Cumulative Record</td>
</tr>
<tr>
<td>110127</td>
<td>All Principals and Secretaries</td>
</tr>
<tr>
<td></td>
<td>Mental Health and Counseling Services Delivered to Students on a School Campus</td>
</tr>
<tr>
<td></td>
<td>During Instructional Day by Outside Agency Personnel</td>
</tr>
<tr>
<td>110128</td>
<td>All Principals and Secretaries</td>
</tr>
<tr>
<td></td>
<td>Site Technology Coordinator Selection</td>
</tr>
<tr>
<td>110129</td>
<td>All Principals, School Secretaries, and School Clerks</td>
</tr>
<tr>
<td></td>
<td>Foster Youth: Enrollment and Education Rights Training</td>
</tr>
<tr>
<td>110130</td>
<td>Principals, Community Relations Liaisons and Parent Involvement Designee</td>
</tr>
<tr>
<td></td>
<td>Parent Involvement Professional Development 2010 - 2011</td>
</tr>
</tbody>
</table>
# Classified

**Custodian, 4 HR.**  
$1,060 - $1,287 per month  
**Closing:** September 8, 2010

**Food Service Worker II, 4 HR.**  
$811 - $988 per month  
**Closing:** September 15, 2010

**Interpreter for the Deaf, 6 HR.**  
$1,901 - $2,307 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 Filled**

# Certificated

**School Nurse**  
Current teacher salary schedule  
**Open Until Filled**

**Speech and Language Specialist/Therapist**  
Current teacher salary schedule plus, $3,412 stipend  
**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**

# Management

**Dean of Students**  
(To be filled within District)  
$80,824 - $97,878 per month  
**Closing:** September 8, 2010

Details and application can be accessed from any internet connected computer:  
[www.applitrack.com/bakersfield/onlineapp](http://www.applitrack.com/bakersfield/onlineapp)
OPEN ENROLLMENT
EMPLOYEE FRINGE BENEFIT PROGRAM

The annual open enrollment period for employees who have voluntarily declined to participate in the Employee Fringe Benefit Program is now open.

Employees who enroll will be eligible for coverage October 1, 2010.

The Employee Fringe Benefit Program (employee and dependent coverage) includes:

- Blue Cross Medical Insurance
- Prescription Plan
- Dental Insurance
- Vision Plan
- Life Insurance
- Cancer Insurance
- Counseling Plan

Employees interested in enrolling in the Employee Fringe Benefit Program MUST contact the Health Benefits Department (located at the Education Center) for an Employee Fringe Benefit Packet.


If you have any questions, please contact Sandra Keene,
In Health Benefits, at 631-4722 or Ext. 14722.
The annual open enrollment period for employees who would like to change from Current Delta Dental Incentive Plan to the Liberty Dental Plan or the NEW Delta Dental PPO plan, or vice versa, is being held NOW and will close September 15, 2010.

Employees who change will be eligible for coverage October 1, 2010.

Forms are available in the Health Benefits Department (located at the Education Center).

Major differences between the three dental plans are listed below:

**Delta Dental Incentive Plan**  
(Current Plan)  
[www.deltadentalca.com](http://www.deltadentalca.com)  
During the first calendar year of eligibility, Delta will reimburse 70% of covered fees. Delta reimbursement will increase to 80% during the second year, 90% during the third year and 100% during subsequent calendar years of a patient’s eligibility, provided the patient has utilized the program during the preceding calendar year. If an eligible person does not utilize the program, during the calendar year the portion Delta will reimburse for services during the succeeding calendar year shall remain the same.

- Unlimited choice of dentist
- Limited to California
- $1,500 annual maximum limitation
- NO Orthodontic Benefits

**Delta Dental PPO Plan**  
(New Plan)  
[www.deltadental.com](http://www.deltadental.com)  
Coverage reimbursement is 100% to participating PPO providers for covered fees.

- Limited choice of dentist
- Limited to California
- $2,000 annual maximum limitation
- NO Orthodontic Benefits

**Liberty Dental Plan**  
[www.libertydentalplan.com/bcsd](http://www.libertydentalplan.com/bcsd)  
Limited to specific dental offices in the Kern County area.

Orthodontia for employee, spouse and children under 25; ($1,000 co-payment).

**OPEN ENROLLMENT WILL END SEPTEMBER 15, 2010.**

Employees are required to return the applicable forms to Health Benefits by September 15, 2010 at 4:30 p.m.

Don’t wait until the last minute!

For questions, please contact Sandra Keene in Health Benefits at (661)631-4722 or Ext. 14722.
Open enrollment for dependents who missed the 31-day enrollment deadline is being held NOW and will close September 15, 2010. Employees may enroll dependents in the Blue Cross Medical Plan and Delta or Liberty Dental Plans during this time.

Enrollment forms are available in Health Benefits (located at the Education Center). To enroll dependents, please submit to Health Benefits by September 15, 2010 at 4:30 p.m. the completed enrollment forms and appropriate document to prove eligibility:

For Spouse – Certificate of marriage.

For Domestic Partner – Declaration of Domestic Partnership as filed with California Secretary of State.

For Child – Birth certificate, certificate of adoption, or other proof of relationship acceptable to the District.

You must provide a Social Security number for any dependent being added to your coverage.

Grandchildren, nephews and nieces are not considered dependents unless the employee has been appointed the legal guardian of the child. In such case a copy of the document showing legal guardianship is also required.

For questions regarding who qualifies as a dependent please contact the SISC office at (661)636-4394.

IMPORTANT NOTICE

After the open enrollment period of August 19 through September 15, 2010 the normal enrollment timelines will apply. Applications not filed within those time limits will not be accepted until the next open enrollment period during the following year. Please see your description plan for complete information on eligibility and new enrollment to make note of the following:

Employees anticipating a marriage, birth, adoption or other change in dependent status or needs should check on timelines and document requirements in advance. Following initial enrollment an employee may add new dependents by filing an enrollment form and proof of eligibility in Health Benefits within the following timelines:

1. A new spouse within 31 days after the date of marriage.
2. A new domestic partner within 31 days after filing of Declaration of Domestic Partnership.
3. A child within 31 days after the birth or the placement of guardianship.

We encourage employees to familiarize themselves with their District health plans by reading plan descriptions provided during orientation and the insurance information available on the BCSD website. Plan description booklets and quick reference guides are also available in the Health Benefits office. If you have any questions, please contact Sandra Keene, in the Health Benefits Department at 631-4722 or Ext. 14722.

OPEN ENROLLMENT WILL END SEPTEMBER 15, 2010

Don’t wait until the last minute!
In response to the Health Care Reform legislation, as of June 1, 2010, SISC will allow dependents to remain on benefit coverage (including Medical, Prescription, and Dental) up to the age of 26.

If you have a dependent that was previously removed from your insurance between the ages of 19-25, they can be added on your coverage effective the first of the month following completion of necessary documents.

**This is a one time Open Enrollment and will expire October 1, 2010.** No exceptions will be made. If you do not add your dependent now you will have to wait until September 2011. There will no longer be qualifying events.

- You must complete the attached form – including Dependent’s Name, Date of Birth, and Social Security Number
- You must provide a copy of their Birth Certificate

Please return this information **As Soon As Possible** directly to Health Benefits. If you have any questions you may contact me at 631-4722.
# SISC Membership Change Form

**Please print clearly using a black or blue ink ballpoint pen.**

**District Name ____________________________**

### Requested Effective Date: / / 

<table>
<thead>
<tr>
<th>NAME OF SUBSCRIBER (LAST)</th>
<th>FIRST</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>MEDICAL GROUP NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Name Change

- Subscriber name only
- Dependent(s)

**NEW NAME**

**ADDRESS CHANGE**

- New Address
- City/State/Zip
- New Phone No. ( )

### Subscriber Changes

- Change my Social Security Number from: _ _ _ _ to: _ _ _ _
- Change my date of birth from: _ / _ / _ to: _ / _ / _

### Dependent Changes

- Add Spouse: Date of Marriage: _ / _ / _
- Add Domestic Partner: Date of Partnership: _ / _ / _ (Documentation must be on file with employer.)
- Spouse is employed at same District.
- Add Family Member: Effective Date: _ / _ / _
- Remove Family Member(s): Effective Date: _ / _ / _

### Family Additions

<table>
<thead>
<tr>
<th>RELATION</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>SOCIAL SECURITY NO.</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Other Health Coverage</th>
<th>Medical Group/IPA Office No.</th>
<th>IPA Primary Care Physician Code</th>
<th>Is this your current doctor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOUSE/SP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>son</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>daughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>son</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>daughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>son</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>daughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>son</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>daughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>no</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
<td></td>
<td></td>
<td>yes</td>
</tr>
</tbody>
</table>

### Subscriber's Signature

**SUBSCRIBER'S SIGNATURE**

DATE

Rev. 12/05  SISC Membership Change Form.pmd
# Changes in Benefit Plan Structure: Effective October 1, 2010

## Prescriptions
Dependents will present their Anthem Blue Cross Medical card to the pharmacy and pay either $3 or $15 copay for prescriptions. Everyone may still utilize the mail order plan as well.

## Counseling
The Employee Assistance counseling Program (EAP) will be covered under your Anthem Blue Cross plan. Please contact Anthem EAP at 800-999-7222 for assistance.

## Emergency Room Copay
Emergency Room visits will require a $50 copay per visit. This copay is waived if you are admitted.

## Adult/Child Routine Exams and Cancer Screenings
Routine Exams will be reimbursed at 100% when utilizing in network Foundation providers. Vaccines are included as part of the Routine Exam and covered if administered in the Doctor’s office. This includes the Flu vaccine!

## Lifetime Maximum
There is no longer a lifetime maximum on our Medical plan.

## Hearing Aid Benefit
Hearing Aid Benefit will include coverage up to $700 every 24 months.

## Chiropractic Benefit
Effective February 1, 2010 Anthem Blue Cross is utilizing American Specialty Health (ASH) to help guide the care of their members as it relates to physical medicine benefits. This includes physical therapist, occupational therapist and chiropractors. Please have your provider contact ASH directly at 800-972-4226 for medical necessity review.

## Vision Coverage
Medical Eye Services (MES) will provide coverage for employees and any dependent currently enrolled on your medical plan. No additional enrollment is needed. Please visit the BCSD website for plan explanation, benefits, and provider listing.

   If you need further explanation of any medical benefit please contact the Foundation directly at 800-322-5709.

Please Note: Anthem Blue Cross will be mailing new medical cards to you during the month of October. Cards are only sent to the subscriber and spouse. If you have over aged dependents under your plan that need a card please contact me directly at 631-4722 or email your request to me at keenes@bcsd.com.

If you have access to the internet, feel free to visit the BCSD website for Insurance Provider and Plan information. [www.bcsd.com/healthbenefits](http://www.bcsd.com/healthbenefits).
Please find the information below to help decipher the differences between the Delta Dental Plans. To change plans you must sign up during Open Enrollment in Health Benefits before September 15, 2010.

**Delta Dental Plan Comparisons**

**Benefit Summary and 2010/2011 Monthly Rates**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Delta Incentive (Current Plan)</th>
<th>Delta PPO (New Option)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provider of Service</strong></td>
<td>Incentive Provider or PPO Providers</td>
<td>PPO Providers</td>
</tr>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>Based on Current Benefit Level 70% 1st Year</td>
<td>No Deductible</td>
</tr>
<tr>
<td></td>
<td>80% 2nd Year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% 3rd Year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100% 4th Year and After</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Maximum</strong></td>
<td>$1,500.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Basis of Payment</strong></td>
<td>In-Network Providers</td>
<td>In-Network PPO Providers</td>
</tr>
<tr>
<td><strong>Diagnostic &amp; Preventative</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams, X-rays, Cleanings $</td>
<td>Current Benefit Level</td>
<td>100%</td>
</tr>
<tr>
<td>Emergency Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Basic Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Surgery, Fillings, Periodontic Procedures, Root Canals &amp; Sealants</td>
<td>Current Benefit Level</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Crowns</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowns, Jackets &amp; Cast Restorations</td>
<td>Current Benefit Level</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Prosthodontics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dentures, Bridges, &amp; Implants</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>
Please see the attached survey regarding the District’s certificate of service awards.
September 1, 2010

As you may be aware, each spring the Bakersfield City School District (BCSD) awards certificates of service and corresponding lapel pins to employees who have served the District for 15, 20, 25, 30, 35 and 40 years. The following survey will be used for the limited purpose of calculating total years of service for those service certificates and pins.

We would appreciate your response to this survey if you meet BOTH of the following conditions:

1. You have worked for BCSD as a regular employee (not substitute work) prior to your current employment. Examples may include:
   - You worked for a period of time, resigned, then returned to BCSD one or more times.
   - You worked as a classified employee and resigned to accept a certificated position with BCSD.
   - You worked as a certificated employee and resigned to accept a classified position with BCSD.

2. One or more of your previous periods of employment with BCSD was before July 1, 1995. If you have worked for BCSD more than once but all of your employment has been since July 1, 1995, you do not need to complete this survey.

If you meet BOTH #1 and #2 above, please complete the survey section below.

Please do not respond if you have been employed continuously since you were first hired by the District OR if you have been employed multiple times but all are since July 1, 1995. Please respond only if you were previously employed and left BCSD prior to July 1, 1995.

Please type or print your answers.

Name:

District ID# or SS# (if you do not know your ID# you may obtain it from your site secretary):

Current site and position:

Approximate dates of previous District employment and position(s):

Please e-mail your survey response to hollinsworthp@bcsd.com by October 1, 2010. Questions may be directed to Pat Hollinsworth at 631-4857. Thank you.
Mileage Claim Request Form – Now Online

The “Mileage Claim for Use of Private Car” form is now available on BCSD’s Fiscal Services department website:
http://www.bcsd.com/fiscalServices/travelclaims

This form can be filled out online and the total miles and reimbursement will calculate automatically.

NOTE: All forms MUST include the odometer starting and ending reading. Effective July 1, 2010, any claim forms without an odometer start of trip and end of trip reading will not be processed for reimbursement.

If you have any questions, please do not hesitate to contact Natalie Sorhouet, Assistant Director Fiscal Services.
PRORATED RATES FOR 4-HOUR TO 7-HOUR CLASSIFIED EMPLOYEES

Classified employees who work 4-7 hours per day are eligible to participate in Bakersfield City School District (BCSD) benefit plans at prorated rates. Payments are made through payroll deduction and vary depending on the number of hours worked and the choice of dental plan. The table below shows the amount of payroll deduction for each plan. For example, a 5-hour, 10-month employee who selects benefits with Liberty Dental would pay $571.97 monthly. If the employee instead chose Delta Dental PPO the monthly amount would be $585.94.

Insurance coverage is for a 12-month period. The higher amount for a 10-month employee is necessary because BCSD can only take a deduction from pay warrants during the 10-month period that the employee works. Also, if an employee’s August pay warrant is not sufficient to withhold the voluntary deduction amount it will be necessary for the employee to make a payment to BCSD for the amount due.

2010-2011 SCHOOL YEAR MONTHLY DEDUCTION

<table>
<thead>
<tr>
<th>INSURANCE</th>
<th>7 HR</th>
<th>6 HR</th>
<th>5 HR</th>
<th>4 HR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Liberty</td>
<td>Delta Inc.</td>
<td>Delta PPO</td>
<td>Liberty</td>
</tr>
<tr>
<td>10 MONTH</td>
<td>$190.65</td>
<td>$198.76</td>
<td>$195.30</td>
<td>$381.32</td>
</tr>
<tr>
<td>12 MONTH</td>
<td>$158.87</td>
<td>$165.63</td>
<td>$162.75</td>
<td>$317.76</td>
</tr>
</tbody>
</table>

Approved By: Steve McClain, Chief Business Official

To: All Classified Insured Employees

Date: September 2, 2010

Prepared By: Sandra Keene, Health Benefits Supervisor

No. 110109

Page 1 of 1
# ANNUAL DISEASE PREVENTION UPDATE REGARDING INFECTIOUS DISEASES

**DISTRIBUTE TO ALL EMPLOYEES**

Attached to this bulletin is important information regarding the prevention of infectious diseases. Please refer to Board Policy No. 500.29 (Bloodborne Pathogens Exposure Control Program) for information regarding the District’s exposure control plan.
ANNUAL DISEASE PREVENTION UPDATE

The California Health and Safety Code Section 199.81 requires school districts to provide this information to all employees annually. Additional information and training is required by Cal-Osha regulations for employees who are occupationally exposed to blood as part of their job assignment.

**Acquired Immunodeficiency Syndrome/Human Immunodeficiency Virus - AIDS/HIV infection**

AIDS or HIV infection can destroy the body’s defenses against infections and some cancers. AIDS/HIV infection is caused by HIV. HIV is transmitted by sexual or blood contact with HIV infected persons in these ways:

- By blood, semen, or vaginal secretions during sexual contact;
- Through sharing contaminated needles;
- Through transfusion of infected blood (a rare occurrence since 1985);
- From an infected mother to her child before birth and through breast-feeding.

Although people who are infected with HIV may show no signs of illness, they can infect others. AIDS can develop as long as seven to 10 years after a person has become infected with HIV.

Research studies have shown that HIV is not transmitted through non sexual or non-blood contact. HIV, an extremely fragile virus, cannot reproduce outside the body. It does not linger on clothing or objects handled by HIV-infected persons. It is **not** transmitted through the air. HIV is easily washed away with soap and water and killed by ordinary household bleach.

Research has shown that you **cannot** catch HIV:

- From touching HIV-infected persons or eating food prepared by HIV-infected persons;
- From mosquito bites, toilet seats, drinking fountains or swimming pools;
- By giving (donating) blood.

There is no risk of transmission in a long-term mutually monogamous relationship between two persons known not to be HIV-infected.

Protect yourself from HIV by abstaining from sexual contact and IV drug use. Persons who are not abstinent can reduce their risk of transmission by using condoms with the spermicide, nonoxynol-9, and by avoiding needle sharing, or cleaning their needles with bleach.

Note: Medical information about persons with the AIDS/HIV infection is considered confidential and must not be disclosed to another person without the written permission of the person with the AIDS/HIV infection or their parent.

**Hepatitis B Virus – (HBV)**

Hepatitis B Virus (HBV) is a disease of the liver caused by a virus. HBV infection can cause an unapparent infection (no symptoms of disease), mild symptoms (tiredness and flu-like illness (severe abdominal symptoms, fever, yellow skin, dark urine, muscle aches and rash)). Symptoms can occur 1 to 6 months after infection. HBV infection can cause chronic liver disease.

Some people infected with HBV become carriers of the virus. HBV carriers can appear healthy; many don’t even know that they are carriers. Carriers and people with the HBV illness can spread the disease to others. HBV is spread by sexual or blood contact with infected persons in these ways:

- By blood, semen, vaginal secretions or saliva during sexual contact
- Through sharing contaminated needles;
- Through blood transfusions and accidental needle sticks;
- Through sharing contaminated instruments used for tattooing, ear piercing or personal items-razors or toothbrushes;
- Through spill of blood or wound drainage in the eyes or mouth or on broken skin;
- Through the birth process (mother to child).

Protect yourself from Hepatitis B by avoiding sexual or blood contact as described above. A vaccine to prevent Hepatitis B is available from your personal physician. The cost of vaccine may be covered by an employee health plan.
Hepatitis C Virus – (HCV)

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV), which is found in the blood of persons who have this disease. The infection is spread by contact with the blood of an infected person.

HCV is serious for some persons, but not for others. Most persons who get HCV carry the virus for the rest of their lives. Most of these persons have some liver damage, but many do not feel sick from the disease. Some persons with liver damage due to HCV may develop cirrhosis (scarring) of the liver and liver failure, which may take many years to develop. HCV is spread by sexual or blood contact with infected persons in these ways:

- By blood, semen, vaginal secretions or saliva during sexual contact
- Through sharing contaminated needles;
- Through blood transfusions and accidental needle sticks;
- Through sharing contaminated instruments used for tattooing, ear piercing or personal items—razors or toothbrushes;
- Through spilled blood or wound drainage in the eyes or mouth or on broken skin;
- Through the birth process (mother to child).

Communicable Disease Prevention in the School

These precautions can prevent the spread of infectious diseases, including influenza, the common cold, AIDS, HIV infection, hepatitis B and hepatitis C.

A. **Consider** the blood and body fluids of all persons potentially capable of causing disease and use barriers to prevent direct exposure.

B. **Use** the following UNIVERSAL PRECAUTIONS when handling any body fluid, especially those containing blood: (Body fluids are blood, semen, vaginal secretions, respiratory secretions, feces, urine, vomit, saliva, wound drainage or any items soiled with the above)

1. Use disposable latex gloves to prevent direct exposure
2. Double bag items soiled with body fluids;
3. Wash hands after each contact;
4. Clean soiled surfaces, especially blood spills, with an Environmental Protection Agency—approved disinfectant or a 1:10 solution of household bleach and water;
5. Use devices to prevent back flow when giving mouth to mouth breathing or CPR.

C. **Wash** your hands:

1. Before drinking, eating, smoking or handling food;
2. Before and after toileting or assisting with toileting;
3. After any inadvertent contact with body fluids or any items soiled with body fluids;
4. After touching or caring for students, especially those with nose, mouth, eye or ear discharges;
5. After removing disposable gloves.

Hand washing is the single most important method to prevent the spread of disease.

Note:
In the school setting there is a slightly greater risk of contracting childhood diseases. Some diseases, if acquired during a pregnancy, may have harmful effects on the unborn child. Women in their childbearing years who have no contact with children outside the school should discuss these risks with their physicians before planning a pregnancy.
The attached Policy No. 500.38, Sexual Harassment, outlines the procedure and timelines related specifically to sexual harassment complaints.

This policy and procedure must be posted in a prominent location at your site. To ensure employee access, you may wish to display it with other required postings which have been provided by this office. Please note that the district’s Title IX coordinator is Linda Goodspeed, Director - Certificated Personnel, ext. 14856.

Please contact us should you have questions regarding this policy or posting requirements.
SEXUAL HARASSMENT
Policy of the Board of Education

The Board of Education is committed to a safe workplace and academic environment, free of sexual harassment and retaliation. Sexual harassment and retaliation are unlawful, and are grounds for discipline up to and including dismissal. Individuals who sexually harass may also be personally liable for their conduct. Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendment of 1972, as well as California law.

All persons including applicants and employees are protected under this policy. Employees and third parties including but not limited to contractors, parents and vendors are prohibited from engaging in harassing or retaliatory conduct.

Sexual harassment can occur between people of any gender, regardless of sexual orientation, and includes harassment based on sexual orientation, gender, pregnancy, childbirth or related medical conditions.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct made by someone from or in the work or educational setting when:

(a) Submission to such conduct is explicitly and implicitly made a term or condition of an individual’s employment, academic status, or progress.

(b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

(c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

(d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Examples of sexual harassment include:

1. Verbal harassment – derogatory comments about gender, sexual orientation, or an employee’s sexuality; jokes; slurs; sexual comments about physical appearance; comments about one’s own or another employee’s sex life; requests for sexual favors; requests for dates or meetings or sexual advances made after the employee has indicated such requests are unwelcome.

2. Physical harassment – unnecessary or offensive touching; cornering employees or impeding or blocking movement; staring or leering; assault; rape.
SEXUAL HARASSMENT
Policy of the Board of Education

3. Visual harassment – posting or disseminating (including via email) derogatory or offensive posters, cards, pornography, cartoons, graffiti, jokes, drawings, lewd gestures; exposing sexual body parts such as breasts, buttocks or genitals.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, co-worker, or a non-employee, in the work or educational setting, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors.

2. Unwelcome visual conduct such as drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects.

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over or impeding normal movements.

Any employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment or retaliate against an employee or job applicant is in violation of this policy and is subject to disciplinary action up to and including dismissal.

Unlawful retaliation includes taking an adverse employment action (i.e., demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment decisions, adversely affect working conditions or otherwise deny an employment benefit) against an individual because he/she reports a violation(s) of this policy, or participates in the investigation of a sexual harassment complaint or other related proceeding such as an investigation or hearing conducted by DFEH and/or the EEOC.

Any employee or applicant who feels he or she has been harassed or retaliated against, or has knowledge of any incident of harassment or retaliation on any protected basis shall immediately report such incidents to his or her immediate supervisor. If the supervisor is the harasser or has not responded to the complaint, then the complainant should complain to any administrator without fear of reprisal.
SEXUAL HARASSMENT
Policy of the Board of Education

A prompt, thorough and fair investigation shall be conducted. In general, the Superintendent’s Designee, under the direction of the Superintendent, shall be responsible for conducting an investigation pursuant to Administrative Regulation 500.38. Confidentiality shall be maintained to the extent possible throughout the investigation.

Prompt corrective action that is reasonably calculated to end the harassment shall be taken when appropriate. Appropriate interim corrective measures shall also be taken pending the outcome of the investigation.

The Board considers sexual harassment to be a major offense which is grounds for discipline up to and including the discharge of the offender. Under no circumstances will sexual harassment or retaliation be tolerated.

Legal Reference

Title I of the Civil Rights Act of 1991
Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972

34 CFR Part 106

Cal. Educ. Code §§ 200-262.4

Title 2, Cal. Code Regs., §§ 7287.6, 7291.1
Title 5, Cal. Code Regs., §§ 4917, 4964

Faragher v. City of Boca Raton (1998) 524 US 775
Holly D. Cal. Institute of Technology (9th Cir. 2003) 339 F.3d 1158
State Dept. of Health Services v. Superior Court (2003) 31 Cal. 4th 1026


Addition Approved February 23, 1988
Revision Approved December 10, 1996
Revision Approved February 27, 2007
SEXUAL HARASSMENT

Administrative Regulation

All district employees have the right to, and the responsibility of, maintaining a work and academic environment free of sexual harassment.

The District shall provide on-going training to staff as to prevention as well as to the process for handling complaints.

An employee who desires counseling on coping with sexual harassment or retaliation should contact the Superintendent’s designee.

PROCEDURE FOR HANDLING SEXUAL HARASSMENT COMPLAINTS

Any person who feels he or she has been subject to harassment of any kind or who is aware of or suspects the occurrence of harassment shall immediately contact the superintendent’s designee, an immediate supervisor, or any other administrator. While complainants are encouraged to put their complaint in writing as set forth below, all claims shall be investigated, regardless of whether they are in writing.

All investigations shall be prompt, thorough and impartial, and shall be conducted in a manner designed to maintain confidentiality to the extent possible.

1. Upon receipt of a written or verbal complaint, the person who receives the complaint shall encourage the complainant to complete a district “REPORT OF COMPLAINT” form (available in any school or department in the district); or provide a written communication, which should include the following information:

a. name and address of complainant, including zip code, and telephone number;

b. name of school or department;

c. name of alleged harasser;

d. statement of complaint, including all facts, incidents, witnesses, actions taken by the complainant, actions taken by the alleged harasser;

e. dates, policy, or regulation involved, in any, etc.;

f. statement of relief sought; and

g. signature of person filing the complaint.

2. If the complainant cannot or will not write down the allegations, the supervisor or administrator with information about the complaint shall write down the allegations as he or she understands it, provide the information set forth above in Section 1, and
SEXUAL HARASSMENT
Administrative Regulation

shall make diligent efforts to review the written complaint with the complainant prior to forwarding it to the Superintendent’s Designee.

3. A complaint must be forwarded to the Superintendent’s Designee within one business day of receipt. If the accused harasser is the Superintendent’s Designee, the complaint should be given to the Superintendent.

4. Upon receipt of a complaint, the Superintendent or designee shall ensure that an investigation immediately commences. A disinterested, neutral party with knowledge about what constitutes sexual harassment shall be assigned to conduct the investigation. Although each investigation will vary depending on the facts, in general the complainant, the alleged harasser, and all other parties and witnesses with relevant information will be interviewed.

5. Concerns about safety, confidentiality, and retaliation shall be discussed with all interviewees. Appropriate interim measures shall be taken to protect the complainant and all participants in the investigation from harassment or retaliation.

6. At the conclusion of the investigation, the investigator must determine what occurred, whether it constituted sexual harassment in violation of Board Policy and, if appropriate, make recommendations for corrective measures including but not limited to discipline. A complete written report, including the conclusions, the basis for those conclusions, and the proposed resolution must be documented in writing and provided to the Superintendent as soon as practicable, but no later than 60 days from the date the complaint was first received. If the Superintendent is the alleged harasser, the investigation results will be presented directly to the Board of Education. The Superintendent or Superintendent’s Designee shall advise the complaining party within 60 days that a thorough investigation has been conducted and, if appropriate, that corrective action has been or will be taken by the District.

7. In the event the investigator determines that an employee has engaged in actions or conduct violating Board policy, disciplinary action up to and including dismissal shall be taken. The disciplinary action taken with respect to each violation of this policy shall be determined in conjunction with the seriousness of the particular offense. Discipline shall be imposed in accordance with applicable Education Code provisions, District’s policies and procedures, and, if applicable, negotiated agreements. All other appropriate and/or corrective measures shall be taken.

8. All matters related to complaints of alleged sexual harassment shall be documented including contents of meetings, interviews, results of investigations, and the actions attendant to the allegation. All files shall be maintained by the Superintendent or Designee.
SEXUAL HARASSMENT
Administrative Regulation

9. No employee shall be subject to any negative or adverse action for filing, in good faith, a complaint of sexual harassment.

Training

By January 1, 2006, and at least every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position.

The District’s training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include practical examples aimed at instruction supervisors in the prevention of harassment, discrimination, and retaliation.

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the District’s sexual harassment policy, particularly the procedures for filing complaints and employees’ duty to use the District’s complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of District rules, regulations, procedures and standards of conduct are posted.

2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.

3. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of District information sheets that contain, at a minimum, components on: (Government Code 12950):
SEXUAL HARASSMENT

Administrative Regulation

1. The illegality of sexual harassment;

2. The definition of sexual harassment under applicable state and federal law;

3. A description of sexual harassment, with examples;

4. The District's complaint process available to the employee; and

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC);

6. Directions on how to contact DFEH and the EEOC;

7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and the EEOC.

Legal Reference

Title I of the Civil Rights Act of 1991
Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972

34 CFR Part 106

Cal. Educ. Code §§ 200-262.4

Title 2, Cal. Code Regs., §§ 7287.6, 7291.1
Title 5, Cal. Code Regs., §§ 4917, 4964

Faragher v. City of Boca Raton (1998) 524 US 775
Holly D. Cal. Institute of Technology (9th Cir. 2003) 339 F.3d 1158
State Dept. of Health Services v. Superior Court (2003) 31 Cal. 4th 1026


Addition Approved February 23, 1988
Revision Approved December 10, 1996
Revision Approved February 27, 2007
Don’t Forget to RSVP!

Community Partners In Education (CPIE) Event

Friday, September 10, 2010
Breakfast at 8:00 AM
DoubleTree Hotel • 3100 Camino Del Rio Court
Followed by School Site Visits (9:30 to 11:00 AM)

This event is a great opportunity to build community support for your school and for the District

If you have any questions, please feel free to contact the Community Partnerships Office at extension 14893 or by email at cpie@bcasd.com

Thank you for being a part of this special event!
**Student Grade Retentions Training: Timelines and Procedures**

**Date:** Thursday, September 16, 2010  
**Time:** 8 – 10 a.m.  
**Location:** BCSD Education Center, Professional Development Center  
**Presenters:** Michael Skiba, Supervisor I, Student Services Department  
Steve Castro, Supervisor I, Student Services Department

**Training Goal:** To provide an overview and assistance in following the process and meeting the timelines for a student grade retention.

**Sending Additional Attendees:** This inservice is for District employees designated by the principal as the school site’s contact for student grade retainions.

Please RSVP by e-mail or phone to Leticia Gonzalez in the Student Services Department (14882 or gonzalezle@bcsd.com).
Each school must conduct SSC elections by September 17, 2010 to establish the following:

- **Composition of Membership:** Elect new members as needed. SSC requires a minimum of ten (10) members comprised of one half parents and one half staff members.

- **Election of Members:** Refer to your school bylaws for the specific legal procedures to follow when conducting your elections. However, parents elect parents, teachers elect teachers, other school personnel (any staff member who does not have an attendance roster and is not the principal) elect other school personnel.

- The result of nominations and elections must be recorded in your SSC minutes and be detailed on the composition form with elected positions noted on the form.

- Schools must keep election nominations and ballots on file for five years.

Schools **must have a minimum of 8 SSC meetings annually.** All meetings should be held at a time that is convenient for parents, teachers, and staff. Please establish regular monthly SSC meetings with the meeting notice to include the date, time, and location for each month of the school year September 2010 to May 2011.

A copy of the following is due in AIA, Kathy Holloway, by October 1, 2010:

1. **A schedule of the 2010-2011 SSC meetings.**
   - If changes occur, a new schedule must be submitted to AIA, Kathy Holloway.

2. **A completed copy of your SSC composition form**
   - If your membership changes, submit a revised composition form to AIA, Kathy Holloway, along with the minutes and approval of changes. Changes must be filed according to your SSC bylaws.

3. **A copy of your first SSC meeting agenda, sign-in sheet, minutes and handouts**
   - The minutes must clearly indicate membership names and officer elections. If new personnel positions were added for the 2010-2011 school year, the position(s) and responsibilities of that position must be documented in the minutes of the first SSC meeting. All categorical and SPSA business must also be documented.

**NEW DOCUMENTATION PROCEDURES** for SSC monthly meetings (starting Oct. 2010):

- PRIOR to the Green Act’s 72 hour requirement, schools will post each month’s SSC agenda as attachment in the DTS web link [www.doc-tracking.com/](http://www.doc-tracking.com/) for district preview.

- Bring copies of monthly agendas, minutes, handouts, and sign-in sheets to monthly Categorical Management Meetings (CMM) for a peer review process.

- Submit copies of final MONTHLY SSC documents, including reviewed and approved by-laws, to AIA, attention Kathy Holloway.

- Keep originals of final documents at school site for five years for CPM.

**SSC templates and support items can be accessed at** [http://www.bcsd.com/AIA/stories/storyReader$249](http://www.bcsd.com/AIA/stories/storyReader$249)
To: All Principals, School Site Council Members including, Teachers, Staff, Parents and Community Members

Date: September 2, 2010

Subject: School Site Council Training Sessions

Recommended for all new and/or returning members of School Site Council; Principals, Teachers, Staff, Parents and Community Council Members

Training will cover:
Responsibilities and Duties of School Site Council
(Single School Plan for Student Achievement and Monitoring of Student Achievement)

<table>
<thead>
<tr>
<th>Principals and Staff</th>
<th>Parents and Community Members</th>
</tr>
</thead>
</table>
| **Professional Development Center (Principals)**
Monday, September 27, 2010
2:00 p.m. – 4:00 p.m.
| Professional Development Center
Monday, October 4, 2010
9:00 a.m. – 11:00 a.m. |
| **Main Conference Room (Staff)**
Tuesday, September 28, 2010
3:00 p.m. – 5:00 p.m. | Main Conference Room
Wednesday, October 6, 2010
6:00 p.m. – 8:00 p.m. |

Please RSVP to Academic Improvement and Accountability
Kathy Holloway, 631-4668.

Interpretation services provided upon request for parents and community members.
# District English Learner Advisory Committee (DELAC) Calendar of Principal Presentations for 2010-2011 School Year

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Time</th>
<th>School</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Oct. 13, 2010</td>
<td>9:15-9:35 a.m.</td>
<td>Chavez</td>
<td>Ruscel Reader</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>College Heights</td>
<td>Ricardo Zavala</td>
</tr>
<tr>
<td>Wednesday, Nov. 17, 2010</td>
<td>9:15-9:35 a.m.</td>
<td>Eissler</td>
<td>Diane Adame</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>Harris</td>
<td>Sarita Arredondo</td>
</tr>
<tr>
<td>Wednesday, Dec. 8, 2010</td>
<td>9:15-9:35 a.m.</td>
<td>Horace Mann</td>
<td>Dayna Gardner</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>Hort</td>
<td>Steve Robinson</td>
</tr>
<tr>
<td>Wednesday, Jan. 12, 2011</td>
<td>9:15-9:35 a.m.</td>
<td>Longfellow</td>
<td>Mario Castro</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>McKinley</td>
<td>Rene Beed</td>
</tr>
<tr>
<td>Wednesday, Feb. 9, 2011</td>
<td>9:15-9:35 a.m.</td>
<td>Owens Int.</td>
<td>Carol Sherrill</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>Pauly</td>
<td>Rachelle Montoya</td>
</tr>
<tr>
<td>Wednesday, Mar. 9, 2011</td>
<td>9:15-9:35 a.m.</td>
<td>Roosevelt</td>
<td>Warren Ramay</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>Stella Hills</td>
<td>Jon Hughes</td>
</tr>
<tr>
<td>Wednesday, Apr. 13, 2011</td>
<td>9:15-9:35 a.m.</td>
<td>Thorenner</td>
<td>Brandon Johnson</td>
</tr>
<tr>
<td></td>
<td>9:35-9:55 a.m.</td>
<td>Williams</td>
<td>Jennifer Payne</td>
</tr>
<tr>
<td>Wednesday, May 11, 2011</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Visit our web site at: [www.bcsd.com/ell/](http://www.bcsd.com/ell/)
**District English Learner Advisory Committee (DELAC)**

**Meeting Dates**

2010-2011 School Year

**Education Center,**

Professional Development Center (PDC)

*9:00-11:00 a.m.*

- Wednesday, September 8, 2010
- Wednesday, October 13, 2010
- Wednesday, November 17, 2010
- Wednesday, December 8, 2010
- Wednesday, January 12, 2011
- Wednesday, February 9, 2011
- Wednesday, March 9, 2011
- Wednesday, April 13, 2011
- Wednesday, May 11, 2011

For any questions regarding DELAC, please contact Linda Villalpando at 631-4682, Ext. 14682.

School Libraries to Open
September 3, 2010

All school library media centers will open by Friday, September 3, 2010. The only exceptions for open facilities are those sites with construction and remodeling in progress.

Please call Sandra Yoon, at extension 14808, if you have any questions.

“The library will open to the students no later than the second week of the school year” (Library Media Centers, Board Policy 400.30)
You are invited to join the
BCSD SmartBoard-User (B-SMART) Support Group

September 21, 2010
October 12, 2010
November 9, 2010
December 14, 2010
January 11, 2011
February 8, 2011
March 8, 2011
April 12, 2011

4:00 p.m. – 6:00 p.m.

Location:
IVS Computer Technology
1415 McDonald Way
(Across from the back parking lot of KSFCU - Ming Avenue Branch)

Teacher Smart Board Users will benefit from:
✓ Hands-on in-depth training,
✓ Notebook lesson-building support (bring your core T.E. and your laptop),
✓ Collaboration with grade-level peers

Technical assistance will be available for any SmartBoard-related software and hardware issues. Food and refreshments will be served at each gathering.

Limited space available. Please email Jessica Shaw at jessica@ivsct.net to register.
Attendance is voluntary. Participants will not receive project pay.
Houghton Mifflin California Math Technology Components

Students can now access an online version of the HM Math textbook at www.eduplace.com/eservices

Usernames and Passwords have been reset for teachers in grades K-5.

The account for the math eservices follow a certain format now, the account name is the site’s short name, mathteach, and the grade level.

For example:
Kindergarten Owens = owensmathteachk
4th grade Fremont = fremontmathteach4
2nd grade Mount Vernon = vernonmathteach2

Password for all accounts is ‘teacher’

Questions may be directed to Dana Johnson at extension 14778.

***For student log in information, see attached flyer.
Students can now access an online version of the HM Math textbook at www.eduplace.com/eservices

Usernames and Passwords have been created for students in grades K-5.

The account for the math eservices follow a certain format, the account name is the site’s short name, math, and the grade level.

For example:
Kindergarten Owens = owensmathk
4th grade Fremont = fremontmath4
2nd grade Mount Vernon = vernonmath2

Password for all accounts is ‘student’

Questions may be directed to Dana Johnson at 14778.
How to Register for Pearson SuccessNet

Log on at: www.pearsonsuccessnet.com

To register for an account, follow these steps:
1. Go to www.pearsonsuccessnet.com
2. Click Register.
3. Enter the product access code. The product access code will unlock the products that are licensed to the school.
4. Complete the registration form. Enter the school’s zip code and choose the school from the list.

Access Codes:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade K</td>
<td>SFRDDP10CAENGKB</td>
</tr>
<tr>
<td>Grade 1</td>
<td>SFRDDP10CAENG1B</td>
</tr>
<tr>
<td>Grade 2</td>
<td>SFRDDP10CAENG2B</td>
</tr>
<tr>
<td>Grade 3</td>
<td>SFRDDP10CAENG3B</td>
</tr>
<tr>
<td>Grade 4</td>
<td>SFRDDP10CAENG4B</td>
</tr>
<tr>
<td>Grade 5</td>
<td>SFRDDP10CAENG5B</td>
</tr>
</tbody>
</table>

Click on the link below to view an online tutorial.
http://www.mypearsontraining.com/tutorials/snet_teacherregistration/player.html

Questions may be directed to Dana Johnson at extension 14778 or johnsonda@bcsd.com.
Holt History-Social Science Support Meeting

Tuesday, September 14, 2010
Thursday, October 14, 2010
Thursday, October 28, 2010
Thursday, December 2, 2010
Thursday, January 6, 2010

3:00 – 4:30 p.m.
Main Conference Room

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@bcsd.com, or at 14741.
Registering for Holt Online Learning

1. Go to http://my.hrw.com
2. Click “register”
3. In the drop-down box, choose “Teacher in a U.S. school”.
4. Fill in the appropriate information boxes.
5. In the drop-down box, choose your school and enter in your ISBN number from your teacher’s edition text.
6. Follow the directions for entering in a specific word from a specific page in your teacher’s edition text.
7. Click the my.hrw.com link so that you may log in with your username and password.

The blue column on the left side of your screen allows you to enter another ISBN number so that you can be registered for multiple grade levels.
Oral Language Coaches Meeting

Thursday, September 23, 2010

3:30 p.m. – 4:30 p.m.

Education Center Board Room

Junior High/Middle School (Grades 7-8) and Elementary (Grades 4-6) Oral Language Festival coaches will meet on Thursday, September 23, 2010, from 3:30 - 4:30 p.m., in the Education Center Board Room for an overview of this year's event.

Festival Rules and Guidelines will be reviewed at this meeting.

Please call Michael Stone, Visual and Performing Arts Department Coordinator, at 631-4810 if you have questions.
Choir students from the District's junior high/middle schools will participate in the:

3rd Annual Bakersfield City School District
Junior High/Middle School Choir Festival
Thursday, October 14, 2010
9:30 – 11:30 a.m.
Education Center Auditorium

The purpose of this event is to bring together choir students from the District’s junior high and middle schools to learn and perform under the direction of a guest clinician. This year’s clinician is Mr. Tim Williams, Director of Choirs at Liberty High School. Students will work with Mr. Williams from 9:30 a.m. to 10:45 a.m. At 11a.m., after a short break, two selections will be performed for parents and invited guests.

Bus requests have been made by the Visual and Performing Arts Department Office and Field Trip Permission Forms have been sent to the teachers.
REQUISITION OF RED-COLORED STUDENT ATTENDANCE RECORD FILE FOLDER INSERTS FOR CUMULATIVE RECORD

A red-colored Student Attendance Record file folder has been described at the District truancy training meetings. This folder can be used to store notices and other truancy related information. It can also be inserted in the student’s cumulative record. Use of this special folder provides continuity in record keeping and may eliminate duplication of work completed at the student’s previous school. Folders may be purchased through the Student Services Department at our actual cost. The cost is $5.00 per package of 20 folders.

If interested, please complete the attached authorization form indicating the number of folders needed in lots of 20 and the corresponding dollar amount to be transferred to cover the cost. Please have the principal sign the form and mail it to Dianna Dix in the Student Services Department. When the form is received, your request for folders will be processed and the folders will be sent through District mail. If you have any questions, please contact Dianna Dix at extension 14639.
Authorization Form

_____________________ School authorizes Fiscal Services Department to process the expenditure of $ ________ from Budget # _______________________
and transfer said amount into Student Services' budget for the purpose of purchasing attendance folders.

Number of Attendance Folders ordered: __________________

Dollar amount to be deducted from site budget: $ _____________

________________________________    ______________
Principal’s Signature      Date
The District may enter into agreements with other agencies which involve the exchange of funds and receipt of services. Such agreements shall be approved by the Board and executed in writing (i.e., contract, consultant agreement). Agreements will not be made with agencies unless the agency demonstrates they share the District’s concern for the health, safety, and welfare of students. The District and schools need reasonable assurances in areas, as applicable, such as: (1) criminal background checks for any person to have unsupervised contact with students; (2) insurance; (3) written services description; (4) tuberculosis clearances; (5) staff qualifications; and (6) compliance with law, policy, and procedure.

The school principal monitors and manages all risks to students and makes sure visitors to the school comply with law, policy, and procedures on the school site. Outside agency personnel are not registered to come onto a school campus nor do they provide services, programs, or assemblies unless they have legitimate business and are properly authorized. Student records shall not be released to an outside agency unless there is documentation of a legally sufficient authorization (e.g., valid court order, written parent consent).

Excluded from Agreements, Contract, or Consultant Agreement Restrictions. The restrictions mentioned in this communication do not affect interviews and contacts authorized by law. To illustrate, properly authorized visits by a Child Protective Services Worker, a Department of Human Services social worker, or a Court Appointed Special Advocate (CASA).

Status. To date this year, no written clearances have been issued for mental health or counseling services to be delivered to students on District school sites during the instructional day (“Services”). If you have been contacted by an outside agency asking to deliver Services, please call Randy Ranes at 14872.

References: BP 300.47, Outsiders/Visitors; BP 604.11, Voluntary Assistance; BP 400.33, Classroom Interruptions; BP 300.53, Safety
Site Technology Coordinator Selection

Please contact Dana Johnson at extension 14778 or johnsonda@bcsd.com, with the name of your 2010-2011 Site Technology Coordinator and an alternate, by September 9, 2010.

Meeting Dates:

| September 16, 2010 | January 20, 2011 |
| October 21, 2010  | February 17, 2011 |
| November 18, 2010 | March 17, 2011    |
| December 16, 2010 | May 19, 2011      |

(All meetings will be held from 3:30 p.m. to 5:00 p.m. in the PDC.)

Questions may be directed to Dana Johnson at extension 14778.
# FOSTER YOUTH: ENROLLMENT AND EDUCATION RIGHTS TRAINING

**Date:** Tuesday, September 14, 2010  
**Time:** 8–10 a.m.  
**Location:** Education Center, Professional Development Center  
**Presenters:** Michael Skiba, Supervisor  
Suzanne Guest, District Liaison: Homeless/Foster Children’s Services  
**Participants:** School site staff responsible for enrollment of foster students  
**Presentation Goals:** Participants will learn the following.  

1. The principles of law, policy, and procedure concerning foster youth.  
2. The definition of “educational rights” and the widespread implications when school personnel determine such rights have been removed and re-assigned.  
3. The actions by which education rights may be removed from a biological parent and the documentation required before school actions.  
4. District procedures to identify and track foster youth and persons with educational rights.  
5. How school placements for foster youth are determined in compliance with law.  
6. Educational rights guaranteed to foster youth.  
7. The methods and supporting forms, notices, and tracking procedures used to properly address foster youth issues.  
8. Community and district resources and contact information for foster students.  

For questions or to confirm your attendance, please contact Leticia Gonzalez at extension 14882 in Student Services or at gonzalezl@bcasd.com.
To: Principals, Community Relations Liaisons and Parent Involvement Designees
Date: September 2, 2010
No. 110130

Subject: Parent Involvement Professional Development 2010 - 2011

Prepared By: Ruth VanWorth-Rogers, Supervisor I – Extended Programs Department

Approved By: Randall G. Ranes, Director – Instructional Support Services Division

Parent Involvement Professional Development 2010 – 2011

All meetings will be held in the Professional Development Center
9 a.m. – 11 a.m.

September 28, 2010

October 19, 2010

November 30, 2010

January 25, 2011

February 22, 2011

March 29, 2011

May 10, 2011

We will share information regarding the planning, implementation and monitoring of Parent Involvement Programs at the school site. Designees for the Parent Involvement Program are invited and encouraged to attend our monthly meetings.