

# The Advisory Bulletin

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**April 19, 2012**

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Bakersfield City School District  
The Advisory Bulletin

|  |                      |             |
|--|----------------------|-------------|
| To: ALL EMPLOYEES  | Date: April 19, 2012 | No. 120582  |
| Subject: JOB OPPORTUNITIES   |                      |             |
| Prepared By: Mary Helen Donez, Employment Supervisor, Personnel Services |                      |             |
| Approved By: Christine Cornejo, Director, Classified Personnel           |                      | Page 1 of 1 |

**CLASSIFIED**

**FOOD SERVICE WORKER IV, 6 HR.**

\$1,272 - \$1,547 per month

**CLOSING: April 25, 2012**

**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**

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

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

Bakersfield City School District  
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|   |                |             |
|---|----------------|-------------|
| To: All Employees   | Date: 04-19-12 | No. 120583  |
| Subject: <i>26<sup>th</sup> Annual Retirement Banquet</i>                               |                |             |
| Prepared By: Sandra Sutton, Administrative Secretary III ~ Office of the Superintendent |                |             |
| Approved By: Robert J. Arias, Ed.D., Superintendent                                     |                | Page 1 of 2 |

*Tickets Now on Sale...*

*26<sup>th</sup> "Touch of Class"*



*Retirement Dinner  
Rabobank Convention Center  
Thursday, May 24, 2012*

*Celebrate your co-worker's retirement.  
Enjoy an evening of fine dining with good friends.*

*Ticket Price: \$30*

*for more information, please call 631-4612*

*or*

*to purchase tickets, call 631-4697*



**Last day to purchase tickets is May 10, 2012**

# Congratulations!

## Bakersfield City School District Retirees 2011-2012



|                    |                       |                  |                        |
|--------------------|-----------------------|------------------|------------------------|
| Kathleen Alfaro    | Special Education     | Clarissa Iyican  | Munsey                 |
| Gay Barney         | Research & Evaluation | Cherry Jensen    | Fremont                |
| Clara Basta        | Stella Hills          | Carolyn Kohn     | Downtown               |
| Ramon Bicara       | M&O                   | Gregory Lantz    | M&O                    |
| Margaret Blanco    | Owens Intermediate    | Lesley Luning    | Jefferson              |
| Mae Booker         | Transportation        | Emma Madrid      | Owens Primary          |
| Shirley Bozina     | Sequoia               | Suzanne Marquez  | Owens Intermediate     |
| Robert Bradford    | Transportation        | Susan McDonald   | Library Media Services |
| John Bratu         | Purchasing            | Teresa Medina    | Jefferson              |
| Carolyn Bunker     | McKinley              | Hope Melton      | Fremont                |
| Penny Byrd         | McKinley              | Rosella Nunez    | William Penn           |
| Yolanda Castruita  | Transportation        | Elvira Nuno      | McKinley               |
| Kathleen Cone      | Pioneer               | Diane Ochoa      | Nichols                |
| Maria Franetovich  | College Heights       | Deborah Olcott   | Downtown               |
| Albert Garcia      | Chavez                | Deborah Parsons  | M&O                    |
| Barbara Garcia     | Transportation        | Pamella Perkins  | Owens Intermediate     |
| Hannie Garcia      | Washington            | Susan Rice       | Purchasing             |
| Ernestine Goll     | Frank West            | Roberta Roberson | Thorner                |
| Christine Gonzalez | Stiern                | Jane Sevier      | Wayside                |
| Diane Gonzalez     | AI&A                  | Elizabeth Smart  | Voorhies               |
| Katherine Hall     | Noble                 | Mary B. Soto     | Chavez                 |
| Gary Hemme         | Duplicating           | Paul Tiner       | Stiern                 |
| Mary Hilderbrand   | Curran                | Sheila Walker    | School Health          |
| Ruth Hinzo         | Eissler               | Linda Watson     | Student Services       |
| Bonnie Horton      | Noble                 | Donna White      | Voorhies               |
| Katherine Hudson   | Williams              |                  |                        |

|  |                      |             |
|--|----------------------|-------------|
| To: All Employees  | Date: April 19, 2012 | No. 120584  |
| Subject: Employee Wellness – Stress Management                                       |                      |             |
| Prepared By: Debbie Wood, Coordinator, School Health & Neighborhood Support Programs |                      |             |
| Approved By: Randall Ranes, Director, Instructional Support Services Division        |                      | Page 1 of 1 |

# Stress Management

In an increasingly fast faced world, stress is a leading contributor to mental and physical illness.

This class addresses the physical and psychological effects of stress and gives several tools and tips for dealing with stress.



Thursday, April 26, 2012  
Rafer Johnson Center  
1001 10<sup>th</sup> Street  
Bakersfield, CA  
3:30 p.m.



This class is presented by Sean Kenny from Dignity Health, Community Wellness Program, Mercy and Memorial Hospitals.

Door prizes provided by Dignity Health.

To sign up, please call School Health at 631-5895. For more information, visit us at [http://www.bcsd.com/bcsdhealth/stories/storyReader\\$109](http://www.bcsd.com/bcsdhealth/stories/storyReader$109)

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|  |                      |             |
|--|----------------------|-------------|
| To: All Users of Electronic Ordering for 2011/2012                     | Date: April 19, 2012 | No. 120585  |
| Subject: CLOSING DATES FOR "ON-LINE" ORDERING – Current Year 2011-2012 |                      |             |
| Prepared By: Tom J. Ross, Director, Stores and Purchasing              |                      |             |
| Approved By: Steve McClain, Chief Business Official                    |                      | Page 1 of 1 |

# PURCHASING DEADLINES FOR ON-LINE ORDERS

*FISCAL YEAR 2011-2012*

THE FINAL DATE TO SUBMIT "ON-LINE" ORDERS FOR  
**ALL ENCUMBERED PURCHASE ORDERS**  
AT THE FOLLOWING COMPANIES IS APRIL 25, 2012



**OFFICE DEPOT**

**STINSON'S**

**SOUTHWEST SCHOOL SUPPLY**



***SCHOOL SPECIALTY ONLINE ORDERS MAY ALSO BE SUBMITTED  
UNTIL APRIL 25, 2012***

**Please note: All items delivered to our warehouse July 1<sup>st</sup> or later will be charged to the school's or department's 2011-2012 budget. Funds for these purchases will *NOT* be automatically carried over from the current fiscal year.**

As you prepare your requisitions for "on-line" ordering, please keep in mind that you must use the requisition within the allotted "10 orders" per requisition. You will be 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 be submitted by the April 25<sup>th</sup> deadline. Please call Tom Ross at extension 14711 with questions or concerns related to this important deadline.

**Bakersfield City School District  
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|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>To: Department Heads, Principals and PERS Members</b>  | <b>Date: April 19, 2012</b> | <b>No. 120586</b>  |
| <b>Subject: CalPERS COMPLETING YOUR RETIREMENT APPLICATION CLASS<br/>SCHEDULED FOR May 16, 2012 and June 11, 2012</b> |                             |                    |
| <b>Prepared By: Donell Whiting, Personnel Assistant, Personnel Services</b>   |                             |                    |
| <b>Approved By: Christine Cornejo, Director - Classified Personnel</b>  |                             | <b>Page 1 of 2</b> |

**ATTENTION: PERS MEMBERS**

**CalPERS Fresno Regional Office** will be conducting a “Completing Your Retirement Application” class for CalPERS School Members.

**Planning Your Retirement Class**

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>Date: Wednesday, May 16, 2012</b> | <b>Date: Monday, June 11, 2012</b>   |
| <b>Time: 1:30 p.m. – 4:00 p.m.</b>   | <b>Time: 1:30 p.m. – 4:00 p.m.</b>   |
| <b>Location: KCSOS Access Center</b> | <b>Location: KCSOS Access Center</b> |
| <b>Room: 116</b>                     | <b>Room: 116</b>                     |
| <b>Address: 1330 Truxtun Avenue</b>  | <b>Address: 1330 Truxtun Avenue</b>  |
| <b>Bakersfield, CA 93301</b>         | <b>Bakersfield, CA 93301</b>         |

“Completing Your Retirement Application” provides the step by step process for filling out your retirement application for those within 90 days of retirement. The class is an alternative to a one-on-one retirement counseling appointment.

In this class you will:

- Complete your retirement application
- Have you and your spouses (if applicable) signatures witnessed
- Learn the steps you need to take prior to retiring
- Learn the application process

Get Started:

This class is approximately two and a half hours long. Please bring your retirement application and estimates that you can order online or by phone.

To enroll in a class near you:

- Go online to myCalPERS (login ID and Password are required)
- Call toll free at **888 CalPERS** (or 888-225-7377)
- Fax your registration form to the Fresno Regional Office at 559-440-4901



# CalPERS Education Center Registration Form

888 CalPERS (or 888-225-7377) • TTY for Speech and Hearing Impaired: (916) 795-3240

## Section 1

### Member Information

|  |               |   |
|--|---------------|---|
| Name (First Name, Middle Initial, Last Name) |               | Social Security Number*<br>(Last 4 Digits Only) |
| Birthdate (mm/dd/yyyy)                       | Daytime Phone | Evening Phone                                   |
| Address                                      |               |   |
| City   | State         | ZIP   |

Do you need a disability accommodation?  Auditory  Mobility  Visual  Other

Please specify the type of accommodation. \_\_\_\_\_

\* Privacy Statement: Providing your Social Security number is voluntary in accordance with the Information Practices Act of 1977 and the Privacy Act of 1974 (PL93-679). If provided, the Social Security number may be used by your employers and CalPERS to maintain records of training requested and completed by members.

## Section 2

Please indicate your class selections in order of date preference.

### Class Selection

Please check the name of the class you would like to attend.

- New CalPERS Member (Class One)       Completing Your Retirement Application (Class Four)
- Continuing CalPERS Member (Class Two)       Retired CalPERS Member (Class Five)
- Planning Your Retirement (Class Three)

Select a date, time and location for your selected class from the attached flyer or view the schedule of available classes at CalPERS On-Line.

|            |      |   |          |
|------------|------|---|----------|
| 1st Choice | Date | <input type="checkbox"/> AM <input type="checkbox"/> PM | Location |
| 2nd Choice | Date | <input type="checkbox"/> AM <input type="checkbox"/> PM | Location |
| 3rd Choice | Date | <input type="checkbox"/> AM <input type="checkbox"/> PM | Location |

## Section 3

Mail or fax your completed registration form to any regional office listed or call us toll free at 888 CalPERS (or 888-225-7377).

### Select A Regional Office

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Sacramento<br>400 Q Street, Room 1820<br>Sacramento, CA 95811<br>Fax (916) 795-7817        | <input type="checkbox"/> Walnut Creek<br>1340 Treat Blvd.<br>Suite 200<br>Walnut Creek, CA 94597<br>Fax (925) 748-8501 | <input type="checkbox"/> Glendale<br>655 North Central Ave.<br>Suite 1400<br>Glendale, CA 91203<br>Fax (818) 662-4304    | <input type="checkbox"/> San Bernardino<br>650 East Hospitality Ln.<br>Suite 330<br>San Bernardino, CA 92408<br>Fax (909) 806-4820 |
| <input type="checkbox"/> Fresno<br>10 River Park Place<br>East, Suite 230<br>Fresno, CA 93720<br>Fax (559) 440-4901 | <input type="checkbox"/> San Jose<br>181 Metro Drive<br>Suite 520<br>San Jose, CA 95110<br>Fax (408) 451-8001          | <input type="checkbox"/> Orange<br>500 North State College<br>Blvd., Suite 750<br>Orange, CA 92668<br>Fax (714) 939-4701 | <input type="checkbox"/> San Diego<br>7676 Hazard Center Drive<br>Suite 350<br>San Diego, CA 92108<br>Fax (619) 220-7201           |

You may also register online at [www.calpers.ca.gov](http://www.calpers.ca.gov).



Bakersfield City School District  
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To: Principals, Program Specialists, Academic Program Leaders,  
Community Liaisons

Date: 4/19/2012

No. 120587

Subject: District English Learner Advisory Committee (DELAC)  
**Schedule of Monthly DELAC Meetings for 2011-2012**

Prepared By: Carol Mehochko, Administrator, ELL Services

Approved By: Al Capilla, Assistant Superintendent, Academic Improvement &  
Accountability

Page 1 of 1

## **District English Learner Advisory Committee (DELAC)**



### **Meeting Dates 2011-2012 School Year**

**Education Center,  
Professional Development Center (PDC)  
9:00-11:00 a.m.**

~~Wednesday, September 14, 2011~~

~~Wednesday, October 12, 2011~~

~~Wednesday, November 9, 2011~~

~~Wednesday, December 14, 2011~~

~~Wednesday, January 18, 2012~~

~~Wednesday, February 8, 2012~~

~~Wednesday, March 14, 2012~~

~~Wednesday, April 25, 2012~~

~~Wednesday, May 16, 2012~~

**For any questions regarding DELAC, please contact Tina Mendez at 631-4682, Ext. 14682.**

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

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|  |                             |                   |
|--|-----------------------------|-------------------|
| <b>To:</b> All Principals, Program Specialists, and Teachers                         | <b>Date:</b> April 19, 2012 | <b>No. 120588</b> |
| <b>Subject:</b> Curriculum Lab Open Saturday, April 21, 2012                         |                             |                   |
| <b>Prepared By:</b> Sandra Yoon, Coordinator, Library Media Services Department      |                             |                   |
| <b>Approved By:</b> Randall Ranes, Director, Instructional Support Services Division |                             | Page 1 of 1       |

# Curriculum Lab Open Saturday

The Curriculum Lab will be open on  
**Saturday, April 21, 2012**, from  
10 a.m. until 2 p.m.

If you have any questions, please contact Sandra Yoon at extension 14808.



**Bakersfield City School District  
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|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers          | <b>Date:</b> April 19, 2012 | <b>No. 120589</b>  |
| <b>Subject:</b> Migrant Education Saturday School – Writing Academy |                             |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education   |                             |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA       |                             | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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## **Migrant Education Saturday School**

Writing Academy  
*for 1<sup>st</sup> through 6<sup>th</sup> grade migrant students*

### **Class Schedule**

**Dates:**      ~~Saturday, March 3, 2012~~  
                    ~~Saturday, March 10, 2012~~  
                    ~~Saturday, March 17, 2012~~  
                    ~~Saturday, March 24, 2012~~  
                    ~~Saturday, March 31, 2012~~

**No Saturday School on**

~~Saturday, April 14, 2012~~

**Last Day of Saturday School**

Saturday, April 21, 2012

**Time:**        8:00 a.m. - 12:00 p.m.

**Place:**        Longfellow Elementary School  
                    1900 Stockton Street, Bakersfield, CA 93305

*Transportation will be provided. For additional information,  
please call the Migrant Education office at 631-4754.*

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|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers        | <b>Date:</b> April 19, 2011 | <b>No. 120590</b>  |
| <b>Subject:</b> Migrant Contact Teacher Meeting                   |                             |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education |                             |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA     |                             | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

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## Migrant Contact Teacher Meeting

Schedule for the 2011-2012 School Year

*(Timesheet due dates)*

|                            |      |           |            |
|----------------------------|------|-----------|------------|
| Monday, September 12, 2011 | 4:00 | 5:00 p.m. | Board Room |
| Monday, October 24, 2011   | 4:00 | 5:00 p.m. | Board Room |
| Monday, November 21, 2011  | 4:00 | 5:00 p.m. | Board Room |
| Monday, December 19, 2011  | 4:00 | 5:00 p.m. | Board Room |
| Monday, January 23, 2012   | 4:00 | 5:00 p.m. | Board Room |
| Monday, February 27, 2012  | 4:00 | 5:00 p.m. | Board Room |
| Monday, March 19, 2012     | 4:00 | 5:00 p.m. | Board Room |
| Monday, April 23, 2012     | 4:00 | 5:00 p.m. | Board Room |
| Monday, May 14, 2012       | 4:00 | 5:00 p.m. | Board Room |

BCSD Education Center - 1300 Baker Street  
Bakersfield, CA 93305

The purpose of the migrant monthly contact teacher meetings is to provide contact teachers with supplemental instructional information pertinent to the services provided to migrant students and their families. An e-mail will be sent as a reminder a week prior to the meeting.

*For additional information, please call the  
Migrant Education office at 631-4754.*

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|   |                             |                    |
|---|-----------------------------|--------------------|
| <b>To:</b> All Principals, School Secretaries and Teachers        | <b>Date:</b> April 19, 2012 | <b>No. 120591</b>  |
| <b>Subject:</b> Migrant Young Authors                             |                             |                    |
| <b>Prepared By:</b> Janie Flores, Supervisor I, Migrant Education |                             |                    |
| <b>Approved By:</b> Al Capilla, Assistant Superintendent, AIA     |                             | <b>Page 1 of 1</b> |



*Bakersfield City School District*

**Migrant Education, Region 21**

1300 Baker Street, Bakersfield, California 93305 (661) 631-4754

**Migrant Young Authors**

**Class Schedule for the 2011-2012 School Year**

In collaboration with Library Media Services and CSUB Mini-Corps

| <u>Session</u>   | <u>Date</u>  | <u>Time</u>             | <u>Room</u> |
|------------------|--|-------------------------|-------------|
| <b>Session 1</b> | <b>Tuesday, October 25, 2011</b>   | <b>4:30 - 6:30 p.m.</b> | <b>MCR</b>  |
| Session 2        | Tuesday, November 8, 2011  | 4:30 - 6:30 p.m.        | MCR         |
|                  | <i>Book Making Workshop by Sandra Yoon, Coordinator - Library Media Services</i> |                         |             |
| Session 3        | Tuesday, November 29, 2011   | 4:30 - 6:30 p.m.        | MCR         |
| Session 4        | Tuesday, December 6, 2011  | 4:30 - 6:30 p.m.        | PDC         |
| Session 5        | Tuesday, December 20, 2011   | 4:30 - 6:30 p.m.        | PDC         |
| Session 6        | Tuesday, January 10, 2012  | 4:30 - 6:30 p.m.        | MCR         |
| Session 7        | Tuesday, January 24, 2012  | 5:00 - 7:00 p.m.        | PDC         |
| Session 8        | Tuesday, February 7, 2012  | 4:30 - 6:30 p.m.        | MCR         |
| Session 9        | Tuesday, February 21, 2012   | 4:30 - 6:30 p.m.        | MCR         |
| Session 10       | Tuesday, March 6, 2012   | 4:30 - 6:30 p.m.        | MCR         |
| Session 11       | Tuesday, March 20, 2012  | 4:30 - 6:30 p.m.        | MCR         |
| Session 12       | Tuesday, April 10, 2012  | 4:30 - 6:30 p.m.        | MCR         |
| Session 13       | Tuesday, April 24, 2012  | 4:30 - 6:30 p.m.        | MCR         |
| Session 14       | Tuesday, May 8, 2012   | 4:30 - 6:30 p.m.        | MCR         |
| Session 15       | Thursday, May 17, 2012   | 6:00 - 8:00 p.m.        | PDC         |
|                  | <i>Parent/Student Conference: "An Evening with the Author"</i>                   |                         |             |
| Session 16       | Saturday, May 19, 2012   | 7:00 a.m. - 2:00 p.m.   |             |

*Culminating Activity: Young Authors' Fair at University Square*

2000 K Street, Bakersfield, CA 93301

*For P-K to 8<sup>th</sup> grade migrant students. To register please call 631-4666.*

Bakersfield City School District  
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|   |                      |             |
|---|----------------------|-------------|
| To: Special Education Teachers, Aides, Site Administrators      | Date: April 19, 2012 | No. 120592  |
| Subject: Pro-Act Re-Certification Training                      |                      |             |
| Prepared By: Rebecca Ruiz, Behavior Management Specialist       |                      |             |
| Reviewed By: Julius Steele, Ed. D., Director, Special Education |                      |             |
| Approved By: Al Capilla, Assistant Superintendent, AIA          |                      | Page 1 of 1 |

# Pro-Act Re-Certification

**For Special Education Teachers, Paraprofessionals and other  
Special Education Support Staff who received the full 20 hour  
training within the last 2 years.**

*PDC- District Office, 1300 Baker Street  
2:30 p.m. – 6:00 p.m.*

**Re-certification training is a 10 hour training that is required by Pro-Act in order to maintain certification. Every 3 years you must complete the full 20 hour training in addition to your re-certification in order to maintain certification.**

**Dates:** Tuesday, June 12, 2012   Wednesday, June 13, 2012   Thursday, June 14, 2012

**Presenters:** Rebecca Ruiz, Behavior Management Specialist  
Christina Branson, Behavior Resource Teacher  
Josh Valverde, ED Teacher

**Description:** Re-certification training is only for people who have had the full 20 hour training within the last 2 years and need to be re-certified. This certification addresses pro-active behavior intervention in addition to reactive techniques, including physical restraint.

To register for trainings please contact Johnetta Hampton at 45110