

The Advisory Bulletin

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August 15, 2013

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Printable TAB – [Click Here](#)

**Bakersfield City School District
The Advisory Bulletin**

To: ALL EMPLOYEES	Date: August 15, 2013	No. 14001
Subject: JOB OPPORTUNITIES		
Prepared By: Mary Helen Donez, Employment Supervisor, Human Resources		
Approved By: Christine Cornejo, Director, Human Resources		Page 1 of 2

CLASSIFIED

ACTIVITY LEADER: SCIENCE, AFTER SCHOOL PROGRAM 3.5 HR.

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

OPEN UNTIL FILLED

ACTIVITY LEADER: CREATIVE ARTS, 3.5 HR.

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

OPEN UNTIL FILLED

ACTIVITY LEADER: DRAMA, 3.5 HR.

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

OPEN UNTIL FILLED

ACTIVITY LEADER: SCIENCE, 3.5 HR.

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

OPEN UNTIL FILLED

CAFETERIA/PLAYGROUND SUPERVISOR

\$9.17 per hour

CLOSING: August 21, 2013

CLERK I, BILINGUAL, 6 HR.

\$1,386 - \$1,682 per month

CLOSING: August 21, 2013

COMPUTER/LIBRARY TECHNICIAN, 6 HR.

\$1,489 - \$1,812 per month

CLOSING: August 28, 2013

MECHANIC'S ASSISTANT, 6 HR.

\$1,307 - \$1,589 per month

CLOSING: August 29, 2013

SCHOOL BUS DRIVER

Eight hour equivalent: \$2,200 - \$2,675 per month

(Prorated salary based on hours worked)

OPEN UNTIL FILLED

SCHOOL BUS DRIVER TRAINEE

Must have current TO-1 card

\$10.06 per hour

OPEN UNTIL FILLED

SUPERVISORY

HEAD CUSTODIAN/ MOBILE CUSTODIAL SERVICES

\$3,238 - \$3,941 per month

CLOSING: August 21, 2013

CERTIFICATED

SCHOOL NURSE

Current teacher salary schedule

OPEN UNTIL FILLED

SPEECH AND LANGUAGE/THERAPIST

Current teacher salary schedule, plus \$3,412 stipend

OPEN UNTIL FILLED

TEACHER, GIFTED AND TALENTED EDUCATION

(To be filled within District)

Current teacher salary schedule

CLOSING: August 21, 2013

TEACHER TUTOR, 3-5 HR.

Current teacher salary schedule, pro-rated for 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
The Advisory Bulletin**

To: All Employees	Date: August 15, 2013	No. 14002
Subject: BCSD 2013-14 School Calendar		
Prepared by: Destini Delmonico, Employer-Employee Relations Assistant		
Approved by: Dr. Diane Cox, Assistant Superintendent, Human Resources		Page 1 of 2

**Attached is the school calendar
of the Bakersfield City School District for 2013-14.**

Listed are total school days and all holidays for the year. This calendar was approved by the Board of Education on Feb. 26, 2013. Please note that there are 11 school months.

*May 30th and June 2nd have been included as Student Attendance Days. *These dates will be utilized ONLY in the event that it is necessary to maintain 180 instructional days for the school year.

This calendar includes eight, "Two Hour Delayed Start," of school days for Collaboration/Professional Development meetings. Students will not be on campus during this time.

Please keep this calendar for future reference.

**Bakersfield City School District
2013-14 School Calendar**

Feb. 26, 2013

July/August	M	TU	W	TH	F	Date	Description
	---	30	31	1	2	July 30	Principals on Duty
	5	6	7	8	9	Aug. 5	School Secretaries and Clerks on Duty
	12	13	14	15	16	Aug. 16	Staff on Duty
August/September 1 st School Month 19 School Days	19	20	21	22	23	Aug. 19	First Day of School
	26	27	28	*29	30	Sept. 2	Labor Day
	2	3	4	5	6	Sept. 9	Admission Day
	9	10	11	12	13	Sept. 10	Back-to-School Night (Elementary)
						Sept. 12	Back-to-School Night (Middle/Jr. High)
September/October 2 nd School Month 20 School Days	16	17	18	19	20	Sept. 17	U.S. Constitution Day
	23	24	25	*26	27		
	30	1	2	3	4		
	7	8	9	10	11	Oct. 7 - 18	Unit Formative and Benchmark Testing Window
October/November 3 rd School Month 20 School Days	14	15	16	17	18	Oct. 18	End of 1 st Grading Period
	21	22	23	*24	25	Oct. 28 – Nov. 1	Parent Conference Week
	28	29	30	31	1	Nov. 1	Report to Parents Sent Home K-8
	4	5	6	7	8		
November/December 4 th School Month 17 School Days	11	12	13	14	15	Nov. 11	Veterans' Day
	18	19	20	21	22	Nov. 18 - 22	American Education Week
	25	26	27	28	29	Nov. 28 - 29	Thanksgiving Vacation
	2	3	4	*5	6		
December/January 5 th School Month 10 School Days	9	10	11	12	13		
	16	17	18	19	20	Dec. 16 - 20	Unit Formative and Benchmark Testing Window
	23	---	---	---	27	Dec. 23 – Jan. 3	Winter Break
	30	---	---	---	3	Jan. 1	New Year's Day Holiday
January 6 th School Month 19 School Days	6	7	8	9	10	Jan. 6 -10	Unit Formative and Benchmark Testing Window
	13	14	15	16	17	Jan. 10	End of 2 nd Grading Period
	20	21	22	*23	24	Jan. 20	Martin Luther King, Jr. Day
	27	28	29	30	31	Jan. 24	Report to Parents Sent Home K-8
February 7 th School Month 18 School Days	3	4	5	6	7	Feb. 1 - 28	Black History Month
	10	11	12	13	14	Feb. 10	Lincoln Day
	17	18	19	*20	21	Feb. 14	Susan B. Anthony Day Observance **
	24	25	26	27	28	Feb. 17	Washington Day
March 8 th School Month 20 School Days	3	4	5	6	7	March 3 - 14	Unit Formative and Benchmark Testing Window
	10	11	12	13	14	March 5	Black American Day
	17	18	19	20	21	March 14	End of 3 rd Grading Period
	24	25	26	*27	28	March 28	Report to Parents Sent Home K-8
March/April 9 th School Month 14 School Days	31	1	2	3	4		
	7	8	9	10	11		
	14	---	---	---	18	April 14 - 18	Spring Break
	21	22	23	24	25	April 21	In Lieu of Admission Day
April/May 10 th School Month 20 School Days	28	29	30	1	2	April 28 - May 7	CST Testing Window (Grades 2-8)
	5	6	7	8	9	May 5	Cinco de Mayo Observance **
	12	13	14	*15	16	May 14	Day of the Teacher
	19	20	21	22	23	May 19 - 23	Classified School Employee Week
May/June 11 th School Month 3 School Days	26	27	28	29	30	May 26	Memorial Day
	2	3	4	5	--	May 29	Last Day of School
						May 29	Report to Parents Sent Home K-8
						May 30	Staff on Duty
** Observe Special Days						June 5	Last Day: Principals, School Secretaries, Clerks

Total School Days -- 180

*Two Hour Delayed Start for Collaboration/Professional Development

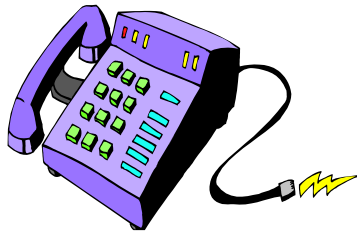
Report to parents sent home for Elementary and Junior High Schools: Nov. 1st, Jan. 24th, March 28th and on May 29th.

May 30th and June 2nd (Student Attendance Days) will be utilized only in the event
that it is necessary to maintain 180 instructional days for the school year.

Holidays for 12-month employees are: July 4, Sept. 2, Nov. 11, Nov. 28-29, Dec. 25, one designated day,
Jan. 1, Jan. 20, Feb. 10, Feb. 17, April 18, April 21 (in lieu of Admission Day), May 26.

**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: August 15, 2013	No. 14003
Subject: Reporting Absences to the SmartFindExpress (Sub System)		
Prepared By: Destini Delmonico, Employer-Employee Relations Assistant		
Approved By: Dr. Diane Cox, Assistant Superintendent, Human Resources		Page 1 of 1



Please note that
ALL absences of personnel
(Certificated AND Classified)
ARE TO BE REPORTED
to the SmartFindExpress (Sub System),
regardless of whether or not
a substitute is required.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14004
Subject: 2013/2014 Employee Health Benefits Open Enrollment		
Prepared By: Sandra Keene, Health Benefits Supervisor		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

**Open Enrollment for the 2013-2014 Employee
Benefit package will be August 1, 2013
through August 29, 2013.**

**You must have all necessary documents
submitted to Health Benefits no later than
4:30 pm on August 29, 2013.**

**If you are an employee interested in signing up for
Health Benefits, needing to add a dependent or wanting
to make a change in your Dental plan this is the only
time you can make these changes.**

**The only exceptions are newborns, marriages,
adoptions, loss of coverage through another source, or
change in your position with the District. You must
provide a copy of proof for these events.**

**You can find plan information, rates, and enrollment
forms on the BCSD website.**

www.bcsd.com/healthbenefits

Any changes made are effective October 1, 2013.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14005
Subject: American Fidelity		
Prepared By: Sheryl Harris, Payroll Supervisor, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

American Fidelity



**It's Time To Enroll In
Your Section 125 Plan!**

Last Chance

American Fidelity will be here at the Education Center to offer the opportunity to enroll or re-enroll in a flexible spending account including:

- Dependent Care
- Medical Reimbursement
- Health Insurance Premiums

Open Enrollment also includes:

- Disability Income Protection
- Cancer, Heart & Intensive Care Plan
- Accident Plan
- Life Insurance
- 403b Annuity

Date: Monday, August 26, 2013
Tuesday, August 27, 2013
Wednesday, August 28, 2013

Time: 8:30 a.m. through 4:00 p.m.

Location: Auditorium/Stage

Individual appointments will be held and may be scheduled that day or you may schedule an appointment ahead of time by calling AFA at 800-365-9180, extension 0.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14007
Subject: Per Diem Increase for Conference/Travel and District Business		
Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Per Diem Increase for Conference/Travel and District Business

The Board of Education has approved an increase in the per diem meal allowance rates for Conference/Workshop and District Business (BP 500.16), effective July 1, 2013.

Please be advised the new per diem rates are:

Breakfast	\$7.00
Lunch	\$11.00
Dinner	\$23.00
Daily Maximum Allowance	\$41.00

The revised per diem rates apply to conferences/workshops and professional activities taking place July 1, 2013 or later. Meal allowances for conferences/workshops and professional activities which occurred prior to July 1, 2013 will be reimbursed at the previous Board approved rates (breakfast - \$7.00, lunch - \$8.00 and dinner - \$20.00).

ALL SECRETARIES:

PLEASE ORDER THE NEW 30-0-095 FORM FROM STORE STOCK. THIS FORM HAS BEEN UPDATED WITH THE NEW PER DIEM RATES.

Please refer any questions regarding the revised per diem rates to Cindy Elmore in Fiscal Services, extension 14697.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14008
Subject: Timesheet Endorsement		
Prepared By: Sheryl Harris, Payroll Supervisor, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Timesheet Endorsement

Please adhere to the following procedure and timeline for timesheet endorsement.

Timesheets are legal documents and require the signature of the principal or department head. The signature must be affixed **only after** the timesheets have been completed at the end of the pay period.

Signature stamped timesheets will not be accepted by Fiscal Services.

If the principal or department head is unable to sign the timesheets, a designated representative must be appointed.

However, no employee may sign his/her own timesheet or absence report.

The attached form should be completed for the designated representative and returned no later than August 23, 2013 to:

**Sheryl Harris, Payroll Supervisor
c/o Fiscal Services**

The Timesheet Endorsement Form is now online:

<http://www.bcsd.com/fiscalservices/payroll>

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14009
Subject: Signatures Approving Financial Transactions		
Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Signatures Approving Financial Transactions

In order to comply with audit guidelines for internal controls, all signatures relating to approval of financial transactions must have the individual's first and last name or first initial and last name spelled out legibly. Initial of first and initial of last name will not be accepted. Examples of transactions included in this rule would include packing slips, invoice approval, revolving fund request form, and budget transfer requests. If you have any further questions, please feel free to call Sherry Gladin at extension 14696. Your cooperation in this compliance issue is appreciated.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14010
Subject: Changes in Budget Account Classifications PSEUDO Numbers		
Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Changes in Budget Account Classifications PSEUDO Numbers

This is a reminder that a PSEUDO number is a unique six digit number used to identify a budget account classification. This number is assigned at the beginning of every fiscal year.

If there are common account numbers that you access by the PSEUDO number, you will need to type in the entire budget number to see the identifying PSEUDO number for this year. You may also choose to run a Budget Summary Report that will show you all the new PSEUDO numbers along with the corresponding budget numbers.

If you need additional assistance or have any questions, please call Raquel Perez at extension 14681.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14011
Subject: Requests for Text Book and Library Book Refunds		
Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 2

Requests for Text Book & Library Book Refunds

Please copy and use the attached form and submit with a copy of the school receipt to request a lost book refund. In order to have complete and consistent information, we are asking that this form be used instead of a memo. All information must be included or a refund will not be issued.

If you need additional help or have any questions, please call Susan Kirklin at ext. 14684. Thank you for your assistance.

Bakersfield City School District
Bakersfield, CA

To: Fiscal Services

From: _____

School: _____

Date: _____

Re: TEXT BOOK / LIBRARY BOOK REFUND

Our Student: _____ reported a lost book.

This book was paid for on: _____ in the amount of \$_____.

The title of the book is: _____.

Enclosed is a copy of the school receipt.

This book has now been found and returned to our school.

Please send a refund check to (please print information):

Parent Name _____

Mailing Address _____

City, State & Zip _____

Requested by: _____
(Signature)

School Phone # _____

For Fiscal Services Use Only --

Site/B.C.S.D. Receipt # _____ Amount \$_____ Dated: _____

Budget Number _____

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14012
Subject: Information Required with Claim for Meeting/Conference/Workshop		
Prepared By: Natalie Sorhouet, Assistant Director, Fiscal Services		
Reviewed By: Sherry Gladin, Director, Fiscal Services		
Approved By: Steve McClain, Chief Business Official		Page 1 of 1

Information Required with Claim for Meeting/Conference/Workshop

Please review the following travel and conference claim procedure with all appropriate staff.

When submitting a Claim for Meeting/Conference/Workshop be sure to include all the necessary backup. Claims submitted without the complete backup will be returned and will delay the process.

Backup includes the following:

- o Registration – a copy of the Revolving Fund Request, which should include the check number and a copy of registration paperwork, if registration was paid for with a PO, submit a copy of the PO.
- o Employee Cash Advance – copy of the Revolving Fund Request, which should include the check number or a copy of the check
- o Hotel receipt – (even if an advance check was issued to the employee for this expense)
- o Exemption From BCSD Maximum Hotel Room Rate Interactive Form (if hotel exceeds \$155/night)
- o Credit Card Receipts – If a district credit card was used for any approved expenses
- o Transportation receipts – i.e. plane, train...except for use of private car (which receives the IRS mileage allowance)
- o Other Approved Expenses – Parking, taxi, telephone...expenses should have had prior approval
- o ***Receipts are not required for approved meals***

Include a memo signed by the principal or department head for any additional expense not approved on the original Request to Attend.

Your help in fulfilling this compliance issue is appreciated. If you have any questions, please call Cindy Elmore at ext. 14697.

Bakersfield City School District
The Advisory Bulletin

To: All Employees	Date: August 15, 2013	No. 14013
Subject: AMENDED BOARD POLICY: SUSPENSION AND EXPULSION/DUE PROCESS, BP 601.4		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 1

Policy and Administrative Regulations: An existing board policy has been amended entitled:
Suspension and Expulsion/Due Process, BP 601.4



Access to Policy: Employees may access the policy on the district's website using the following address: <http://boardpolicies.bcsd.com/>.

Highlights of the Policy and Procedures: The Policy and Administrative Regulations now incorporate law changes concerning student suspension and expulsion by adding: (1) text to confirm that when a foster student is considered for expulsion, the District will invite the student's attorney and a county child welfare agency representative to the administrative hearing; (2) a requirement to use alternative disciplinary measures and services, under some circumstances, prior to imposing suspension to address the student's specific misbehavior (e.g., enrollment in a program that teaches prosocial behavior); (3) that under some conditions a requirement that other means of correcting a student's behavior be implemented before imposing a supervised (in-school) suspension; 4) expands the authority of school administrators to determine when expulsion should be recommended for certain offenses (i.e., changed from a requirement to "recommend expulsion unless the principal/designee finds it is inappropriate" to "not recommend expulsion if alternative means of correction would address the conduct;)" (5) a decision to recommend an expulsion shall be made as quickly as possible to ensure that the student does not unnecessarily lose instructional time; and (6) authorization to disaggregate student discipline data based on demographic categories protected from discrimination under the law. This policy will also: (a) cross-reference discipline procedures with the District's adopted Values, Vision, Mission, and Board/Superintendent Priorities; and (b) combine the formerly separate policies on suspension and expulsion reducing overlap and the total number of policy text pages.

Questions: Direct questions concerning the "Suspension and Expulsion/Due Process, BP 601.4" policy or administrative regulations to Supervisor Melissa Banal Hoyt at 14633.

**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: August 15, 2013	No. 14014
Subject: EMPLOYEE RECOGNITION PROGRAM		
Prepared By: Liseth Arreguin, Human Resources Analyst		
Approved By: Dr. Diane J. Cox, Assistant Superintendent, Human Resources		Page 1 of 1

Excellence in BCSD

Employee Recognition Program



Bakersfield City School District is a learning community committed to strong values that guide our daily behavior toward student success.

Our core values of Equity, Integrity, Caring, Collaboration, Personal and Collective Accountability drive us to be leaders in public education in all departments; all school sites and programs; and in working together with our parents and our community members.

As part of our Local Education Plan to recognize our employees, we have developed the Excellence in BCSD program to showcase our employees and students who demonstrate our core values and vision to inspire academic excellence, citizenship and promote life- long learning for all.

Follow the link below to nominate an employee who is making a difference at BCSD.

<http://internalapps.bcsd.com/WebForms/Home/WallDisplay/>

Nominations will be reviewed and the recipients will be posted on the Wall of Excellence next to the Superintendent's office, along with being showcased on our website. Go BCSD!



**Bakersfield City School District
The Advisory Bulletin**

To: All Employees	Date: August 15, 2013	No. 14015
Subject: BCSD EDUCATIONAL FOUNDATION GOLF TOURNAMENT		
Prepared By: Dr. Diane J. Cox, Assistant Superintendent, Human Resources		
Approved By: Dr. Diane J. Cox, Assistant Superintendent, Human Resources		Page 1 of 1

BAKERSFIELD CITY SCHOOL DISTRICT EDUCATIONAL FOUNDATION

Golf Tournament

Saturday, September 28, 2013

Buena Vista Golf Course

**Lunch, games, prizes, goody bags, raffle,
Longest/shortest drive contests,
Mulligans, and TEAM PHOTO!**

**Time: 7:30 am Shotgun start
4 people, Best Ball Scramble, cart included**

**Registration: 6:30 a.m. to 7:00 a.m.
Cost: \$65 per person or \$250 per Team of 4
or \$400 for Team of 4 PLUS be a Hole sponsor**

OPPORTUNITY TO WIN A NEW CAR with your Hole in One!

REGISTRATION:

Send this form in with your check made out *BCSD Educational Foundation* to:
Karen Galyan, Payroll, 1300 Baker Street, Bakersfield, CA 93305 (631-4704 or 301-4754 for questions)

Team Name: _____

Player #1: _____ /Contact #: _____

Player #2: _____ /Contact #: _____

Player #3: _____ /Contact #: _____

Player #4: _____ /Contact #: _____

Amount enclosed: \$ _____ for _____ players.

**Bakersfield City School District
The Advisory Bulletin**

To:	All Employees	Date: August 15, 2013	No. 14016
Subject:	Directory of Services on the Website – Updates and Additions		
Prepared By: Marsha McKinney, Administrative Secretary			
Reviewed By: Steve Gabbitas, Public Relations and Communications Manager			
Approved By: Dr. Evellyn Elizondo, Director, Research and Evaluation			Page 1 of 1

The Directory of Services has been updated on the website.
It will assist you in identifying the correct department to call for answers to your questions.

To view the directory by inquiry, click on the following:

<http://bcsd.com/wp-content/blogs.dir/4/files/2013/07/Directory-of-Services-by-Inquiry.pdf>

To view the directory by department, click on the following:

<http://bcsd.com/wp-content/blogs.dir/4/files/2013/07/Directory-of-Services-by-Dept.pdf>

They are located under Departments and/or Parents.

Please keep us informed of any changes or corrections by forwarding them to mckinneym@bcsd.com.

If you have any questions, contact Marsha McKinney @ 1-4618.

**Bakersfield City School District
The Advisory Bulletin**

To: All Department Heads, Principals, Teachers	Date: August 15, 2013	No. 14017
Subject: Schedule of presenters and Available Dates on the Education Center Bulletin Board		
Prepared By: Marsha McKinney, Administrative Secretary		
Reviewed By: Steve Gabbitas, Public Relations and Communications Manager		
Approved By: Dr. Evellyn Elizondo, Director, Research and Evaluation		Page 1 of 1

**EDUCATION CENTER BULLETIN BOARD DISPLAYS
2013 – 2014 SCHOOL YEAR**

THANK YOU FOR SHARING YOUR INFORMATION.

Please note the months that are **AVAILABLE**.

The following have reserved the bulletin board:

<u>Month</u>	<u>School/Dept.</u>	<u>Presenter</u>	
September, 2013	Library Media/Lab	Bertha Acosta	Curriculum Lab Info
October, 2013	AVAILABLE		
November, 2013	Communications	Marsha McKinney	Teddy Bear Picnic
December, 2013	AVAILABLE		
January, 2014	AVAILABLE		
February, 2014	BETA	Michelle Johnson	Read Across America
March, 2014	AVAILABLE		
April, 2014	Visual & Perf. Arts	Dolores Martinez	School Year Events
May, 2014	Eng. Language Learners	Tina Mendez	Department Events
June, 2014	AVAILABLE		
July, 2014	AVAILABLE		
August, 2014	AVAILABLE		

Please contact Marsha McKinney at 631-4618 to reserve a month.

You will receive an e-mail reminder so we can coordinate the changing of the displays.

The bulletin board dimensions are 192" wide by 46" high.

**Bakersfield City School District
The Advisory Bulletin**

To: Department Heads, Principals, and Teachers	Date: August 15, 2013	No. 14018
Subject: Curriculum Lab and Library Media Services are Now Open!		
Prepared By: Pamela Fisher, Coordinator, Library Media Services Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 1

The Curriculum Lab and Library Media Services are Now Open

Come by and see our new location!

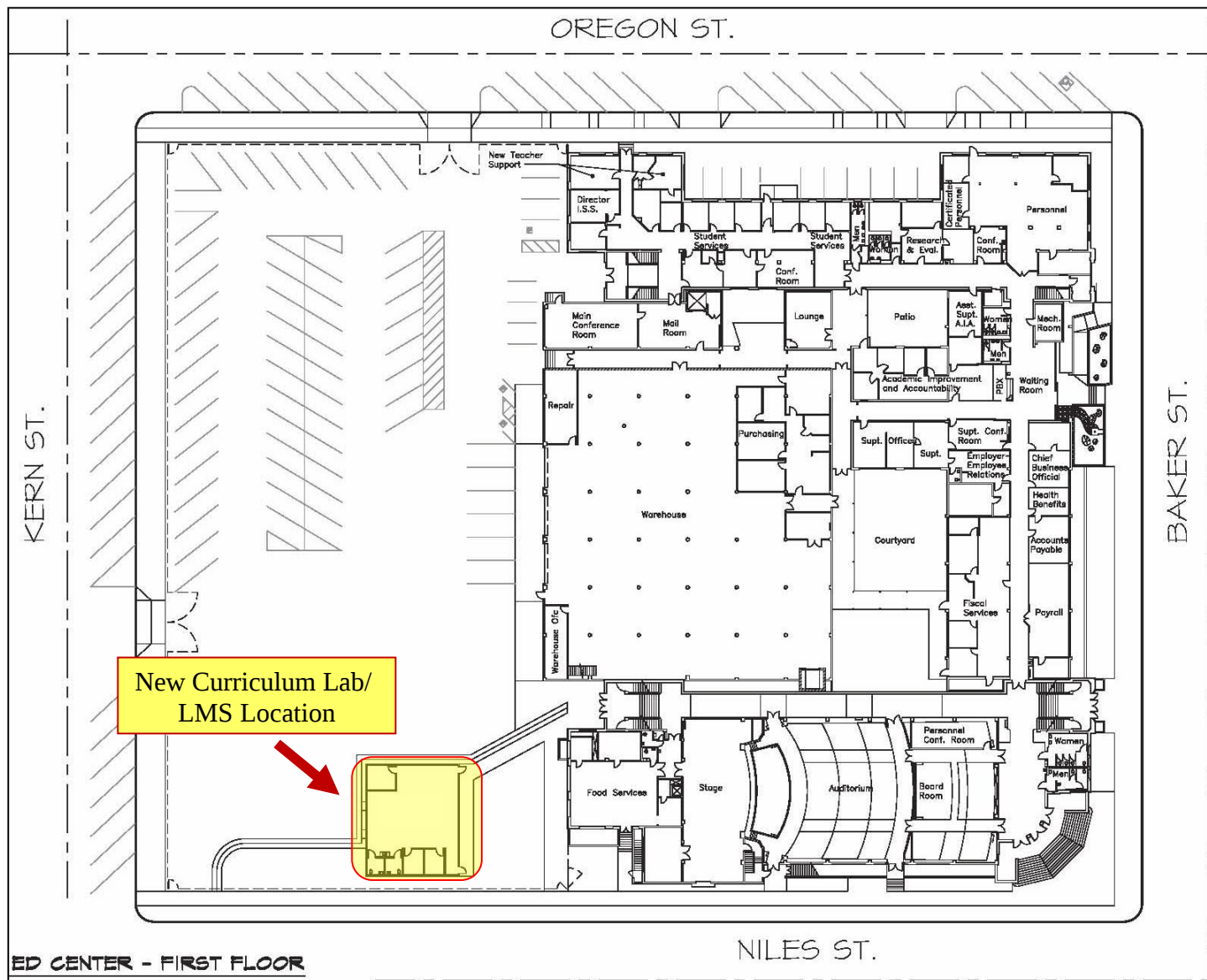
The Curriculum Lab and Library Media Services previously located in the BCSD Education Center on the second floor has moved into the building downstairs in the rear parking lot formerly occupied by Migrant and English Language services.

The Curriculum lab is a one-stop instructional materials center open to teachers, aides, and parents. Come visit us and discover all the perfect ideas and resources we have for your classroom!

Our regular hours are Monday - Friday from 7:30 a.m. until 4:30 p.m.

Please contact Pamela Fisher at telephone number
661-631-4808 if you have any questions.





2013-2014 Saturday Schedule

The Curriculum Lab will be Open for the following Saturdays:

August 17, 2013 open from 10a.m. - 4 p.m. ONLY

Regular Saturday hours are from 10a.m. - 2 p.m.

September 14, 2013

October 19, 2013

November 16, 2013

December 14, 2013

January 11, 2014

February 1, 2014

March 8, 2014

April 5, 2014

May 24, 2014

Bakersfield City School District
The Advisory Bulletin

To: Department Heads/Principals/Secretaries/Program Specialists/APLS/Designees	Date: August 15, 2013	No. 14019
Subject: Procedure for Contracts/Agreements		
Prepared By: Steve McClain, Chief Business Official		
Approved By: Robert J. Arias, Ed.D., Superintendent		Page 1 of 1

The Office of the Chief Business Official (CBO) reviews all Contracts/Agreements prior to being sent to Board for approval as well as maintains a Contract/Agreement file. With the exception of the electronic BoardDocs, nothing has changed from the procedure previously established regarding Contracts/Agreements.

To ensure that each Contract/Agreement is seen and there is budget, please do the following:

1. Department secretary will send at least two original Contracts/Agreements and a copy of the BoardDoc to the CBO not less than thirty (30) days in advance of desired Board action on the Contract/Agreement
 - a. Areas for signature should be clearly identified by using a signature flag
2. CBO secretary will compare against the previous year's Contract/Agreement
 - a. If the Contract/Agreement is new, a checklist should accompany the Contract/Agreement in order to confirm budget
 - b. Renewal of Contracts/Agreements will also be forwarded to Fiscal to confirm budget
3. CBO secretary will place approval stamp on the Contract/Agreement
 - a. The stamped Contract/Agreement will then be scanned and forwarded via email to the Department secretary who is submitting the BoardDoc
4. Department secretary will then attach the scanned copy to the appropriate BoardDoc and continue with the regular BoardDoc approval process
5. CBO secretary will then forward the previously submitted original Contract/Agreement to the Superintendent's Office to await signature after Board approval

NOTE: The Office of the Superintendent will reject all Contract/Agreement BoardDocs received without the approval stamp from the Office of the Chief Business Official. Failure to follow the above directions may result in the delay of the approval process.

Any questions regarding this procedure should be directed to Lisa Hart at extension 14678.



**Bakersfield City School District
The Advisory Bulletin**

To: Department Heads/Principals/Secretaries/Program Specialists/APLS/Designees	Date: August 15, 2013	No. 14020
Subject: Consultant Agreements to be Submitted BEFORE Date of Service		
Prepared By: Steve McClain, Chief Business Official		
Approved By: Robert J. Arias, Ed.D., Superintendent		Page 1 of 1

It is imperative that all Consultant Service Agreements be submitted for Board approval **BEFORE** the date(s) of service. There will be NO approval of a Consultant Agreement after the fact.

Below you will find the due dates for submitting Consultant Agreements to this office for processing. Consultant Agreements received after the date due will be placed on the following months Board agenda. This may result in rescheduling the date of your Consultant. Please share this information with those individuals who are responsible for preparing the Consultant Agreement:

<u>Board Meeting Date</u>	<u>Consultant Agreement Due Date</u>
July 23, 2013	July 1, 2013
August 27, 2013	August 5, 2013
September 24, 2013	September 3, 2013
October 22, 2013	September 30, 2013
November 26, 2013	November 4, 2013
December 10, 2013	November 18, 2013
January 28, 2014	January 6, 2014
February 25, 2014	February 3, 2014
March 25, 2014	March 3, 2014
April 28, 2014	March 17, 2014
May 27, 2014	May 5, 2014
June 24, 2014	June 2, 2014

REMEMBER: There will be NO Consultant Agreement processed after the fact!

If you have any questions, please contact Lisa Hart in the Office of the Chief Business Official, extension 14678.



**Bakersfield City School District
The Advisory Bulletin**

To: Principals/Department Heads/Secretaries/Program Specialists/APLS/Designees	Date: August 15, 2013	No. 14021
Subject: Consultant Agreements & Payments – How to Prepare Forms		
Prepared By: Steve McClain, Chief Business Official		
Approved By: Robert J. Arias, Ed.D., Superintendent		Page 1 of 8

All **Consultant Service Agreements** and **Requests for Payment** for consultant services are to be processed through the Office of the Chief Business Official. Please send the ENTIRE Consultant Agreement form for processing–do not remove any pages. **The Agreement MUST BE TYPED.** As an added convenience, additional information & interactive forms may be found online at <http://bcsd.com/businessservices/consultant/>.

VERY IMPORTANT: Any person who received wages from the District as an employee or a substitute during the calendar year (January – December) will be disqualified as a potential Consultant during that same calendar year (January – December).

GETTING STARTED

Use only the following forms. Forms with revision dates prior to 11/2005 will be returned and signatures will have to be collected again.

Preprinted Agreement: Store Stock #300165 or **Interactive Agreement:** Store Stock #300326
Revision Date: 11/2005 **Revision Date:** 04/2011

DO NOT USE ANY OTHER FORM OTHER THAN WHAT IS LISTED.
DO NOT USE COPY PAPER.

Forms to be Completed for Consultant Services are:

- Agreement for Consultant Services
- W-9 Form
- A Justification Form (if categorical)
- Consultant Agreement Informational Memorandum or a pamphlet/website informational posting about the consultant or company
- A request for payment, typed as an Electronic Requisition, needs to be prepared, printed out and signed by the consultant on the day of service

Consultant Service Agreements Prepared by Departments:

1. Prepare the Consultant Service Agreement form, making sure ALL information is provided
2. Obtain Consultant's signature & their social security number or Employer ID Number
3. Obtain the signature of the Department Head
4. The Administrator AND the Asst. Superintendent over the Department **initials next to the Department Head's signature**. NOTE: *initialing means* - the initial of the first name along with the complete last name AND the supervisor DOES NOT sign his/her name on the line that reads "superintendent (or) designee"
5. **FOUR weeks** prior to the Board meeting, send ALL five copies of the agreement along with the W9 and the Consultant Agreement Informational memorandum (or other information as

- described above) to the Office of the Chief Business Official for processing
6. Once the agreement is Board approved, the department will receive a fully executed copy

Consultant Service Agreements Prepared by Schools:

1. Prepare the Consultant Services Agreement form, making sure ALL information is provided
2. Obtain Consultant's signature & their social security number or Employer ID Number
3. Obtain the signature of the Principal
4. **FOUR weeks** prior to the Board meeting, send ALL five copies of the agreement along with the W9 and the Consultant Agreement Informational Memorandum (or other information as described above) to the Office of the Chief Business Official (CBO) for processing
5. The CBO will submit the agreement to the Director of School Support (DSS) & the Asst. Supt. of AIA for approval
6. If to be paid out of categorical funds, the CBO will forward the agreement to Fiscal Services to verify the budget information and initial the agreement
7. The agreement will then be returned to the CBO for processing
8. Once the agreement is Board approved, the School and Fiscal Services (if categorical funds are used) will receive a copy of the approved agreement

W-9 Form (Taxpayer Identification Number and Certification):

A "Taxpayer Identification Number and Certification" form (W-9) must be completed once a year by the Consultant. The forms can be obtained online at www.irs.gov or www.bcsd.com/businessServices/ or by calling ext. 14678. The form **MUST** be completed and signed by the Consultant and attached to the Consultant Agreement.

Consultant Agreement Informational Memorandum:

Effective with the March 22, 2011, Board of Education meeting, Consultant Agreements that will be submitted to the Office of the Chief Business Official will require the supplemental documentation either on the Consultant Agreement Informational Memorandum (sample attached) or a pamphlet, newsletter or web page. Required information includes:

1. Biographical information on each presenter including their qualifications
2. A comprehensive description of the program/activities to be presented; i.e., scope of work (goals, objectives, purpose)
3. Schools participating in the event including employee groups
4. Expected outcomes

Pre-Encumbering Funds:

This process is a requirement by Fiscal Services.

1. Prepare a requisition on the KEA computer system. The following information is to be provided:
 - a. Consultant's name and complete address (should match information on the signed original Consultant Agreement)
 - b. Correct budget classification
 - c. Brief description of service(s) provided, include the dates of service & the location
 - Include an itemization of expenses (per day fee, hotel, meals, etc.), only **IF** Consultant is not paid a lump sum (receipts will be required when payment requisition is submitted)

- d. The statement, “Pre-Encumber entire contract, *monthly invoice to follow*” (monthly invoice notation, only if more than one payment will be made)
 - e. Board approval date (this information can be found on the copy of the Consultant Agreement returned to the department/school following the Board meeting)
 - f. Full amount of the contract
 - g. Z comments – add a signature line for the Consultant and a line for the Director/Department or the Principal/School
 - h. Print out a copy of the requisition
2. Send the requisition to Purchasing electronically via the KEA computer system
 3. Obtain the signatures after services have been rendered from the Consultant and the Department Head/Principal. NOTE: An “original” Consultant signature is required – no faxed signatures

Requests for Payment Prepared by Departments:

1. Print out the Pre-Encumbering requisition which will contain lines in the Z comments for the required signatures (Consultant and Department Head)
2. Obtain original signatures from the Consultant once services are complete
3. Obtain the Department Head’s signature
4. Submit a hard copy of the requisition with required signatures to the Office of the Chief Business Official for approval

Requests for Payment Prepared by Schools:

1. Print out the Pre-Encumbering requisition which will contain lines in the Z comments for the required signatures (Consultant and Principal)
2. Obtain original signatures from the Consultant once services are complete
3. Obtain the Principal’s signature
4. Submit a hard copy of the requisition with required signatures to the Office of the Chief Business Official

Payment for Consultants (Multiple Payments Only):

1. Prepare an email with the following information:
To: Ernest Garcia, Susan Hanson, Traci Garcia, & Lisa Hart
Subject: Invoice ok to Pay
Please update Purchase Order #_____. Signed Consultant Svc. P.O. Update submitted to the Chief Business Official with required signatures.
2. Send a printed copy of the Consultant Service P.O. Update form along with an original invoice to Lisa Hart in the Office of the Chief Business Official. Original signatures must be on the Consultant line (or invoice) and on the Department Head/Principal line. Please include a copy of the original Pre-Encumbering requisition.

Samples of completed forms on following pages. . . .

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center, 1300 Baker Street

Bakersfield, California 93305

Office of the Chief Business Official

AGREEMENT FOR CONSULTANT SERVICES

SAMPLE

Enter the Date When Agreement is Typed:

This Agreement is made and entered into this 2nd day of August, 2013, by and between the governing board of the BAKERSFIELD CITY SCHOOL DISTRICT of Kern County, California, hereinafter referred to as "District" and **(Type Consultant's Name Here): Jon Dough**, whose principal place of business is in **(Type City/State Where Consultant Lives Here): Bakersfield, California**, hereinafter referred to as "Consultant."

IT IS AGREED THAT:

1. Consultant will provide the services as set forth in the Agreement (or in attached proposal) in coordination with the District Superintendent or his designee as follows: *(Include brief description of presentation)*

Place: Ed. Center PDC

School/Department submitting request: ABC School Time: 9 a.m. to Noon

Description/Purpose: (Type a Brief Description of Services Consultant is Providing):

The author will demonstrate writing techniques for teachers.

Enter beginning & ending date of Consultant's Services:

2. This Agreement shall be for a specified period, commencing on Sept. 24, 2013 and ending on Sept. 24, 2013.

Enter dollar amount Consultant is to be paid:

The compensation for consultant services under this Agreement shall be at the rate of \$ 300 per day.

3. District shall reimburse Consultant for mileage, food, lodging, and *actual* and *necessary* expenses (i.e., airfare and materials). Mileage shall be at the rate of \$0 per mile; food and lodging allowance not to exceed \$ 0 per day.

Enter TOTAL dollar amount to be Paid to Consultant:

4. Total compensation under this Agreement (including mileage, food, lodging) shall not exceed \$ 300 (plus airfare and materials). ***Receipts to verify expenses for food, lodging, airfare, and materials will be required.***

5. Payments for services and reimbursement for expenses under this Agreement shall be made within thirty days after the completion of all services to be performed and receipts have been received.

6. Consultant shall not assign or transfer in any way his or her interest or obligations under this Agreement without the written consent of the Superintendent or his designee.

7. This Agreement may be amended or modified at any time by mutual agreement of the parties, in writing.

8. **Termination:** The District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services of Consultant. Notice shall be deemed given when received by the Consultant, or no later than three (3) days after the mailing, whichever is sooner.

9. It is understood and agreed that the Consultant is at all times an independent contractor and neither he nor his employees are employees of the District.

10. The District has determined that neither its employees, the county superintendent's employees, nor the employees of the adjoining districts or county superintendents, are able to provide the service provided for in this Agreement. A find to that effect has been entered by the Board of Education in the minutes of its meeting of _____, 20 _____. **(LEAVE BLANK)**

11. Consultant agrees to notify his school employer (if he is employed by a school district, county superintendent or other school entity) of this Agreement and the dates upon which he intends to perform pursuant to this Agreement. Consultant agrees that he will not accept any salary, other than leave, compensatory time off or vacation benefits, from his school employer while he is performing services pursuant to this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

BAKERSFIELD CITY SCHOOL DISTRICT
BOARD OF EDUCATION ("District")

CONSULTANT

By (LEAVE THIS BLANK)
Superintendent (or) Designee

(CONSULTANT MUST SIGN HERE)
Consultant Signature

(PRINCIPAL or DEPARTMENT HEAD SIGNS)
Principal AND Department Head Signature

(CONSULTANT MUST COMPLETE THIS)
Social Security Number (or) Employer I.D. Number

(TYPE OTHER BUDGET CLASSIFICATION:)

(TYPE SPECIALLY FUNDED BUDGET HERE:)

Please submit 5 copies four weeks
prior to Board Meeting.

SPECIALLY FUNDED PROJECTS
Program Title _____
Budget Class _____
Component _____

OTHER BUDGETS (list number)

General Fund _____

Magnet Fund _____

Lottery Fund _____

Other _____

(list NAME and number)

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, CA 93305
Office of the Chief Business Official

SAMPLE

Dept./School: Name of Dept. or School

Contact: Contact Person

Consultant: Complete Consultant Name

Dates of Svc: Consultant Svc. Dates

Consultant Agreement Informational Memorandum

Please complete the information requested below and submit to the Chief Business Official's office along with your completed Consultant Agreement. Please attach any necessary backup as needed.

1. Copy of Consultant Agreement Attached

This form will be attached to your Original Signed Consultant Agreement

2. Biographical information on each presenter including their qualifications

3. A comprehensive description of the program/activities to be presented; i.e., scope of work (goals, objectives, purpose)

4. Schools participating in the event including employee groups

5. Expected outcomes

Numbers 2-5 should contain the information requested. If not using this form, be sure the supporting paperwork contains the requested information.

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305
(661) 631-4600

SAMPLE

Req. No: PO Number: Date Needed: Date PO Printed: Date Req. Printed

Vendor: 0000000
CONSULTANT NAME (as it appears on agreement)
ADDRESS
CITY, STATE ZIP

Ship to:
WAREHOUSE SERVICES
1300 BAKER STREET
BAKERSFIELD, CA 93305

Requested By:
TYPIST'S NAME WILL APPEAR HERE

Location:
SITE WHERE REQ. IS BEING PREPARED

Lin Qty	Unit	Description	Item Cost	Total Cost
1				
2		CONSULTANT FEE FOR SERVICES PROVIDED		
3		TO <u>SCHOOL/DEPARTMENT</u> ON <u>DATE</u> .		
4			20,000.00	20,000.00
5				
6				
7		PRE-ENCUMBER ENTIRE CONTRACT, MONTHLY		
8		INVOICE TO FOLLOW		
9				
10		BOARD APPROVAL: <u>DATE OF BOARD APPROVAL</u>		
The Budget Classification		01-0000-0-0000-0000-0000-00	The Board Approval Date can be	
you enter will appear here			found on the copy of the Consultant	
			Agreement returned to the school site	
			or department	
		***** Comments/Annotations *****		

Original Signature Required

TYPE NAME OF CONSULTANT, COMPANY

Obtain the Consultant's signature and
the Principal's signature after services
have been rendered.

Original Signature Required

TYPE NAME OF PRINCIPAL, SCHOOL
OR
TYPE DEPARTMENT HEAD, DEPARTMENT

SUB-TOTAL 20,000.00

TOTAL 20,000.00

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305
(661) 631-4600

SAMPLE

CONSULTANT SERVICES P.O. UPDATE

DEPARTMENT/SCHOOL:

PO# _____

INVOICE # _____

NAME OF VENDOR/CONSULTANT:

INVOICE DATE: _____

AMOUNT TO BE PAID: \$ _____

DESCRIPTION OF SERVICES/NOTES:

This form is only to be used for
multiple payments to a vendor.

Enter all information as
requested.

Board Approval Date: _____

Consultant Signature: _____

Dept. Head/Principal: _____

Consultant signature must be
original, either where noted or
on an attached invoice.

**SCANNED SIGNATURES
WILL NOT BE ACCEPTED**

Budget Classification: _____

PLEASE ATTACH ORIGINAL INVOICE

**Bakersfield City School District
The Advisory Bulletin**

To: Principals and Department Heads	Date: August 15, 2013	No. 14022
Subject: Minimum Days for the 2013-14 School Year		
Prepared By: Destini Delmonico, Employer-Employee Relations Assistant		
Approved By: Dr. Diane Cox, Assistant Superintendent, Human Resources		Page 1 of 1

Minimum Days for the 2013-14 School Year

1. The day before Thanksgiving Vacation.
2. The last school day before Winter Vacation.
3. The last day of school.
4. Additional minimum days may be established by the District.

Please note the following:

**The day before Spring Vacation IS NOT a Minimum Day.
Open House IS NOT a Minimum Day.**

**Bakersfield City School District
The Advisory Bulletin**

To: Principals and Department Heads	Date: August 15, 2013	No. 14023
Subject: Open House – (NOT a Minimum Day)		
Prepared By: Destini Delmonico, Employer-Employee Relations Assistant		
Approved By: Dr. Diane Cox, Assistant Superintendent, Human Resources		Page 1 of 1

Open House



**Open House is NOT a Minimum Day;
however, teachers shall be free to leave work
ten (10) minutes after the dismissal
of the last regularly-scheduled class
on the day of Open House.**

REFERENCE:

4.7 Dismissal on Minimum Days

Teachers shall be free to leave work ten (10) minutes after the dismissal of the last scheduled minimum day class on the minimum days before Thanksgiving Vacation and Winter Vacation, and also on the REGULAR day of the annual Open House event and on the REGULAR day before Spring Vacation.

**Bakersfield City School District
The Advisory Bulletin**

To: Principals and Department Heads	Date: August 15, 2013	No. 14024
Subject: Minimum Days: Oct. 28 th through Nov. 1 st , 2013 (Parent Conference Week)		
Prepared By: Destini Delmonico, Employer-Employee Relations Assistant		
Approved By: Dr. Diane Cox, Assistant Superintendent, Human Resources		Page 1 of 1

Minimum Days

have been scheduled

**Oct. 28, 2013
through
Nov. 1, 2013
for Parent Conference Week.**

This is a five-day week.

ALL days are Minimum Days with **NO** after-school activities,
such as Extended Learning Time (ELT) and sports.

These are minimum days for Students ONLY.
There is no change in the employee workday.

Magnet schools are an exception. Magnet schools will have after-school activities.

**Bakersfield City School District
The Advisory Bulletin**

To: Principals	Date: August 15, 2013	No. 14025
Subject: REVISED - Williams Settlement Visitation Schedules – 2013-14 School Year		
Prepared By: Steve McClain, Chief Business Official		
Approved By: Robert J. Arias, Ed.D., Superintendent		Page 1 of 1

Listed below you will find the **REVISED** Williams Settlement Visitation Schedule for the school site visits for the 2013-14 school year. The list is in alphabetical order by school name, not visitation date:

<u>School</u>	<u>Date</u>
Casa Loma	Unannounced (within first 4 weeks of 1 st day of school)
College Heights	August 27, 2013
Curran	Unannounced (within first 4 weeks of 1 st day of school)
Emerson	August 29, 2013
Evergreen	August 28, 2013
Fremont	September 10, 2013
Garza	September 6, 2013
Harris	August 26, 2013
Hills	August 28, 2013
Hort	September 5, 2013
Jefferson	Unannounced (within first 4 weeks of 1 st day of school)
Longfellow	August 28, 2013
McKinley	September 10, 2013
H. Mann	September 6, 2013
Mt. Vernon	September 10, 2013
Munsey	Unannounced (within first 4 weeks of 1 st day of school)
Noble	August 27, 2013
Owens Primary	September 10, 2013
Pauly	August 29, 2013
Wm. Penn	Unannounced (within first 4 weeks of 1 st day of school)
Pioneer	September 5, 2013
Roosevelt	August 27, 2013
Sequoia	September 4, 2013
Sierra	Unannounced (within first 4 weeks of 1st day of school)
Stiern	August 27, 2013
Washington	September 4, 2013
Wayside	Unannounced (within first 4 weeks of 1 st day of school)
Fr. West	Unannounced (within first 4 weeks of 1 st day of school)
Williams	August 29, 2013

NOTE: Following your visit, if your school site requires any facility deficiencies repairs, you must send a Work Order to M&O and indicate that it pertains to the “Williams Act.”

**Bakersfield City School District
The Advisory Bulletin**

To: Principals	Date: August 15, 2013	No. 14026
Subject: Community Partners In Education Event on September 13, 2013		
Prepared By: Lisa Driskill, Administrative Assistant		
Approved By: Dr. Robert J. Arias, Superintendent		Page 1 of 1

**Please mark your calendars for the Community Partners in Education Event
on Friday, September 13, 2013.**



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

If you have any questions, please contact Lisa Driskill at 631-4611.

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, Vice-Principals, Deans, and Certificated Principal Designees.	Date: August 15, 2013	No. 14027
Subject: Professional Development Trainings for the 2013-2014 School Year		
Prepared By: Steve Castro, Supervisor I, Student Services Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 3

**2013-2014
STUDENT SERVICES DEPARTMENT
PROFESSIONAL DEVELOPMENT
SCHEDULE**

Throughout each school year, the Student Services Department offers professional development sessions on a variety of subjects. Attached to this TAB is a listing of the professional development sessions offered for the 2013-2014 school year.

Sending Additional Attendees: Additional staff, as determined by and including the principal, may attend any of the sessions.

**STUDENT SERVICES DEPARTMENT
PROFESSIONAL DEVELOPMENT
2013-2014**

<u>Training</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Student Discipline and Student Suspension: Law, Policy, & Procedures (First Session)	Tuesday, September 3, 2013	8 – 10 a.m..	PDC
Student Attendance Enhancement & Truancy Reduction (First Session)	Thursday, September 5, 2013	8 – 10 a.m.	Main Conference Room
Foster Youth and Homeless (McKinney-Vento) Student's & Families: Enrollment & Education Rights (First Session)	Tuesday, September 10, 2013	8 – 10 a.m.	PDC
Student Grade Retentions, "Timelines & Procedures"	Thursday, September 12, 2013	2:30 – 4 p.m.	Main Conference Room
Student Attendance Enhancement & Truancy Reduction (Second Session)	Thursday, September 26, 2013	2:30 – 4 p.m.	Main Conference Room
Student Search & Seizure: Law, Policy, & Procedures (First Session)	Thursday, October 10, 2013	8 – 10 a.m.	PDC
Student Discipline and Student Suspension: Law, Policy, & Procedures (Second Session)	Tuesday, October 15, 2013	2:30 – 4 p.m.	PDC
Student Search & Seizure: Law, Policy, & Procedures (Second Session)	Tuesday, October 22, 2013	2:30 – 4 p.m.	PDC

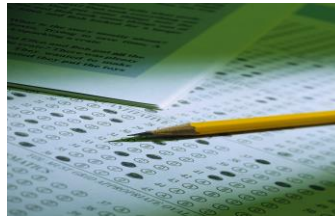
**Student Services Department Professional Development
2013-14
Page 2**

<u>Training</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Administrative Hearings: Preparation & Presentation (First Session)	Thursday, November 7, 2013	2:30 – 4 p.m.	Main Conference Room
Administrative Hearings: Preparation & Presentation (Second Session)	Tuesday, November 12, 2013	8 – 10 a.m.	Main Conference Room
Bullying (First Session)	Tuesday, December 3, 2013	8 – 10 a.m.	PDC
Bullying (Second Session)	Tuesday, December 10, 2013	2:30 – 4 p.m.	PDC
Annual School Safety Plan Updates (First Session)	Tuesday, January 14, 2014	2:30 – 4 p.m.	PDC
Annual School Safety Plan Updates (Second Session)	Thursday, January 16, 2014	8 – 10 a.m.	PDC
Student Grade Retentions: Timelines, Procedures; Q & A	Thursday, February 13, 2014	8 – 10 a.m.	Main Conference Room
Threat Assessment for Serious Acts of Violence (First Session)	Thursday, March 13, 2014	8 – 10 a.m.	PDC
Threat Assessment for Serious Acts of Violence (Second Session)	Tuesday, March 18, 2014	2:30 – 4 p.m.	PDC

Bakersfield City School District
The Advisory Bulletin

To: All Principals and Test Site Coordinators	Date: August 15, 2013	No. 14028
Subject: 2013-2014 STAR Testing Dates		
Prepared By: Dr. Evellyn Elizondo, Director, Research and Evaluation		
Approved By: Dr. Robert Arias, Superintendent		Page 1 of 1

2013-2014 Testing Dates



Testing dates during the **2013-2014** school year are as follows:

California English Language Development Test (CELDT)

- Monday, **August 19, 2013** through Thursday, October 31, 2013 (**Annuaals K-8**)
- Monday, **August 19, 2013** through Friday, May 18, 2014 (**Initials K-8**)

CST/CMA Writing Test

- Tuesday, March 4, 2014 (**Grades 4 and 7 Only**)
- Wednesday, March 5, 2014 (**make-up**)

STAR Testing

Test Type

STS (Grades 2-8)	April 1 – April 10, 2014
CAPA AND CMA (Spec. Ed. Grades 2-8)	April 1 – May 7, 2014
CST (Grades 2-8)	April 28 – May 7, 2014

Physical Fitness Testing

Monday, February 3, 2014 through Tuesday, February 18, 2014 (Grades 5 and 7)

**Bakersfield City School District
The Advisory Bulletin**

To: Principals, Program Specialists, and Teachers	Date: August 15, 2013	No. 14029
Subject: Curriculum Lab Open Saturday, August 17, 2013		
Prepared By: Pamela Fisher, Coordinator, Library Media Services Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 1

Curriculum Lab Open Saturday

**The Curriculum lab will be open
on Saturday, August 17, 2013,
from 10 a.m. until 4 p.m.**

Our regular hours are Monday – Friday
from 7:30 a.m. until 4:30 p.m.

If you have any questions, please contact
Pamela Fisher at extension 14808.



Bakersfield City School District
The Advisory Bulletin

To: Principals, Program Specialists, Academic Program Leaders, Community Liaisons	Date: 8/15/2013	No. 14030
Subject: District English Learner Advisory Committee (DELAC) Schedule of Monthly DELAC Meetings for 2013-2014		
Prepared By: Carol Mehochko, Administrator, ELL Services		
Reviewed By: Nancy Olcott, Director, Curriculum and Standards		
Approved By: Dr. Aida Molina, Assistant Superintendent, Academic Improvement & Accountability		Page 1 of 1

District English Learner Advisory Committee (DELAC)



Meeting Dates 2013-2014 School Year

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

Wednesday, September 11, 2013

Wednesday, October 16, 2013

Thursday, November 7, 2013

Friday, December 13, 2013

Wednesday, January 15, 2014

Thursday, February 13, 2014

Wednesday, March 19, 2014

Thursday, April 10, 2014

Wednesday, May 21, 2014

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

Bakersfield City School District
The Advisory Bulletin

To: Pre-K – 8 Principals, Program Specialists, APLs, and Designees	Date: 8/15/13	No. 14031
Subject: CATEGORICAL MANAGEMENT MEETING DATES FOR 2013-2014		
Prepared By: Kathy Holloway, Clerk IV, AIA		
Reviewed By: Diane Wallace, Supervisor, AIA		
Approved By: Dr. Aida Molina, Asst. Supt., AIA		Page 1 of 1

Please mark your calendars for 2013-2014

Categorical Management Meetings

Wednesday's 1:00-3:00 p.m. / PDC

August 28

September 25

October 23

November 20

December 18

January 22

February 19

March 19

April-No Meeting

May 21

Bakersfield City School District
The Advisory Bulletin

To: All Pre-K -8 Principals, School Site Council Members including, Teachers, Staff, Parents, and Community Members	Date: 8/15/13	No. 14032
Subject: SCHOOL SITE COUNCIL TRAINING SESSIONS for 2013-2014		
Prepared By: Kathy Holloway, Clerk IV, AIA		
Reviewed By: Diane Wallace, Supervisor, AIA		
Approved By: Dr. Aida Molina, Asst. Supt., AIA		Page 1 of 1

2013 - 2014 School Site Council Training



**For all new and / or returning members of School Site Council
Principals, Teachers, Staff, Parents, and Community Members**

TOPICS COVERED:

***Responsibilities, Duties and Purpose of School Site Council
Development, monitoring and evaluation of
Single Plan for Student Achievement (SPSA)***

<i>Principals & Staff</i>	<i>Parents & Community Members</i>
<u>Principals and SSC Facilitators</u> Tuesday, September 17, 2013 Professional Development Center 3:00 p.m. – 4:00 p.m. ~~~~~	<u>RETURNING SSC Parent Members</u> Thursday, September 19, 2013 Professional Development Center 9:00 a.m. – 11:00 a.m. ~~~~~
<u>Teachers and “Other” Staff</u> Wednesday, September 18, 2013 Main Conference Room 3:30 p.m. – 4:30 p.m. And Tuesday, September 24, 2013 Professional Development Center 3:30 p.m. – 4:30 p.m.	<u>NEWLY ELECTED SSC Parent Members</u> Friday, September 20, 2013 Professional Development Center 9:00 a.m. – 11:00 a.m.

Please RSVP to
Academic Improvement and Accountability
Kathy Holloway at 631-4668
or Email: hollowayk@bcsd.com

Child care provided for Parent and Community Member Trainings
for children ages 2-5

Translation services provided upon request.

**Bakersfield City School District
The Advisory Bulletin**

To: Principals, Pre-Kindergarten-8th Grade Teachers, and School Secretaries	Date: August 15, 2013	No. 14033
Subject: Visual and Performing Arts Department Dates "At-A-Glance"		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 1
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		

The following information is provided to school sites for the purpose of calendaring the 2013-2014 academic year. For a more complete list of Visual and Performing Arts Department event dates and deadlines, visit the website at: www.bcsd.com/vapa/calendar

2013-2014 Visual and Performing Arts Department Events
**At-A-Glance*

Day	Date	Event	Time	Location
Various	8/20- 30	Music In Our Schools Week Performances	8:00 AM - 3:15 PM	Elementary School Sites
Wednesday	10/2	Young People's Concert (6 th Grade)	9:30 AM & 10:45 AM	Rabobank Convention Center
Thursday	10/10	BCSD Jr. High/Middle School Choir Festival	9:30 AM - 11:30 AM	Sierra MS Auditorium
Tuesday	10/22	Visual Arts In The Classroom Workshop	3:30 PM - 5:00 PM	Mt. Vernon ES Art Classroom
Monday	11/11	Veteran's Day Parade	10:00 AM	Downtown
Wednesday	11/13	Fall Art Gallery and Reception	6:00 PM - 7:00 PM	Education Center
Saturday	11/16	BCSD JH Oral Language Festival (Grades 7-8)	9:30 AM - 12:00 PM	Board Room
Thursday	12/5	Bakersfield Christmas Parade	6:00 PM - 8:00 PM	Downtown
Saturday	12/7	BCSD Elementary Oral Language Festival (Grades 4-6)	9:30 AM - 3:00 PM	CSUB
Thursday/Friday	12/12 - 12/13	Nutcracker Ballet (5th Grade)	9:30 AM & 10:45 AM	Rabobank Convention Center
Saturday	12/14	NOR Christmas Parade	10:00 AM	Oildale
Tuesday	1/14	BCSD Spelling Bee Region I	6:30 PM - 8:00 PM	Board Room
Thursday	1/16	BCSD Spelling Bee Region II	6:30 PM - 8:00 PM	Board Room
Thursday	1/30	Henry Greve Speech Contest	9:30 AM - 11:30 AM	Board Room
Wednesday	2/5	Young People's Concert (3rd Grade)	9:30 AM & 10:45 AM	Rabobank Convention Center
Wednesday	2/12	Winter Art Gallery and Reception	6:00 PM - 7:00 PM	Education Center
Tuesday	3/11	Visual Arts In The Classroom Workshop	3:30 PM - 5:00 PM	Mt. Vernon ES Art Classroom
Thursday	3/13	BCSD JH/MS Band/Orchestra Standards Festival	8:00 AM - 5:00 PM	CSUB
Saturday	3/22	JH/MS Honor Band/Orchestra Auditions	8:30 AM - 10:30 AM	Chipman JHS
Saturday	3/22	JH/MS Honor Choir Auditions	12:00 PM - 1:15 PM	Chipman JHS
Saturday	3/22	MS Festival Orchestra Auditions	12:00 PM - 1:15 PM	Eissler ES
Saturday	3/29	Elementary Honor Orchestra Auditions	8:00 AM - 12:00 PM	Longfellow ES
Tuesday	4/1	JH/MS Honor Band/Orchestra Rehearsal #1	9:30 AM - 1:15 PM	Chipman JHS
Tuesday	4/1	MS Festival Orch. Rehearsal #1	9:30 AM - 1:15 PM	Eissler ES
Thursday	4/3	JH/MS Honor Choir Rehearsal #1	9:30 AM - 11:30 AM	Sierra MS
Saturday	4/5	Elementary String Ensemble/Honor Orchestra Rehearsal #1	8:00 AM - 12:00 PM	Longfellow ES
Tuesday	4/8	Elementary Festival Chorus Rehearsal #1	9:30 AM - 11:30 AM	Sequoia MS
Wednesday	4/9	Spring Art Gallery and Reception	6:00 PM - 7:00 PM	Education Center
Saturday	4/26	JH/MS Honor Band/Orchestra Rehearsal #2	8:30 AM - 12:00 PM	Chipman JHS
Saturday	4/26	JH/MS Honor Choir Rehearsal #2	9:30 AM - 11:30 AM	Sierra MS
Saturday	4/26	MS Festival Orch. Rehearsal #2	8:30 AM - 12:00 Noon	Eissler ES
Thursday	5/1	O.D. Williams Award Ceremony	7:00 PM - 8:30 PM	Stiern MS
Tuesday	5/6	JH/MS Honor Choir Rehearsal #3	9:30 AM - 11:30 AM	Sierra MS
Wednesday	5/7	JH/MS Honor Band/Orchestra/MS Festival Orch. Rehearsal #3	9:30 AM - 1:15 PM	Chipman JHS/Eissler ES
Thursday	5/8	Elementary Festival Chorus Rehearsal #2	9:30 AM - 11:30 AM	Sequoia MS
Saturday	5/10	Elementary String Ensemble/Honor Orchestra Rehearsal #2	8:00 AM - 12:00 PM	Longfellow ES
Monday	5/12	Honor Concert Final Rehearsal	9:30 AM - 1:30 PM	Rabobank Convention Center
Monday	5/12	Honor Concert	7:00 PM - 8:30 PM	Rabobank Convention Center
Tuesday	5/13	Academic Pentathlon 6 th Grade Objective Testing	9:30 AM - 11:30 AM	Chipman JHS
Wednesday	5/14	Academic Pentathlon 4 th and 5 th Objective Testing	9:30 AM - 11:30 AM	Chipman JHS/Eissler Elem. School
Saturday	5/17	Academic Pentathlon Super Quiz	9:00 AM - 3:00 PM	Stiern
Monday	5/19	Elementary Festival Concert Final Rehearsal	9:30 AM - 11:30 AM	Rabobank Convention Center
Monday	5/19	Elementary Festival Concert	7:00 PM - 8:00 PM	Rabobank Convention Center

*For the complete Visual and Performing Arts Department Calendar
Go to: <http://www.bcsd.com/vapa/>

**Bakersfield City School District
The Advisory Bulletin**

To: Pre-Kindergarten - 8th Grade Principals, Language Arts Event Coaches, and School Secretaries	Date: August 15, 2013	No. 14034
Subject: Bakersfield City School District Language Arts Events • 2013-2014		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 1
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		

The Kern County Superintendent of Schools (KCSOS) Office has sent each school information regarding the 2013-2014 Kern County Language Arts Events as follows:

- Bank of America Essay/Speech Contest (Grades 4-6);
- Henry Greve Speech Contest (Grades 7/8); and
- Oral Language Festival (Grades 4-8).

Please be aware of the following Bakersfield City School District (“BCSD”) and County Language Arts event dates.

Oral Language Festival



- | | |
|-------------|--|
| October 25 | BCSD Oral Language Festival Registration Deadline |
| November 16 | BCSD Junior High Oral Language Festival (Grades 7-8) • Education Center |
| December 7 | BCSD Elementary Oral Language Festival (Grades 4-6) • California State University, Bakersfield |
| February 22 | Kern County Oral Language Festival (Grades 4-8) • Stonecreek Junior High School, Tentatively |



Henry Greve Speech Contest

- | | |
|------------|---|
| January 10 | BCSD Henry Greve Speech Contest Registration Deadline |
| January 30 | BCSD Henry Greve Speech Contest • Education Center |
| March 20 | Kern County Speech Contest • City Centre |



Spelling Bee

- | | |
|--------------|---|
| September 27 | BCSD Spelling Bee Registration Deadline |
| January 14 | BCSD Spelling Bee Region 1 • Education Center |
| January 16 | BCSD Spelling Bee Region 2 • Education Center |
| March 10 | Kern County Spelling Bee • TBA |

For additional information, visit the Visual and Performing Arts Department website at <http://www.bcsd.com/vapa/> or contact Michael Stone at 631-4810.

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals and Spelling Bee Coaches	Date: August 15, 2013	No. 14035
Subject: Bakersfield City School District Spelling Bee Information		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 1

2014 Bakersfield City School District



The purpose of this TAB is to announce the date that each school's Spelling Bee winner will participate in the 2014 *District Spelling Bee*. A future TAB will include registration forms due to the Visual and Performing Arts Department Office on Tuesday, November 26, 2013. Each school will select one winner and one alternate. Alternates will not participate in the District competition, but are invited to observe.

**Region I
Tuesday, January 14, 2014
6:30 p.m.
Education Center • Board Room**

Chavez
College Heights
Eissler
Evergreen
Franklin

Hills
McKinley
Nichols
Noble
Owens Int.

Wm. Penn
Roosevelt
Voorhies
Wayside
Frank West

Chipman
Curran
Sierra
Stiern

**Region II
Thursday, January 16, 2014
6:30 p.m.
Education Center • Board Room**

Casa Loma
Downtown
Fremont
Garza
Harding

Harris
Hort
Jefferson
Longfellow
Horace Mann

Mt. Vernon
Munsey
Pauly
Pioneer Drive
Thorner

Williams
Compton
Emerson
Sequoia
Washington

Kern County Spelling Bee: There will be a Kern County Spelling Bee in 2014. The Kern County Retired Teacher's Association is considering sponsorship of this event. Information will follow in a future TAB.

Word Lists: You may download the *Spell It! 2014* booklet for use in preparing students for your school spelling bee at: <http://www.myspellit.com>. This word list will be sent to each school in hard copy later in the fall.

Words chosen for the *District Spelling Bee* will be taken exclusively from *Spell It! 2014*.

**Bakersfield City School District
The Advisory Bulletin**

To: All Elementary Principals and Classroom Teachers	Date: August 15, 2013	No. 14036
Subject: Music In Our Schools Week Program – August 19 through August 30, 2013		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 2
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		

Music In Our Schools Week Programs will be presented by the District's Elementary Traveling Instrumental Music Teachers at all elementary schools August 20, through August 30, 2013. The 30-minute educational assembly exposes students to a variety of musical styles, instruments, and curriculum correlations. It also includes audience participation through singing, moving, and playing rhythm instruments. Students will be introduced to the instruments of the orchestra.

At **K-5 Schools**, please include students in **Grades 3-5**; if space permits, include students in **Grade 2**.
At **K-6 Schools**, please include students in **Grades 4-6**; if space permits, include students in **Grade 3**.

Due to our tight traveling schedule, flexibility may be needed with any morning recesses.

The following items are needed for the presentation:

- Twelve chairs on the stage
- Sound system with two microphones
- Piano

Please complete the attached evaluation sheet and send it through school mail or by fax (Fax Number 631-4812) to the Visual and Performing Arts Department. Thank you!

Monday August 19, 2013	Tuesday August 20, 2013	Wednesday August 21, 2013	Thursday August 22, 2013	Friday August 23, 2013
Performance Preparation	Owens Intermediate 8:40 – 9:10 a.m. Horace Mann 9:45 – 10:15 a.m. Garza 10:40 - 11:10 a.m. Chavez 1:15 – 1:45 a.m.	Downtown 8:30 – 9 a.m. Wm. Penn 9:30 – 10 a.m. Roosevelt 10:30 – 11 a.m. Wayside 1:30 – 2 p.m.	Williams 8:15 – 8:45 a.m. Fremont 9:15 – 9:45 a.m. Mt. Vernon 10:15 – 10:45 a.m. Pioneer 1:30 – 2 p.m.	Jefferson 8:15 – 8:45 a.m. Noble 9:15 – 9:45 a.m. College Heights 10:15 – 10:45 a.m. Longfellow 1:30 – 2 p.m.

Monday August 26, 2013	Tuesday August 27, 2013	Wednesday August 28, 2013	Thursday August 29, 2013	Friday August 30, 2013
Thorner 8:30 - 9 a.m. Eissler 9:30 - 10 a.m. Nichols 10:30 - 11 a.m. Casa Loma 1:30 – 2 p.m.	Harding 8:20 – 8:50 a.m. Hort 9:30 – 10 a.m. Voorhies 10:30 - 11 a.m. Pauly 1:45 – 2:15 p.m.	McKinley 8:15 – 8:45 a.m. Evergreen 9:20 - 9:50 a.m. Frank West 10:20 - 10:50 a.m.	(Music Teacher PD 8 – 9:30 a.m. at Owens Int.) Hills 10:30-11:00 a.m.	Munsey 9 - 9:30 a.m. Harris 10 - 10:30 a.m. Franklin 11 - 11:30 a.m.



MUSIC IN OUR SCHOOLS WEEK PROGRAM EVALUATION

The Music In Our Schools Week Program brings the world of music making to District students! Please complete the following evaluation sheet and send it through school mail or by fax (Fax Number 631-4812) to the **Visual and Performing Arts Department** by **Friday, September 6, 2013.**

1. Our favorite selection was: _____.

2. The length of the program was:

_____ just right

_____ too long

_____ too short

3. The program was appropriate for my class: _____ yes _____ no

4. Additional comments/suggestions for future programs:

School: _____ Teacher: _____ Grade: _____

**Bakersfield City School District
The Advisory Bulletin**

To: Junior High/Middle School Principals and Vocal Music Teachers	Date: August 15, 2013	No. 14037
Subject: Bakersfield City School District Junior High/Middle School Choir Festival, October 10, 2013		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 1
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		



SAVE-THE-DATE

**6TH ANNUAL BCSD JUNIOR HIGH/MIDDLE SCHOOL
CHOIR FESTIVAL**

The 6th Annual Bakersfield City School District Junior High/Middle School Choir Festival will be held on **October 10, 2013**, at the Sierra Middle School Auditorium.

This event will involve all District Junior High/Middle School choirs. Please mark your school calendars.

**Bakersfield City School District
The Advisory Bulletin**

To: Junior High/Middle School Principals and Instrumental Music Teachers	Date: August 15, 2013	No. 14038
Subject: Bakersfield City School District Junior High/Middle School Band and Orchestra Standards Festival, March 13, 2014		
Prepared By: Michael D. Stone, Coordinator, Visual and Performing Arts Department		Page 1 of 1
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		



SAVE-THE-DATE

**8TH ANNUAL BCSD JUNIOR HIGH/MIDDLE SCHOOL
BAND AND ORCHESTRA STANDARDS FESTIVAL**

The 8th Annual Bakersfield City School District Junior High/Middle School Band and Orchestra Standards Festival will be held on **March 13, 2014**, at California State University, Bakersfield.

This event will involve all District Junior High/Middle School advanced band and orchestras. Please mark your school calendars.

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals and Office Staff	Date: August 15, 2013	No. 14039
Subject: Enrollment, Placement, and Acceleration of Kindergarten Students		
Approved By: Dr. Tim Fulenwider, Director I, Instructional Support Services Division		Page 1 of 9

Enrollment Age for Kindergarten and First Grade

A child is eligible for kindergarten enrollment if the child resides in your attendance area and turns five on or before October 1, 2013 (Birthday on or before October 1, 2008). A child born on or before October 1, 2007, is eligible for first grade.

Enrollment Age for Transitional Kindergarten

A child is eligible for transitional kindergarten enrollment if the child resides in your attendance area and turns five October 2 and up through and including December 2, 2013 (Birthday October 2 through December 2, 2008).

Kindergarten Continuance Form: Enrolling and Use at the End of School Year

Attached to this TAB is an English and Spanish version of a form entitled, *Kindergarten Continuance Form: Parental Agreement for Student to Continue in Kindergarten* ("Continuance Form") (PS-2 and PS-2sp). This form is provided by the California Department of Education and may not be modified. However, we did add an "Office Use Only" section and a revision date as footnotes. These forms have been in use in the District for years. What is new is the form's applicability to transitional kindergarten. Use the Continuance Form for: (1) a student to be retained in (traditional) kindergarten provided the student will not attend kindergarten for more than two school years; and (2) a student who was age-eligible to enroll in kindergarten at the beginning of the school year and the parent chose to enroll the student in transitional kindergarten. A student who was age-eligible for, and enrolled in transitional kindergarten, does not need a Continuance Form to continue in traditional kindergarten.

When a student is age-eligible to enroll in kindergarten at the beginning of the school year and the parent chooses to enroll the student in transitional kindergarten, please have the parent complete the Continuance Form as part of the registration/enrollment process. Now that we are at the end of the school year, remind the parent of their decision and ask them to sign off on a Continuance Form a second time.

Waiver of Right to Enroll in Kindergarten: Transitional Kindergarten Admission

A child who will reach the age of five on or before October 1st of the school year shall be eligible for enrollment in kindergarten (Education Code Section 48000; Admission of Pupils, BP 602.1). A parent/legal guardian may request that his/her kindergarten-eligible child be admitted to: (1) traditional kindergarten; or (2) transitional kindergarten. The District will honor a parent request to enroll a child eligible for traditional kindergarten directly into traditional kindergarten (Education Code 48000 and 48011).

A child is not subject to compulsory, full-time education until reaching the age of six (Education Code Section 48200). In other words, the parent has a right to enroll an age-eligible student in kindergarten, but the parent is not compelled or required by law to exercise that right. Conversely, schools have a duty to admit a child presented for enrollment who is age eligible. For the reasons described above, before a student old enough for (traditional) kindergarten is admitted to transitional kindergarten, obtain written documentation the parent/legal guardian is waiving their right to the (traditional) kindergarten enrollment. The decision of whether to place a child eligible for kindergarten in either kindergarten or transitional kindergarten is the parent's choice.

Components of an Effective Waiver. Education Code Section 48000 provides a statutory right to a parent/legal guardian to enroll an age-eligible child in kindergarten. A "waiver" of a statutory right requires that the parent executing the waiver has been fully informed of: (1) the existence of the right; (2) the meaning of the right; and (3) the effect of the "waiver" presented. Additionally, the parent executing the waiver must have a full understanding of the explanation offered in waiving this right and voluntarily execute the waiver.

Attached to this TAB is an English and Spanish version of a form entitled *Waiver of Right to Enroll in Kindergarten: Request Enrollment in Transitional Kindergarten* (Waiver, PS-41 and PS-41sp). This form, properly executed, meets the requirements of an effective waiver. Use both the Waiver and the Continuance Form to enroll a child age-eligible for kindergarten in transitional kindergarten. Also, use both forms if a parent requests to disenroll a student from kindergarten and enroll the student in transitional kindergarten.

Enrolling a Student Eligible for Transitional Kindergarten into Traditional Kindergarten or Accelerating a Transitional Kindergarten Student into Traditional Kindergarten

A student age-eligible for transitional kindergarten may start school directly in kindergarten upon parent/guardian request and a recommendation of principal/designee. Information regarding the advantages and disadvantages of an early admittance will be provided to each parent/legal guardian expressing an interest in this grade placement option. Staff will conduct an assessment and the principal/designee will make a determination of whether it is in the best interest of the student to start directly in kindergarten.

A parent or teacher of a child attending transitional kindergarten may also request to accelerate or move the student to kindergarten at a time other than the end of the school year. It is a local decision whether a child must complete the entire two-year kindergarten program (CDE, *Transitional kindergarten FAQs*). Staff will conduct an assessment and the principal/designee will make a determination of whether it is in the best interest of the student to be accelerated during the school year from transitional kindergarten to traditional kindergarten.

Included in this TAB is an English and Spanish version of a form entitled *Enrolling a Student Eligible for Transitional Kindergarten Into Traditional Kindergarten or Accelerating a Transitional Kindergarten Student Into Traditional Kindergarten* (PS-42 and PS-42sp)

Grade Retention

There is no grade retention of a student in transitional kindergarten. Transitional kindergarten is the first year of a two-year kindergarten program. A student will not attend more than two years in kindergarten or two years in a combination of transitional kindergarten and kindergarten. A student may be retained after being served for one year in (traditional) kindergarten or may be accelerated to first grade from (traditional) kindergarten consistent with the District policy and procedures (Promotion, Retention, and Acceleration, BP 400.11).

If you have questions about the age requirements and grade placement for kindergarten or about waiving the right to be placed in kindergarten, please call Dr. Tim Fulenwider at 14872.

References

California Education Code Sections 48000, 48002, 48010, 48011, 48050-48053, 48200

California Civil Code Sections 3513, 3268

Board Policy 400.11, Promotion, Retention, and Acceleration; Board Policy 400.15, Transitional Kindergarten; and Board Policy 602.1, Admission of Pupils

Kindergarten in California: California state law and information regarding admission to kindergarten. Sacramento, CA: California Department of Education. Downloaded from <http://www.cde.ca.gov/ci/gs/em/kinderinfo.asp> on May 9, 2012

Transitional kindergarten FAQs: Frequently asked questions regarding California state law relating to kindergarten. California Department of Education. Downloaded from <http://www.cde.ca.gov/ci/gs/em/kinderfaq.asp> on May 9, 2012

Kindergarten Continuance Form Parental Agreement for Student to Continue in Kindergarten

Reflects amendments to California Education Code sections 46300 and 48011, effective Jan.1, 1992

Name of pupil: _____

Kindergarten attendance anniversary date: _____

Name of school official approving for district: _____

Information for parent or legal guardian:

California law provides that after a child has been lawfully admitted to a kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to having the child continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is a formal agreement to having him or her continue in kindergarten. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's first year of kindergarten.

I agree to have my child (named above) continue in kindergarten until:

_____ (may not be more than one year beyond anniversary)
(date)

Signature of Parent/legal guardian: _____ Date: _____

Printed/Typed Name of Parent/legal guardian: _____

Address: _____

Telephone Number: () _____

Office Use Only. Use this form for: (1) a student to be retained in (traditional) kindergarten who has not attended kindergarten for more than two school years; and (2) a student who was age-eligible to enroll in kindergarten at the beginning of the school year and the parent chose to enroll the student in transitional kindergarten. A student who was age-eligible for, and enrolled in transitional kindergarten, does not need a signed parental permission form to continue in traditional kindergarten.

Distribution: Cumulative Folder/Parent/Student Services/Principal

PS-2

5-12

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, CA 93305

Formulario de acuerdo de los padres

Acuerdo para que los estudiantes continúen en el jardín infantil

Refleja las enmiendas realizadas a las secciones 46300 y 48011
del *Código de Educación*, vigentes desde el 1 de enero de 1992

Nombre del estudiante _____

Fecha del aniversario de asistencia al jardín infantil _____

Nombre del directivo de la escuela que realiza la aprobación en nombre del distrito _____

Información para los padres o el tutor

La ley de California establece que después de que un niño o niña ha ingresado a un jardín infantil y ha asistido durante un año, debe ser promovido a primer grado a menos que el distrito escolar y los padres o el tutor acuerden que el niño continúe asistiendo al jardín infantil por un año más como máximo. Esta regla se aplica ya sea que el niño comience el jardín infantil al comienzo del año escolar o en una fecha posterior. De esta manera, un niño que comienza el jardín infantil en enero, por ejemplo, debe ser promovido en enero del año siguiente a menos que exista un acuerdo formal para que continúe asistiendo al jardín infantil. Debido a que los niños en edad de asistir al jardín infantil generalmente no se desarrollan a un ritmo constante o predecible, el Departamento de Educación de California recomienda que la aprobación para que un niño continúe no debe proporcionarse hasta que no se aproxime la fecha del aniversario de admisión del niño al jardín infantil.

Acepto que mi hijo/a (nombrado anteriormente) continúe asistiendo al jardín infantil hasta
_____ (por no más de un año después de la fecha de aniversario)
(fecha)

Firma del padre/madre o tutor _____ Fecha: _____

Nombre del padre/madre o tutor escrito a máquina/en letra de imprenta

Dirección: _____

Número de teléfono _____

Office Use Only. Use this form for: (1) a student to be retained in (traditional) kindergarten who has not attended kindergarten for more than two school years; and (2) a student who was age-eligible to enroll in kindergarten at the beginning of the school year and the parent chose to enroll the student in transitional kindergarten. A student who was age-eligible for, and enrolled in transitional kindergarten, does not need a signed parental permission form to continue in traditional kindergarten.

Distribution: Cumulative Folder/Parent/Student Services/Principal

PS-2sp

05/12

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305

**WAIVER OF RIGHT TO ENROLL IN KINDERGARTEN:
REQUEST ENROLLMENT IN TRANSITIONAL KINDERGARTEN**

Student: <Student's full name>
DOB: <Date of birth>
School:

To Bakersfield City School District Staff:

My student has or will turn five years old on <date of birthday>. I understand Education Code Section 48000 gives me a right to have my student admitted to school and attend kindergarten since my child has or will turn five on or before <date child is required to have their fifth birthday> of this school year. I further understand my child is not by law required to attend school until the age of six years (Education Code Section 48200). The school staff has informed me: (1) transitional kindergarten is the first year of a two-year program; (2) after one year in transitional kindergarten, my student would continue in the second year of kindergarten (traditional kindergarten); and (3) I will need to sign a continuance form for kindergarten next year confirming my child will attend the second year of the two-year kindergarten program.

THIS IS A NOTICE that I as parent/legal guardian:

1. Waive my right to have my student enroll in or continue in kindergarten.
2. Request enrollment of my student in a transitional kindergarten school placement.

By affixing my signature below, I am freely and voluntarily confirming that I have read and fully understand the above statements and declarations. My signature indicates I am agreeing not to enroll my child or to withdraw my child from the (traditional) kindergarten class during the current school year. I further agree to my child being served in a transitional kindergarten program for the current school year and to continue next year in traditional kindergarten.

Printed Name

Signature

Date

Attachment: *Kindergarten Continuance Form: Parental Agreement for Student to Continue in Kindergarten*

c: file
Parent/Legal Guardian

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305

**RENUNCIA DE DERECHO PARA INSCRIBIRSE EN KÍNDER:
SOLICITUD PARA INSCRIBIRSE EN KÍNDER DE TRANSICIÓN**

Estudiante: <Student's full name>

FDN: <Date of birth>

Escuela:

Al personal del Distrito Escolar de la Ciudad de Bakersfield:

Mi estudiante tiene o va a cumplir cinco años el <date of birthday>. Comprendo que el Código de Educación, Sección 48000 me da el derecho a que mi estudiante sea admitido a la escuela y que asista a kínder ya que mi niño tiene o cumplirá cinco años el día o antes del <date child is required to have their fifth birthday> de este año escolar. Además comprendo que por ley no se requiere que mi niño asista a la escuela hasta los seis años de edad (Código de Educación, Sección 48200). El personal escolar me ha informado que: (1) kínder de transición es el primer año de un programa de dos años; (2) después de un año en kínder de transición, mi estudiante continuaría en el segundo año de kínder (kínder tradicional); y (3) yo tendré que firmar un consentimiento para continuar en kínder el próximo año autorizando que mi niño asista al segundo año del programa de kínder de dos años.

ESTE ES UN AVISO que como padre-madre/tutor legal:

1. Renuncio a mi derecho de que mi estudiante sea inscrito o continúe en kínder.
2. Solicito la inscripción de mi estudiante en la colocación escolar de un kínder de transición.

Al poner mi firma a continuación, estoy confirmando libre y voluntariamente que he leído y comprendo completamente las aseveraciones y declaraciones arriba estipuladas. Mi firma indica que estoy de acuerdo en no inscribir a mi niño o a retirar a mi niño de la clase de kínder (tradicional) durante el año escolar actual. Además estoy de acuerdo en que mi niño reciba servicios en el programa de kínder de transición durante el año escolar actual y que continúe el próximo año en kínder tradicional.

Nombre con letra de molde

Firma

Fecha

Anexo: Formulario de continuación en kínder: Acuerdo de los padres para que el estudiante continúe en kínder

c: Archivo
Padre-madre/tutor legal

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305

**ENROLLING A STUDENT ELIGIBLE FOR TRANSITIONAL KINDERGARTEN INTO
TRADITIONAL KINDERGARTEN OR ACCELERATING A TRANSITIONAL
KINDERGARTEN STUDENT INTO TRADITIONAL KINDERGARTEN**

Student: <Student's full name>

DOB: <Date of birth>

School:

To Bakersfield City School District Staff:

I understand: (1) transitional kindergarten is the first year of a two-year program; and (2) after one year in transitional kindergarten, my student would continue in the second year of kindergarten (traditional kindergarten). I have received information from the school regarding the advantages and disadvantages of an early admittance to (traditional) kindergarten.

Please check those boxes which apply.

☐ I am requesting my child, who is age appropriate for enrollment in the transitional kindergarten, be placed directly into kindergarten. I understand my child may not start school directly in kindergarten without an assessment, a determination by the school that this placement is in my child's best interest, and a recommendation of the principal/designee.

OR

☐ I am requesting my child, who is currently attending transitional kindergarten, be accelerated into kindergarten. I understand my child will not be accelerated to kindergarten without an assessment, a determination by the school this placement is in my child's best interest, and a recommendation of the principal/designee.

AND

As necessary, I understand a school employee(s) will conduct an academic and social assessment of my child to help address my request.

Printed Name

Signature

Date

Office Use Only. A determination has been made the student ☐ will or ☐ will not be moved to a traditional kindergarten.

Print Name of Principal or Designee

Signature

Date

c: file
Parent/Legal Guardian

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305

**INSCRIBIENDO A UN ESTUDIANTE ELEGIBLE PARA KÍNDER DE TRANSICIÓN EN
KÍNDER TRADICIONAL O ACELERANDO A UN ESTUDIANTE
DE KÍNDER DE TRANSICIÓN A KÍNDER TRADICIONAL**

Estudiante: <Student's full name>
FDN: <Date of birth>
Escuela:

Al personal del Distrito Escolar de la Ciudad de Bakersfield:

Comprendo que: (1) kínder de transición es el primer año de un programa de dos años; y (2) después de un año en kínder de transición, mi estudiante continuaría en el segundo año de kínder (kínder tradicional). He recibido información de la escuela respecto a las ventajas y desventajas de la admisión temprana a kínder (tradicional).

Favor de marcar las casillas que apliquen.

☐ Estoy solicitando que mi niño, quien tiene la edad apropiada para ser inscrito en kínder de transición, sea colocado directamente en kínder. Comprendo que mi niño no puede empezar la escuela directamente en kínder sin una evaluación, una determinación por la escuela que esta colocación es en el mejor interés de mi niño y una recomendación del director/persona designada.

O

☐ Estoy solicitando que mi niño, quien actualmente está asistiendo a kínder de transición, sea acelerado a kínder. Comprendo que mi niño no será acelerado a kínder sin una evaluación, una determinación por la escuela que esta colocación es en el mejor interés de mi niño y una recomendación del director/persona designada.

Y

Según sea necesario, entiendo que un empleado(s) de la escuela se llevará a cabo una evaluación académica y social de mi niño para ayudar a tratar la cuestión de mi solicitud.

Nombre con letra de molde

Firma

Fecha

Office Use Only. A determination has been made the student ☐ will or ☐ will not be moved to a traditional kindergarten.

Print Name of Principal or Designee

Signature

Date

c: Archivo
Padre-madre/tutor legal

**Bakersfield City School District
The Advisory Bulletin**

To: Principals, School Secretaries and Clerks	Date: August 15, 2013	No. 14040
Subject: Please send five copies of your school newsletters to Communications		
Prepared By: Marsha McKinney, Administrative Secretary		
Reviewed By: Steve Gabbitas, Public Relations and Communications Manager		
Approved By: Dr. Evellyn Elizondo, Director, Research and Evaluation		Page 1 of 1

SCHOOL NEWSLETTERS

Please send five copies of your school newsletter to Communications. We distribute copies to the Superintendent, Asst. Superintendent – Academic Improvement and Accountability, Director – Instructional Support Services Division, the Education Center breakroom, and retain one for our historical files.

It is not necessary to send school newsletters to the Superintendent's Office.

If you have any questions, please call Marsha McKinney in Communications at ext. 14618.



**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: August 15, 2013	No. 14041
Subject: Migrant Education School Readiness Program (MESRP) Pre-K		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Reviewed By: Nancy Olcott, Director, Curriculum & Standards		
Approved By: Dr. Aida Molina, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

**Migrant Education School Readiness Program
(MESRP) Pre-K**



Bessie Owens Primary School

Morning Session
8:00 a.m. - 11:45 a.m.

Afternoon Session
11:45 a.m. - 2:45 p.m.

August 19, 2013
Rooms 26, 27, & 28
815 Potomac Avenue
Bakersfield, CA 93307



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

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: August 15, 2013	No. 14042
Subject: Migrant Contact Teacher PLC Meetings		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Reviewed By: Nancy Olcott, Director, Curriculum & Standards		
Approved By: Dr. Aida Molina, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

Migrant Contact Teacher PLC Meetings
Schedule for the 2013-2014 School Year

Monday, September 9, 2013	4:00-5:00 p.m.	Main Conf. Room
Monday, October 7, 2013	4:00-5:00 p.m.	Main Conf. Room
Monday, November 4, 2013	4:00-5:00 p.m.	Main Conf. Room
Monday, December 9, 2013	4:00-5:00 p.m.	Main Conf. Room
Monday, January 6, 2014	4:00-5:00 p.m.	Main Conf. Room
Monday, February 3, 2014	4:00-5:00 p.m.	Main Conf. Room
Monday, March 3, 2014	4:00-5:00 p.m.	Main Conf. Room
Monday, April 7, 2014	4:00-5:00 p.m.	Main Conf. Room
Monday, May 5, 2014	4:00-5:00 p.m.	Main Conf. 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.

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: August 15, 2013	No. 14043
Subject: Migrant Regional Advisory Committee (RAC) Meetings		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Reviewed By: Nancy Olcott, Director, Curriculum & Standards		
Approved By: Dr. Aida Molina, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

Migrant Regional Advisory Committee (RAC) Meetings
Schedule for the 2013-2014 School Year

Tuesday, September 17, 2013	6:00-7:30 p.m.	Board Room
Tuesday, November 7, 2013	5:00-6:30 p.m.	Board Room
Tuesday, February 18, 2014	5:00-6:30 p.m.	Board Room
Tuesday, March 18, 2014	6:00-7:30 p.m.	Board Room
Tuesday, April 22, 2014	6:00-7:30 p.m.	Board Room
Tuesday, May 20, 2014	6:00-7:30 p.m.	Board Room

BCSD Education Center - 1300 Baker Street
Bakersfield, CA 93305

The purpose of the meetings is to inform migrant families of the available supplemental services. Program involvement allows parents to provide input and participate at site, regional, state, and federal levels.

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

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Teachers	Date: August 15, 2013	No. 14044
Subject: Migrant Parent Cluster Meetings		
Prepared By: Janie Flores, Supervisor I, Migrant Education		
Reviewed By: Nancy Olcott, Director, Curriculum & Standards		
Approved By: Dr. Aida Molina, Assistant Superintendent, AIA		Page 1 of 1



Bakersfield City School District

Migrant Education, Region 21

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

Migrant Parent Cluster Meetings

Compton	Thursday, September 26, 2013	9:00-10:00 a.m.	Cafeteria
Longfellow	Thursday, October 24, 2013	9:00-10:00 a.m.	Cafeteria
Owens Primary	Thursday, November 21, 2013	9:00-10:00 a.m.	Cafeteria
Casa Loma	Thursday, January 23, 2014	9:00-10:00 a.m.	Cafeteria
Sierra	Thursday, March 20, 2014	9:00-10:00 a.m.	Cafeteria
Williams	Thursday, May 22, 2014	9:00-10:00 a.m.	Cafeteria

The purpose of the Migrant Parent Cluster is to inform parents of the available supplemental services to assist with their child's academic achievement.

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

**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, Secretaries, and Clerks	Date: August 15, 2013	No. 14045
Subject: School Assignments for the 2013-14 School Year		
Prepared By: Steve Castro, Supervisor I, Student Services Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 1

**SUPERVISOR OF STUDENT SERVICES
SCHOOL ASSIGNMENTS
2013-14 SCHOOL YEAR**

MELISSA BANAL HOYT

ELEMENTARY SCHOOLS

CASA LOMA
CHAVEZ
EVERGREEN
FREMONT
GARZA
HARRIS
LONGFELLOW
MUNSEY
OWENS PRIMARY
OWENS INTERMEDIATE
PENN
PIONEER
ROOSEVELT
THORNER
VOORHIES
WAYSIDE
WEST

MIDDLE/JR.HIGH SCHOOLS

CURRAN
EMERSON
SEQUOIA

STEVE CASTRO

ELEMENTARY SCHOOLS

COLLEGE HEIGHTS
DOWNTOWN
EISSLER
FRANKLIN
HARDING
HILLS
HORACE MANN
HORT
JEFFERSON
McKINLEY
NICHOLS
NOBLE
PAULY
MT. VERNON
WILLIAMS

MIDDLE/JR HIGH SCHOOLS

CHIPMAN
COMPTON
SIERRA
STIERN
WASHINGTON

**Bakersfield City School District
The Advisory Bulletin**

To: Pre-Kindergarten-Grade 8 Principals, Secretaries, and Enrollment Clerks	Date: August 15, 2013	No. 14046
Subject: Admission to School: Initial Enrollment and Transfer Students		
Prepared By: Steve Castro, Supervisor I, Student Services Department		
Approved By: Dr. Tim Fulenwider, Director, Instructional Support Services Division		Page 1 of 3

Use of Student Residency Questionnaire

Use of the *Student Residency Questionnaire* ("Questionnaire") (PS-29 or PS-29sp) with each student enrolling in a school is the central method by which the District identifies eligible students under the McKinney-Vento Homeless Assistance Act. Use of this questionnaire form is also essential to meet the standards of Categorical Program Monitoring and the board policy (see Education for Homeless Children, BP 400.52). Site staff members are encouraged to put a *Questionnaire* in each school enrollment packet or otherwise provide a copy of the *Questionnaire* to each person enrolling a student in school, to include first time enrollees and transfer students.

Send the completed *Questionnaire* via school mail or facsimile ("fax") to the Student Services Department at 861-0835. Please mark: Attention Foster/Homeless Program. A copy of the form follows in both English and Spanish. The form is also available on the Student Services website. Select the "Department Forms" link from the website at <http://www.bcsd.com/studentsservices/>.

Questions concerning this procedure can be directed to Melissa Banal Hoyt, Supervisor I (14633) or Suzanne Guest, District Liaison: Homeless/Foster Children Services (13022).

FOR STUDENT SERVICES USE ONLY
Received

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, CA 93305
Student Services Department

FOR SCHOOL OFFICE USE ONLY

SID #

Student Residency Questionnaire

Thank you in advance for completing this form. This form helps the Bakersfield City School District comply with federal and state law. Your truthful and accurate answers also help staff determine whether you and your child are entitled to certain rights and services.

Child's **Legal** Last Name: _____

Child's **Legal** First Name: _____

School: _____ Last School Attended: _____

Child's Birthdate (month, day, year): _____ Grade: _____ ☐ Male ☐ Female

1. Where is the child living now? (Check one box)

- ☐ With more than one family in a house or apartment
- ☐ With friends or family members
- ☐ In a shelter, emergency, or transitional housing program
- ☐ In a motel/hotel, car, or campsite/trailer park
- ☐ In a park, public space, abandoned building, bus or train station or similar setting
- ☐ In a facility waiting for foster care placement

☐ None of the above **(One family in a single family residence)**

Please list the child's brother(s) and sister(s) by name/grade/age (If none, please write none): _____

Parent(s)/Legal Guardian(s) Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Pager No.: _____ Cell No.: _____

2. Does the living arrangement checked in Question 1 result from a loss of housing or economic hardship?

☐ Yes ☐ No ☐ Unsure

3. Did your child **receive** any special help at his/her last school?

- | | |
|--|---|
| ☐ Special Education and Related Services
(e.g., Resource Specialist Program, Speech) | ☐ Help to Improve Attendance |
| ☐ Bilingual Services | ☐ Help to Improve Behavior |
| ☐ Counseling | ☐ Homeless Services |
| ☐ Team for Student Success Meeting | ☐ Tutoring |
| ☐ Nursing/Medical Services | ☐ Section 504 |
| | ☐ Vision or Hearing Aids (e.g., glasses) |

4. Has your child ever been retained (held back)?

☐ Yes If yes, what grade? _____ ☐ No

I have read and completed the above sections. I declare under penalty of perjury under the laws of California that the foregoing is true and correct.

Parent/Guardian Signature: _____ Date: _____

FOR STUDENT SERVICES USE ONLY

Received

Bakersfield City School District

Education Center - 1300 Baker Street

Bakersfield, CA 93305

Student Services Department

FOR SCHOOL OFFICE USE ONLY

SID #

Cuestionario del domicilio del alumno/a

Por anticipado le damos las gracias por llenar este formulario. Este formulario ayuda al Distrito Escolar de la Ciudad de Bakersfield a cumplir con la ley federal y estatal. Sus respuestas verdaderas y precisas también ayudan al personal a determinar si usted y su niño están autorizados para recibir ciertos derechos y servicios.

Apellido **legal** del niño: _____

Nombre **legal** del niño: _____

Escuela: _____ Última escuela a la que asistió: _____

Fecha de nacimiento del niño (mes, día, año): _____ Grado: _____ ☐ Masculino ☐ Femenino

1. ¿Dónde vive el niño actualmente? (marcar una casilla)

☐ Con más de una familia en una casa o un apartamento

☐ Con amigos o miembros de la familia

☐ En un albergue o en un programa de vivienda de emergencia o de vivienda de transición

☐ En un motel/hotel, coche o campamento/parque de casas remolque

☐ En un parque, espacio público, edificio abandonado, estación de autobús o tren o un ambiente similar

☐ En una instalación esperando para la colocación en el cuidado adoptivo temporal

☐ **Ninguno de los anteriores (en una residencia familiar individual)**

Favor de anotar el/los hermano(s) y hermana(s) del niño por nombre/grado/edad (si no tiene hermanos, favor de escribir ninguno): _____

Información del/los padre/madre/tutor(es) legal(es):

Nombre _____

Domicilio _____

Ciudad _____ Estado _____ Código postal _____

No. de teléfono _____ No. de localizador _____ No. de teléfono celular _____

2. ¿Resultan los arreglos de vivienda marcados en la pregunta 1 de una pérdida de vivienda o de una dificultad económica? ☐ Sí ☐ No ☐ No estoy seguro

3. ¿**Recibió** su niño alguna ayuda especial en su última escuela?

☐ Educación especial y servicios relacionados

(v.gr., programa de recursos instructivos, logopedia)

☐ Servicios bilingües

☐ Consejería

☐ Junta del grupo para el éxito del estudiante

☐ Servicios de la enfermera/servicios médicos

☐ Ayuda para mejorar la asistencia

☐ Ayuda para mejorar el comportamiento

☐ Servicios para personas sin hogar

☐ Ayuda académica

☐ Sección 504

☐ Aparatos para la vista o el oído (v.gr., lentes)

4. ¿Ha sido retenido alguna vez su niño (retenido en el nivel del grado)?

☐ Sí Si contestó sí, ¿en qué grado? _____ ☐ No

He leído y completado las secciones anteriores. Declaro bajo pena de perjurio bajo las leyes de California que lo estipulado anteriormente es verdadero y correcto.

Firma del padre-madre/tutor: _____ **Fecha:** _____

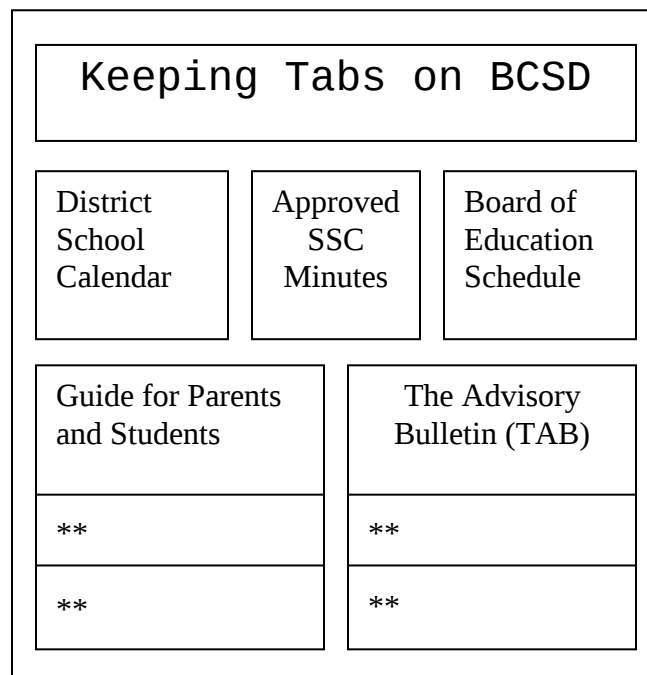
**Bakersfield City School District
The Advisory Bulletin**

To: All Principals, School Secretaries and Clerks	Date: August 15, 2013	No. 14047
Subject: “Keeping Tabs on BCSD” Bulletin Boards		
Prepared By: Steve Gabbitas, Public Information and Communications Manager		
Approved By: Dr. Evellyn Elizondo, Director, Research and Evaluation		Page 1 of 1

BULLETIN BOARD DISPLAYS

Every District building has a “Keeping Tabs on BCSD” bulletin board in its office. This board is designed to have district publications easily accessible to all staff members. Pictured below is a diagram of what should be included and where the information should be placed.

- Only documents from the Communications Department, Superintendent’s office, or official school documents are to be placed on the board.
- Print and post the current TAB.
- Communications Department will send updates periodically.
- If you need supplies, if the board needs maintenance, or you are not receiving enough of a particular publication, please call the Communications Department at 1-4618.



** The remaining boxes may be used for the Direct Connection, school newsletters, boundary maps, or other district documents.

**Bakersfield City School District
The Advisory Bulletin**

To: Principals, School Secretaries & Clerks	Date: August 15, 2013	No. 14048
Subject: School Accountability Report Cards (SARC)		
Prepared By: Dr. Evelyn Elizondo, Research & Evaluation		
Approved By: Dr. Robert Arias, Superintendent		Page 1 of 1

The School Accountability Report Cards on the district website have been updated. The State requires that SARCs be made available on the Internet and that schools notify parents of their availability.

If parents do not have access to the Internet, the school can make a copy for them. **It is up to the school to provide copies for parents requesting them.**

In your next school newsletter, notify parents that the SARC is available. Following is a sample paragraph. You may use it or create your own.

English

“The School Accountability Report Card is available on the Internet. To access, simply go to the Bakersfield City School District website, www.bcsd.com, and click on the “SARC Reports” link on the left of the screen, then click on the school link. If you do not have access to the Internet and would like a copy of this report, please notify the school office and a copy will be provided for you.”

Spanish

“El informe de la responsabilidad de la escuela está disponible en el Internet. Para accederlo, simplemente visite el sitio web del Distrito Escolar de la Ciudad de Bakersfield, www.bcsd.com, y haga clic en el enlace “SARC Reports” en el lado izquierdo de la pantalla y luego haga clic en el enlace a la escuela. Si usted no tiene acceso al Internet y le gustaría una copia de este reporte, por favor notifíquelo a la oficina de la escuela y se le proveerá una copia.”

Send one copy of your newsletter to Research & Evaluation Services. Indicate the date your newsletter was sent home.

**Bakersfield City School District
The Advisory Bulletin**

To:	Principals & School Secretaries	Date: August 15, 2013	No. 14049
Subject:	Insurance - Student Accident & Additional Coverage / Report of an Ambulance Call		
Prepared By: Steve McClain, Chief Business Official			
Approved By: Robert J. Arias, Ed.D., Superintendent			Page 1 of 1

STUDENT ACCIDENT INSURANCE:

As in the past, student accident insurance is provided by the Bakersfield City School District in conjunction with the Self-Insured Schools of California (SISC). This coverage means all students will receive, at no cost to them, student accident insurance while attending school OR school related activities. No application is required for the school-time insurance coverage.

An email containing filing procedures for claims and an interactive claim form (to be completed by school staff only at the request of the parent of an injured student) will be sent to both the school secretary and clerk. If you prefer the forms that are for a typewriter and are running low, please contact Lisa Hart at extension 14678.

All claim forms are to be mailed to the SISC insurance office directly by the parent (the SISC address appears at the top of the claim form.) The claim form WILL NOT be processed through the Office of the Chief Business Official (Mr. McClain's office). Be sure that the school site portion of the form has been completed BEFORE giving it to the parent.

ADDITIONAL COVERAGE:

In addition to the \$2,500 coverage paid under the basic SISC plan mentioned above, additional supplemental student accident coverage for the school year may be purchased from SISC for a one-time payment of \$50. The supplemental coverage pays in excess of the \$2,500 coverage paid under the basic SISC plan, up to \$25,000 per accident, subject to limitations shown in the plan. A limited amount of brochures will be sent to school sites. All questions should be directed to SISC Supplemental Student Accident Coverage at (661) 636-4495.

REPORT OF AN AMBULANCE CALL:

If it is necessary for an ambulance to be called to a school site due to a students' serious injury or illness, it is imperative that the Office of the Chief Business Official (Mr. McClain's office) is called immediately at extension 14678. The following information is to be provided:

1. School Site
2. Name of Person Calling
3. Student's Name
4. Student's Grade
5. Has the Parent/Guardian Been Notified
6. Give a Brief Description of the Injury/Illness
7. Name of the Hospital the Student Was Transported To

Depending on the severity of the accident, site personnel will be required to call with any follow-up information. All information is to be reported within 24 hours, preferably the same day and as it is learned. Staff in Mr. McClain's office will notify the Directors of School Support and the Superintendent's Office of the ambulance call.

DO NOT LEAVE A VOICE MAIL MESSAGE

If extension 14678 is busy, or there is no answer, immediately call the Fiscal Services Administrative Secretary at extension 14697 and report the same information as listed above.

A copy of the "Handbook for Accidents to Students and/or Parents/Visitors" will be sent by email to the school secretary. Please print the handbook as reference for site personnel. Please call Lisa Hart at extension 14678 if you have any questions.

**Bakersfield City School District
The Advisory Bulletin**

To: All Secretaries & Specially Funded Clerks	Date: August 15, 2013	No. 14050
Subject: Deadline Dates to Get Consultants Paid in a Timely Manner		
Prepared By: Steve McClain, Chief Business Official		
Approved By: Robert J. Arias, Ed.D., Superintendent		Page 1 of 1

In order to process all Requests-for Payment for Consultants in a timely manner, the requisitions must be completely prepared, signed and submitted to the Office of the Chief Business Official no later than:

July 18, 2013
August 19, 2013
September 17, 2013
October 18, 2013
November 14, 2013

December, 2013 – date to be determined by the County Office-you will be notified of this date

January 17, 2014
February 14, 2014
March 18, 2014
April 15, 2014
May 16, 2014

June, 2014 – date to be determined by the County office-you will be notified of this date

Once this office receives the Requisitions, they are verified, approved by the Chief Business Official and then forwarded to Purchasing for processing. From there, they go to Accounts Payable.

NOTE: If the Requisitions come in **after** the above listed dates, **the consultant will not get paid until the following month.**

If you have any questions, please contact Lisa Hart in the Office of the Chief Business Official, extension 14678.



Bakersfield City School District
The Advisory Bulletin

To: Pre-K – 8 Principals, Specially Funded Clerks, and Designees	Date: 8/15/13	No. 14051
Subject: SPECIALLY FUNDED CLERK MEETING DATES 2013-14		
Prepared By: Kathy Holloway, Clerk IV, AIA		
Reviewed By: Diane Wallace, Supervisor, AIA		
Approved By: Dr. Aida Molina, Asst. Supt., AIA		Page 1 of 1

*Mark Your Calendars
for 2013-2014
Specially Funded Clerk
Meetings*



*Tuesdays, 8:00-11:00am
in the PDC
September 17 (8:00am-10:00am)
October 1
November 26
January 14
March 18*