

# PIEDMONT UNIFIED SCHOOL DISTRICT

## Resolution No. 07-2013-14

### RESOLUTION ON SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

**WHEREAS**, the Governing Board of the Piedmont Unified School District, in order to comply with the requirements of *Education Code* Section 60119, held a public hearing on Wednesday, October 9, 2013, at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the eighth week from that day), and which did not take place during or immediately following school hours, and;

**WHEREAS**, the Governing Board provided at least 10 day's notice of the public hearing posted in at least three public places within the District that stated the time, place, and purpose of the hearing, and;

**WHEREAS**, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the District, and;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-Social Science
- English/Language Arts, including the English language development component of an adopted program

**WHEREAS**, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in Grades 9-12, inclusive;

**THEREFORE, BE IT RESOLVED**, that for the 2013-14 school year, the Piedmont Unified School District has provided each pupil with sufficient textbooks, instructional materials, and science equipment for science labs (Grades 9-12) aligned to the academic content standards and consistent with the cycles and content of the State Curriculum Framework.

**PASSED AND ADOPTED** by the following called vote of the Piedmont Unified School District Board of Education this 9<sup>th</sup> day of October, 2013:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above.

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Constance Hubbard, Secretary to the  
Board of Education of the  
Piedmont Unified School District  
of Alameda County, State of California

TO: Board of Education

FROM: Constance Hubbard, Superintendent  
Michael Brady, Assistant Superintendent, Business Services  
Randall Booker, Assistant Superintendent, Educational Services

SUBJECT: **UPDATE ON MODERNIZATION PROGRAM -  
APPROVAL OF PROJECTS AS RECOMMENDED BY THE STEERING  
COMMITTEE ON OCTOBER 1, 2013**

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I. **SUPPORT INFORMATION**

At the Board meeting of September 11, 2013, the State School Facilities fund (which supports the District's Modernization projects) projected a revised ending fund balance of \$2,260,249 as of June of 2013. The ending fund balance represents a combination of funds on hand plus \$855,000 in revenue that has not been received from the State, but is expected by the end of 2013. Construction commitments are ongoing as the Board approves additional projects; thus the District estimates that approximately \$1.2M is available for additional projects, after encumbrances for already approved projects.

On September 25, the Board approved two additional Modernization projects -- installation of an electronic lock, camera, intercom and monitor at Beach School and the lower portion of the PMS Learnscape Lunchpark. Previously, the Board approved replacement of the PHS batting cage and these costs are included in the encumbrances.

On October 1, the Steering Committee considered the remaining proposed Modernization projects and made the following recommendations.

**Recommended to Proceed:**

The Steering Committee recommends that the Board proceed with installation of two-way communications, AV, and phone systems, and a modest tree planting project at Beach. Completion of these projects, along with the previously-approved projects, is estimated to cost \$990K, and can be completed this school year with the \$1.2 million of modernization funds on hand, including contingency funds.

- Two-Way Communications System, Bell System, AV Educational Tools (\$691K)

The District's technology plan calls for communications and AV systems that enhance campus security and provide educational tools. These systems were installed in the elementary schools as part of the Seismic Safety Bond Program. The Steering Committee recommends that similar systems be

installed at PMS, PHS, MHS and the District Office, and integrated with the elementary school systems, to establish a single emergency communications system with a back-up power supply in case of a power failure. The new systems will replace bell systems that are over 30 years old and will provide features to support 21<sup>st</sup> century schools: flexible zoning of bells and announcements in multiuse spaces between PMS, PHS and MHS; easier programming of rotating block and modified block schedules and alternate schedules for assemblies; and more. The system will replace the 2-way communication system that did not function in some locations and was not integrated for all three campuses. It will also enhance classroom audio and video functions. New speakers installed in the classrooms for communications will also be used for classroom audio, including teacher voice enhancement for the benefit of all students, particularly the hearing impaired. Currently class audio is not integrated and uses a variety of speaker types and cables. By integrating the system, as done at the elementary schools, the new speakers will “duck” classroom audio under announcements and alerts, ensuring that everyone will hear the announcements. New video projectors will replace projectors installed seven years ago. The integrated projectors come with many enhancements that will improve reliability and use in the classroom: energy-saving management, lamp hour alerts, replacement lamps for life, and the ability to display visual emergency alerts in the classroom also.

- **New Phone System (\$133K)**

The District currently pays \$48K per year to operate and maintain its phone system, which is no longer supported by the manufacturer. The estimated cost of replacement with a hybrid system, which accommodates existing analog phones as well as new digital phones, is \$133K. The projected operation and maintenance costs of the new system would be under \$3K per year. The cost of this capital investment would be recouped within a few years, and reduce ongoing costs to the General Fund. District staff is gathering additional bids to ensure competitive pricing.

- **Beach Tree Planting (\$12K)**

The District is working with the City, neighbors, and the Beach Elementary School community on a proposal to plant street trees along Howard Avenue, to both mitigate the impact of the eventual removal of acacia trees along that side of the school, and to assist with screening the new Beach “cool roof” from view.

### **Defer Decision Pending Further Investigation and Receipt of Remaining Modernization Funds and Reserve Certain Funds**

The Steering Committee recommends that the Board defer a decision on the following proposed modernization projects (as explained below). The amount to “reserve” is an estimate. The projects under consideration total more than the \$855K in remaining (but not as yet received) modernization funds. The Board will make a final determination whether to proceed with some or all projects after the final costs of current projects is determined and the funds are received from the

State, so there is a confirmed budget with which to work.

- Connection Upgrade for Havens and Beach (Reserve \$102K)

District phone and internet technology is centralized through the District Office. Both Havens and Beach are connected to the District Office by lines leased from AT&T at a current cost of \$20K per year. The connections are slow and the District proposes to upgrade these connections using fiber cable, although more research is needed on the upfront and ongoing costs of the various options.

- Alan Harvey Theatre (Reserve \$500K)

The Board may propose a bond measure to pay for a comprehensive remodel of AHT. The Steering Committee recommends that the Board reserve \$500K to perform some of the necessary modernization work (including replacement of seating and HVAC equipment, replacement and relocation of a transformer, and roof repair) if a bond is not approved by the voters.

- Additional Fencing and Gate at Beach (Reserve \$100K)

Vila Construction is investigating the feasibility of installing further fencing and a gate at Lake Avenue to improve security of the Beach lunch patio as well as the main entrance to the school.

- Highland Avenue Gate at Havens (cost estimate not yet available)

Opinions vary regarding the installation of a gate at Highland Avenue: options include no new gate; a new, but unlocked gate; and a locked gate. The Steering Committee recommends deferring a decision on this project until there is more clarity about remaining funds. It should be noted that the District is proceeding with installation of a security gate behind Ellen Driscoll Theatre, to control access to the walkway that runs between the Theatre and the second- and third-grade classrooms. The cost of this gate is under \$3K.

- Replacement of “Bonita Gate” Retaining Wall and Yard Expansion at Havens (\$192K)

This would include construction of a new retaining wall and grading, creating roughly 2,000 square feet of usable outdoor space, including 500 to 600 square feet of planting space.

## II. **RECOMMENDATION: ACTION**

The Board is requested to approve moving forward with the following Modernization projects: two-way communications system for PHS, MHS and PMS; upgrade District-wide phone system; and tree planting at Beach School for a total of \$990,000.

TO: Board of Education

FROM: Constance Hubbard, Superintendent

SUBJECT: **REVIEW OF DEVELOPMENT OF INSTRUCTIONAL CALENDAR -  
SCHOOL YEARS 2014-15 and 2015-16**

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I. **SUPPORT INFORMATION**

The Instructional Calendar is a negotiated “working condition” as included in the collective bargaining process between the District and Association of Piedmont Teachers (APT). As part of the Interest Based Bargaining (IBB) process the calendar has been agreed to be negotiated separately from the annual openers each year. The current Collective Bargaining Agreement (CBA) is in force through June 30, 2014, but discussion of the 2014-15 Instructional Calendar has begun.

Although subject to negotiations, the District and APT gives consideration to input from CSEA and parents. A parent survey has been distributed as recently as last school year. The Instructional Calendar includes setting the first and last day of school for students, non-school days for students that are either vacation or designated professional development days for staff. The setting of the semester length, report card grading periods, minimum days, conference days, and testing schedules are not subject to negotiations and are set after the Instructional Calendar is voted and approved by the APT membership and the Board of Education.

Information from past surveys indicates that there is not a clear consensus as to the timing for the start of the school year or placement of vacation days during the year. The Instructional Calendar has strict requirements from the State that must be addressed:

- 180 school attendance days – a day must be at least 325 minutes to count as a day. Funding from the State is calculated based on the attendance rate of students on the designated 180 student days in the calendar.
- Each grade level must also offer a specified total minimum number of minutes in the 180 days.
- Each grade level at each school must offer the equal amount of total minutes in the school/District (e.g., all third grades in each of the three elementary schools must offer same total minutes per year).
- Prescribed holidays included as part of the calendar with some flexibility when scheduled except November 11, which is an “immovable holiday” and must be a non-school day if falls between Monday and Friday.
- Per local agreement, the APT base work year of 185 days that includes 180 student days, 3 professional development days and 2 work days.

The start and end of the school year varies in districts throughout the State. The traditional calendar starts school near Labor Day and ends mid-June. Research supports the “year round” calendar as the most supportive of student learning throughout the year. Recent discussions have included the possibility of setting a calendar that allows for the semester to end prior to the traditional winter break at the end of December that goes through the beginning of the New Year. As an example, attached is the Instructional Calendar for the Palo Alto Unified School District that reflects that schedule.

It is important for staff, community and parents to understand the rationale that supports this calendar as a consideration. The start and end of the school year has a direct effect on the schedule of holiday/breaks through out the school year to meet State requirements and District agreements. In addition to the State and local requirements, the Instructional Calendar is designed to support students by considering the following factors that affect all:

- A schedule that supports optimal learning and long-term retention of academic material for students in grades pre-K through grade 12.
- Balance of student workload and high stakes stressors (e.g., testing and college applications).
- Balance of work/school/family time for students, parents, and staff.
- Decision timeline that allows for planning for staff and families.
- Professional development schedule that supports teaching and learning.

Starting the school year earlier in August provides the opportunity to end the first semester prior to winter break and end the school year by the beginning of June. Considerations that support this option include:

- Winter break can be a time that is free from school work for students and staff to be enjoyed with less stress.
- Provides flexibility for content pacing throughout the school year.
- Provides more teaching time for students to be prepared for high-stakes tests such as Advanced Placement.
- Provides more instructional time in all grades prior to the standardized testing required by the State (e.g., prior requirements associated with STAR testing).
- High school students who participate in Fall sports must report by early August and families need to schedule vacations to support that schedule.

Considerations for the more traditional calendar start of the school year near Labor Day include:

- Allows for planning of vacation and attendance in summer programs in August
- Less availability for summer opportunities for students in grades K-8 during first two weeks in June. May impact child care.

- Requires a later release date in June that may interfere with the start of summer camps/opportunities.

The development of a calendar for two consecutive academic years was identified as a priority by staff, parents and the Board. It has been problematic the past few years due to the uncertainty of the budget and the need for consideration of furlough days and shortened student school year requirements.

The District and APT are working together to set the 2014-15 and 2015-16 Instructional Calendars by November 2013. It is important that a two-year sequence is considered so that the effects of starting earlier or later allow for the transition to smooth the effects on the summer of 2014 since the current year end date of June 12, 2014 is already set.

The timeline is for APT to vote in October and to bring it to the Board for consideration at the Board meeting either on October 23, 2013 or November 13, 2013. The options will include calendars that parallel this year, ones that start after Labor Day and end school in the third week of June, and versions that start mid-August and end the first week in June that will allow for the semester to end prior to winter break.

The purpose of the discussion this evening is to provide the community with an opportunity to provide input for consideration.

## II. **RECOMMENDATION: REVIEW AND DISCUSSION**

# Palo Alto Unified School District

## SCHOOL YEAR CALENDAR FOR 2013-14

JULY 2013						
S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
AUGUST 2013 12 days						
S	M	T	W	T	F	S
				1	2	3
	5	6	7	8	9	10
11	WD	SD	WD	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
SEPTEMBER 2013 20 days						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
OCTOBER 2013 22 days						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	SD	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER 2013 17 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	LH	H	LH	30
DECEMBER 2013 15 days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	H	H	LH	LH	LH	28
29	LH	H				

8/15..... First Day for Students
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<b>Middle &amp; High Schools</b>
10/11..... End of 1 <sup>st</sup> Quarter
12/20..... End of Semester (86 days)
3/14..... End of 3 <sup>rd</sup> Quarter
5/29..... End of Semester (94 days)
<b>Elementary Schools</b>
11/8, 2/21, 5/29....Progress Report Periods
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5/29..... Last Day for Students

<b>Non-Student Days</b>
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9/2 ..... Labor Day
11/11 ..... Veterans' Day
11/27-29 ... Thanksgiving Holiday
12/23-1/3 ... Winter Break
1/20 ..... Martin Luther King, Jr. Day
2/14 ..... Lincoln's Birthday
2/17 ..... Washington's Birthday
3/31-4/4 .... Spring Break
5/26 ..... Memorial Day
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8/12..... Teacher Work Day
8/14..... Teacher Work Day
5/30 ..... Teacher Work Day
8/13 ..... Staff Dev Day
10/18 ..... Staff Dev Day
2/13 ..... Staff Dev Day

H = Federal/State Holiday
LH = Local Holiday
SD = Staff Development Day
WD = Teacher Work Day
☐ = District Student Minimum Day
▨ = Finals Testing Day
◻ = First/Last Day of School

*The winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period.*

*No assignments should be given over the winter break, and any long-term assignments given before winter break should not be due during the first week back from the break.*

JANUARY 2014 19 days						
S	M	T	W	T	F	S
			H	LH	LH	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	
FEBRUARY 2014 17 days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	SD	H	15
16	H	18	19	20	21	22
23	24	25	26	27	28	
MARCH 2014 20 days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	LH					
APRIL 2014 18 days						
S	M	T	W	T	F	S
		LH	LH	LH	LH	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
MAY 2014 20 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	WD	
JUNE 2014 0 days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*Approved 5/10/11*

PIEDMONT UNIFIED SCHOOL DISTRICT  
Council Chambers, City Hall  
120 Vista Avenue  
Piedmont, California 94611

MINUTES OF

Regular Meeting of the Governing Board

September 11, 2013

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CALL TO ORDER	Board President Richard Raushenbush called the meeting of the Board of Education to order at 6:30 p.m.
ESTABLISHMENT OF QUORUM	President Richard Raushenbush, Vice President Andrea Swenson, and Board Members Sarah Pearson, Ray Gadbois and Roy Tolles were present
Adjourn to Closed Session	The Board adjourned to Closed Session at 6:31 p.m. to discuss: Liability Claim Against Piedmont Unified School District PUSD Claim #01-2013-14 (Government Code Section 54956.9(c) and 910)
Others Present in Closed Session	Superintendent Hubbard Michael Brady, Assistant Superintendent, Business Services Randall, Booker, Assistant Superintendent, Educational Services
Reconvene to Regular Session	President Raushenbush called the Regular Session of the Board of Education to order at 7:02 p.m.
Others Present at Regular Session	Superintendent Constance Hubbard Michael Brady, Assistant Superintendent, Business Services Randall, Booker, Assistant Superintendent, Educational Services  Board President Raushenbush announced a moment of silence to honor both Ambassador Christopher Stevens and other Americans slain in Benghazi on Sept. 11, 2012 and the 3,000 Americans slain on Sept. 11, 2001.  Following the moment of silence, Mr. Raushenbush led the Board and the audience in the Pledge of Allegiance,
Report of Action Taken in Closed Session	The Board met in closed session to discuss items related to a liability claim. The claim was denied and referred to the District's insurance carrier.
Agenda Adjustments	None
Honoring Piedmont High School Graduate Ambassador Christopher Stevens	Today marks the first anniversary of the death of Piedmont High School Class of 1978 graduate, Ambassador Christopher Stevens. He embodies the goals of values we hope for all our students: maximizing his individual potential by pursuing his dreams and interests from an early age, being an engaged citizen of the entire global community, and being of service to his country and the citizens of Libya and the Mideast. We hope that asking students to reflect on his life will help them achieve these goals.  PHS Principal Brent Daniels thanked the Board for naming the PHS Library the Ambassador Christopher Stevens Memorial Library. Assistant Principal Anne Dolid said the community has rallied around this, and she described other actions planned to honor and celebrate his life. At half time at Friday's home football game, PHS student Alexandra Shoptaugh will play bagpipe; and Principal Daniels will announce the naming of the library and

**NOT APPROVED**  
Regular Meeting Minutes of  
September 11, 2013  
Page 1 of 13

introduce Tom Stevens, brother of the late ambassador and a 1984 PHS graduate, to give a remembrance of his life. This will be followed by a moment of silence and in closing, PHS student Emma Stone will sing.

On September 17, Constitution Day, ASB has planned activities. They will hand out bracelets remembering Ambassador Christopher Stephens and place a poster in the breezeway for students to respond to the question: "What will you do to support your community?" At Piedmont High School and Millennium High School all social studies teachers will share a biography prepared by the family to facilitate discussion about his contributions and the importance of engaging in the community and the world. There will also be a display case in the library filled with information about his service and his connections to the local community.

Mr. Daniels said there has been a collective effort between the family, students and staff focusing on the school's motto "Achieve the Honorable." He introduced and presented flowers to the family of Ambassador Stevens: his mother Mary Commanday; stepfather Bob Commanday; brother Tom Stevens; sister-in-law Dara Lung; Elena, niece, goddaughter and Havens second-grader; and niece Olivia.

Mrs. Commanday thanked the board for honoring her son in an especially appropriate way. He was inspired by the motto over the library door "Achieve the Honorable." The family thinks naming the library after him will continue to inspire students to achieve that goal. She thanked the boards of education, who over the years have worked and struggled to achieve an outstanding school system. All three of her outstanding children attended public schools with excellent results. Citizens who pay attention and care can provide the finest of educations in a public school. She thanked the outstanding teachers who prepared him for his career, including Alan Harvey, Robert "Doc" Laird, James Killian, Gwen Kirby, and Diane Courtois. Thank you for this great honor for Chris.

## COMMUNICATIONS/ANNOUNCEMENTS

Association of Piedmont Teachers (APT)

Elise Marks, APT secretary, said APT has been meeting and has made a great start to the school year and opened up good lines of communications with the new administrators. Harlan Mohagen, former APT president, was here tonight to participate in the discussion of TEAM (Teachers Engaged in Active Mentoring), part of the new evaluation process. She mentioned that Mr. Daniels signs off his announcements every morning with TEAM, by which he means "Together Everyone Achieves More."

CSEA

None

Parent Clubs

None

Student Representative to Board

Allen Hosler said that the school year has been picking up. The College and Career Center is hosting an event with college admissions officers; this year juniors as well as seniors are invited. For Welcome Back Week, ASB provided cinnamon rolls, donuts and OJ to students. The ASB Club Fair is being held in case students want to sign up for community service or clubs. The Key Club is looking for new members and there is a new 3-D Printing Club. This Friday night the football team has a home game against Albany. Tonight there was a volleyball home game against Moreau Catholic. Millennium held Back to School Night last night and

Piedmont High School's is Thursday night at 7:00 p.m. ASB students will be there to help guide parents. Theater and school musical auditions will be held on September 17 and 18th. One of the plays chosen this year is *To Kill A Mockingbird*. PMS magazine sales begin a week from Friday. In a few weeks the Wellness Center will hold the Fall Fest 5K. This fundraiser is an excellent event and the Wellness Center does a lot for our schools. This year students will be voting online for the homecoming theme.

Persons Wishing to Speak to Any Item Not Listed on the Agenda None

Board President Announcements None

Superintendent Announcements None

**EDUCATIONAL SERVICES REPORT:  
SPOTLIGHT ON STUDENT LEARNING**

Report from Evaluation Committee

The goal of teacher evaluation is to provide the best possible learning experience for all students. The Evaluation Committee consisting of consultant Carol Boyd, and teacher representatives John Hayden, Elise Marks, Stella Kennedy, and Harlan Mohagen, did a lot of work over the summer. Tonight they are providing a briefing on the first full year using the new system. By the end of 2013-14 all teachers will have participated in the new system. Consultant Carol Boyd said it's important to look at what we've done and where we are going. She is grateful for the support of PEF and the School Board and the gift of enough time to work on the plan and refine it. Last year was the first year of implementation and there will be further refinement as the system rolls out. The focus in this type of evaluation is different from the old system: it is focused on what we want students to know. This type of evaluation focuses on collaborative groups of teachers working together to improve their practice in every classroom.

An essential aspect of the new system is a process for working with teaches who are who either ask for the support of a coach or are referred for mentoring based on their evaluation. They will be referred to the TEAM (Teachers Engaged in Active Mentoring) program. If there is an issue with a teacher, the idea is to make it easier to bring it to light, and to provide a process where all teachers are able to develop and refine their practice.

The focus here is on collaboration between teachers. Reflection is a huge component of the process, as educators should also be learners. The Overview Committee will establish the procedures and training protocol for mentors and coaches. Although this evaluation process is a lot more work, those who have participated have found that it's worth it.

The committee is developing a teacher evaluation guidebook, which is posted on our website. A goal is to have everything up on the website; material will be updated and added as the process rolls out. We want to develop improved goals based on the students, and this is a place where we can point out models of excellent goals.

Our next steps are to continue to gather positive feedback and revise the process, to refine the beginning of the year data, to integrate with Common Core standards, and to share staff goals.

Carol Boyd explained there has been a big shift in how we look at teacher leadership to emphasize teacher evaluation that supports

student learning. We recognize that leadership from administration is necessary but not sufficient, and we need teacher leaders to assist in the process. The question is how to incorporate this habit of critically examining practices as part of the daily work of the school.

Superintendent Hubbard said this process could not have gotten to where we are without Carol Boyd. And it could not have happened without the leadership of teachers. The process is already a success because of the kinds of conversations that have resulted.

Approve *Second Step*: Social/Emotional Curriculum for Grades K-5 (Tri-School)

The *Second Step* program is a universal, classroom-based curriculum designed to increase students' school success, promote social-emotional competence and self-regulation, and decrease problem behaviors. *Second Step* promotes school connectedness and a safe and respectful school climate by directly teaching students skills that strengthen their ability to learn, manage emotions, have empathy, and solve problems.

Assistant Superintendent Booker really appreciated the process that developed to evaluate a variety of social/emotional curricula utilizing student and parent discussion at the Tri-School Site Council. Beach Principal Julie Valdez said there is a need for this curriculum. The ability to collaborate, to see another's perspective and to persevere in problem solving are required elements of Common Core. You want your students to learn to problem solve, to disagree respectfully and to interact successfully when working in teams. Problems come up daily for students in elementary schools and this program offers tools for students and teachers to respond to students needs when the core curriculum is not enough.

Havens Principal Cheryl Wozniak said the process began with the site councils. They began by reviewing the current process and what we value in a progressive educational program. CASEL (Collaborative for Academic, Social and Emotional Learning) provided a guide, a rubric and a rating scale for 30 different programs. Using this guide, a team of educators from all three elementary schools quickly narrowed the list based on our needs, and parents were invited to provide input. In May 2013, *Second Step* was recommended. There is a missing component in *Second Step* - material fostering an appreciation of family diversity. We will continue teaching the *Welcoming Schools* curriculum to address this need.

Wildwood Principal Carol Cramer explained that the program consists of four units with focus on skills for learning through posters, videos and songs. For example fifth-graders are learning to manage strong emotions and what triggers them. We've been using this with kindergarteners and first-graders and will bring parents on board through school site councils, handouts and teacher newsletters.

Ms. Pearson moved, Mr. Tolles seconded, and the vote was unanimously to approve the *Second Step*: Social/Emotional Curriculum for Grades K through Five.

Conduct Public Hearing and Approve 2012-13 Unaudited Actuals Financial Report and Revised 2013-14 District Budget for All Funds Operated by the District: General Fund, Adult Education, Cafeteria, Deferred Maintenance, Capital Facilities, Building, Special Reserve/Noda, and Special Reserve/Parcel Tax and Authorize Appropriate Budget Transfers

The Board conducted a public hearing on the 2012-13 on Unaudited Financial Report and the Revised 2013-14 Budget The 2013-2014 Adopted Budget for all funds operated by the District was approved by the Board of Education at the June 26, 2013 Board meeting. A revised update to the FY 2013-14 PUSD budget was presented at the August 21, 2013 Board meeting. The beginning fund balance for 2013-14 was not based on the Unaudited Actuals from 2012-13 because they were not yet completed. The 2013-14 Revised Budgets for all funds operated by the District presented this evening include the confirmed beginning fund balances from the completed 2012-13 Unaudited Actuals. In the coming weeks, the accounting firm of Vavrinek, Trine, Day and Company, LLP, will perform an audit on all of the funds operated by the District and present the 2012-13 Annual Financial Report in January 2014.

The most significant new information to be presented at this time is the effect of the State's new Local Control Funding Formula (LCFF) on PUSD's multi-year revenue projections. Under the LCFF, districts receive the bulk of their funding based on average daily attendance (ADA). The LCFF includes adjustments to support class-size reduction, and also provides additional "concentration" funding for particular student groups (English Language learners and Low-Income students).

Another significant change that occurs under the LCFF funding model is the elimination of three-fourths of all State categorical programs. Under the new system, there are virtually no categorical programs (other than Special Education and Mandated Costs). Restricted State funds for programs such as Instructional Materials, Gifted & Talented Education, 7-12 Counseling, Economic Impact Aid, School Safety, School/Library Improvement Program, Deferred Maintenance, and Summer School are now incorporated into the District's base grant. When reviewing revenue sources for the District, "State Revenues" will appear to be lower, while "Revenue Limit Sources" will appear higher.

#### **Budget Planning for 2013-14 and Subsequent 2 Fiscal Years**

The Board has provided direction to staff for the development of the budget for the current year and the next two fiscal years (through 2015-16). Staff will develop the First Interim Report to be presented in December, 2013 based on actual expenditures through October 31, 2013, using the following guidelines:

- Increase in levy of Parcel Tax Measure A yet to be determined.
- Ongoing contributions from Piedmont Parent Clubs for support in personnel and direct per pupil funding in the amount of \$1.55M per year and \$200,000 from the Piedmont Educational Foundation endowment.
- Use of LCFF estimates for State revenue (which include Cost of Living Adjustments) for 2013-14 and future years.
- Current student program offerings with no additions/reductions for the current year: This includes one certificated furlough day in 2013-14 and no furlough days in 2014-15.
- The Budget presumes no layoffs or reduction in particular kinds of service for 2013-14.
- Multi-year projections based on BASC-LCFF calculations as conducted independently by PUSD and ACOE.

- Presenting annual budgets with a full 3% reserve for the current year and subsequent two year.s
- Bring expenditures in line with revenues by the end of the multi-year budget cycle.

**General Fund:** The General Fund is the most significant of the funds managed because it represents the day-to-day operations of the District. The General Fund includes income from the State and Federal Government, local revenues (including Parcel Tax Measure A, Parent Club contributions, Support Group donations). The General Fund reflects the District's priorities to offer a breadth of student program opportunities and to provide compensation to attract and retain the most highly qualified personnel possible. The Board recognizes and is concerned about the reliance on one-time funds in the budget and is grateful to the Piedmont community for its continued support.

Revenues for 2012-13 increased slightly while expenditures for salaries and operating expenses decreased. Our ending fund balance is \$4.6M and of this we are required to put \$1M in reserves for future years. Another \$340.6K in categorical spending is being swept into the general fund balance. One of the assumptions we made was that revenue would go up. There are no revisions to salaries and there is the expectation that salaries will be down and the deficit amount will come down. We are somewhat better off than expected.

In terms of other funds, the Adult Education fund is very healthy. The Cafeteria Fund will increase and is supplemented with reimbursements from the parent clubs. Deferred Maintenance, Fund 40 (capital improvements), and the Building Fund will all go away under LCFF. The Deferred Maintenance Fund accounts for major school building repair projects and we will use the balance to support the Modernization Program. The Building Fund is for construction projects authorized as part of the General Obligation (G.O.) Bond; of the \$69.1M program budget, \$350k is left over. The State School Facilities Fund is mandated by the State to account for State funds received for seismic improvement and modernization work; it included \$855k of unfunded apportionments from Havens with \$1.4M on hand in modernization funds to complete "Tier 1" projects. The Capital Facilities Fund is used to account for facilities projects not eligible under Deferred Maintenance or projects funded under the G.O. Bond program. NODA Fund is a special reserve fund and has no significant changes. Another special reserve fund is the Parcel Tax Fund established to support programs in the final years of Parcel Tax Measure A.

**Impact of LCFF on Multi-year Projections**

The vast majority of districts in California will see significant increases in funding under the LCFF. LCFF includes a "hold harmless" provision that specifies that no district will receive less state aid than it received in 2012–13. The State Budget established an eight-year phase-in period for LCFF to incrementally close the gap between funding districts received back in 2007-08 (plus cost-of-living adjustments) and new target levels of funding through 2020-21. The calculation of this Economic Recovery Target (ERT) for the Piedmont Unified School District has undergone several iterations since the LCFF model was approved. To validate revenue assumptions for multi-year projections presented here, the District used the LCFF calculator designed by the

Business and Administration Services Committee (BASC) of the California County Superintendents Education Services Association (CCSESA). In addition, the District received technical assistance from the Alameda County Office of Education in the form of independent calculations using the BASC-LCFF calculator. The variation in projected funding levels between PUSD and ACOE revenue calculations is less than 0.0037% for 2013-14, and less than 0.01% in 2015-16.

According to the BASC-LCFF calculations, the District's LCFF Economic Recovery Target (ERT) for 2013-14 is \$19,853,944, of which the District's "transition base funding" is \$15,512,187. The "gap" between what the District receives under the LCFF model and what it is entitled to receive (based on 2007-08 funding levels) is \$4,341,757. Under LCFF, 11.78% of this \$4.3M gap (or roughly \$510k) is to be added to the 2013-14 base funding. In 2014-15 and 2015-16, the ERT increases to approximately \$20M and \$20.5M (including cost-of-living adjustments) with funding "gaps" of \$4.1M and \$3.9M respectively. If the State economy continues to improve as projected, these gaps will be further reduced by 16.5% (\$680k) in 2014-15 and 18.7% (\$730k) in 2015-16.

In discussion of the budget, the Board requested that in the future the District present two budget scenarios: one using the BASC-LCFF calculator and the other using the more conservative calculator developed by School Services of California. Although there is a \$1M difference between them at this point, we will see if they are more similar on the first interim budget. Mr. Brady said it is reasonable to assume stability because Proposition 30 funds are with us for the next four years. Ms. Swenson noticed that revenue for all school districts will be going up, with the difference that for districts like ours revenue will be going up more slowly than for districts with a higher percentage of low income children and English learners. Our percent of such students is about 2%.

Superintendent Hubbard pointed out that the District will need to be disciplined about putting money aside for things such as deferred maintenance and categorical fund expenses that are no longer required. Board members expressed concern about these categories in the future. They are concerned that we put enough aside given that there will no longer be matching funds from the State for programs such as deferred maintenance, instructional materials and technology. Mr. Brady explained that creating a new restricted fund is not a good idea because it can become too restrictive. Ms. Hubbard explained that we will need to set aside monies within our general fund. We are better off than many districts because some of the formal categorical funding is already embedded in our programs, e. g., class-size reduction, grades 7-12 counseling, money for arts programs, and school librarians. The categories we need to be concerned about are staff development, deferred maintenance, technology, and instructional materials; we need to develop a budget and stick to it. The *Shaping Our Future* discussion will help inform the Board as to how to direct the District to spend money in the future. We can show items as committed reserves, i.e., targeted reserves, and it is important that the public understand why we are setting money aside.

A discussion followed about using the remaining \$350k in the Building Facilities Fund (funds earmarked for the Seismic Safety Bond Program) on some of the nonstructural hazards at the middle school. Mr. Brady explained that we wanted to put an end date on

using that fund and if we decide to spend that money, we need to open up the process for input from the Citizens' Oversight Committee and an additional audit.

There was no public comment.

It was moved by Mr. Tolles, seconded by Mr. Gadbois, and the vote was unanimous to Approve 2012-13 Unaudited Actuals Financial Report and Revised 2013-14 District Budget for All Funds Operated by the District: General Fund, Adult Education, Cafeteria, Deferred Maintenance, Capital Facilities, Building, Special Reserve/ Noda, and Special Reserve/Parcel Tax and Authorize Appropriate Budget Transfers.

Adopt Resolution 02-2013-14, "Authorizing Budget Transfers of Funds"

The Board was requested to adopt Resolution 02-2013-14 authorizing appropriate budget transfers between funds of the District in accordance with Education Code Section 42603. Superintendent Hubbard explained that the earlier motion to transfer funds allowed the District to transfer funds in the 2012-13 budget into the General Fund. Resolution 02-2013-14 allows us to borrow money between District funds and pay them back within the fiscal year.

There was no public comment.

It was moved by Ms. Person and seconded by Mr. Tolles to Adopt Resolution 02-2013-14, "Authorizing Budget Transfers of Funds."

The motion passed as follows:

AYES: Raushenbush, Swenson, Pearson, Gadbois, Tolles  
NOES: None  
ABSENT: None  
ABSTAIN: None

Adopt Resolution 03-2013-14, Authorizing "Temporary Borrowing from the Alameda County Treasury per Education Code 42620"

The Board was asked to adopt Resolution 03-2013-14 to allow the District to borrow from the Alameda County Treasury on an as-needed basis to meet cash flow needs throughout the year due to the State's deferral of apportionments to K-12 schools. The funds are borrowed on a temporary basis and no loan amount crosses fiscal years. This resolution allows the District to borrow money at a good rate (0.25% per year). In the past we needed to issue TRANs (Tax Revenue Anticipation Notes) against money needed. Although we asking for a maximum of \$6M, we might not need or use that amount.

There was no public comment.

It was moved by Mr. Tolles and seconded by Mr. Gadbois to Adopt Resolution 03-2013-14, Authorizing "Temporary Borrowing from the Alameda County Treasury per Education Code 42620."

The motion passed as follows:

AYES: Raushenbush, Swenson, Pearson, Gadbois, Tolles  
NOES: None  
ABSENT: None  
ABSTAIN: None

Review Series E Bond Sales - \$12M

Ruth Alahydoian and Simon Gutman, representatives from KNN, reviewed the details of the sale of \$12M of Series E Bonds that closed on August 21, 2013. This bond sale is the final financing of monies to pay off the BANs (Bond Anticipation Notes) purchased in 2010; the Seismic Safety Bond Program was completed as of June 30, 2013.

The bond sale held in August 2013 was a negotiated sale, the purpose of which was to get the lowest rate for taxpayers and also allowed the offer of bonds specifically to residents of Piedmont. In comparing the true interest cost and repayment ratio for this sale, they are higher than earlier bond issues because of the 30-year length of term. In 10 years it will be possible to refinance because there would be a 20-year term and rates might be more favorable. Superintendent Hubbard noted that we've re-funded older bonds twice to get better rates.

Comparing our bond sale to other California school district bond transactions around the time of our sale, PUSD did very well and our pricing was competitive. Education Code 15146 requires the final cost of issuance to be presented to the Board as soon as possible after the sale. The total cost for issuing the bonds was \$204,727: \$157,768 for the sale of the bonds and \$46,960 for the underwriter.

Alameda County has released the assessed values for 2013-14 and the preliminary tax rates. The assessed value (AV) of properties in Piedmont has increased 5.59% from last year. The more AV grows, the more it increases the District's bonding capacity. The tax rate while not yet approved is expected to be \$157.60 per \$100,000 of Assessed Value. Our limit is \$60 per \$100,000 of assessed value. It is important to keep in mind that as older bonds are paid off, the capacity grows even if assessed value does not. The District has a current debt capacity of \$11M. If we went for another bond authorization, we would have a new \$60 limit and would not be required to sell CABs with repayments decades out. If we issue a new bond, we could look at a short term of repayment of 5 to 10 years or shorter-term CABs. Next year the District could ask for a \$14M bond issue and sell bonds right away.

#### Update on Modernization Program

The Board will review the status of the Modernization projects approved in June 2013. After completion of the Seismic Safety Bond Program there was a balance of approximately \$6.3M available for Modernization projects. The Board has approved an estimated \$4.0M in projects to date, leaving a projected balance of \$2.3M for additional work, of which approximately \$1.4M is available to the District for immediate use. The remaining funds (\$855k in Proposition 1D funding) have not yet arrived from the State. The established priorities for use of Modernization funds are for projects such as roof and pavement repair (work required to protect structures from water intrusion and similar problems) security improvements (including two-way communications systems at each site, and fencing, gates and locks where appropriate), and technology upgrades District-wide.

An update on each project and the amount of Modernization funding used at each site is summarized below:

#### **Beach Elementary School      \$564,801**

- Beach Roofing project (\$307k)
- Technology Upgrades (\$102k)
- Safety Gates/Fencing/Alarms (\$61k)
- Storm Drain/Grading/Ramp work (\$46k)
- Cahill projects outside GMP: lunch patio (\$35k)
- Materials/Supplies (\$13k)

**Wildwood Elementary School (\$467,988)**

- Wildwood Playground project (\$192k)
- Wildwood Roofing project (\$154k)
- Safety Gates/Fencing/Alarms (\$63k)
- Shade Structure (\$29k)
- Materials/Supplies (\$18k)
- Technology Upgrades (\$11k)

**Havens Elementary School (\$49,215):**

- Shade Structure (\$21k)
- Safety Gates/Fencing/Alarms (\$13k)
- Retaining Wall Investigation (\$12k)
- Materials/Supplies (\$3k)

**Piedmont Middle School (\$801,050):**

- HVAC Replacement (\$454k)
- Storm Drain Repair/Paving (\$153k)
- Safety Doors/Fencing/Alarms (\$64k)
- Non-Structural Hazards (\$93k)
- Technology Upgrades (\$19k)
- Materials/Supplies (\$18k)

**Piedmont High School / Millennium High School (\$1,203,236):**

- Technology Upgrades (\$985k)
- Alan Harvey Theatre Design/Geotech (\$110k)
- Alan Harvey Pit Filler (\$81k)
- Safety Doors/Locks/Alarms (\$20k)
- Paving Repairs (\$4k)
- Materials/Supplies (\$3k)

**District-Wide (\$645,998):**

- Construction Management (\$355k)
- Safety Locks/Alarms (\$91k)
- Consultants (Communication/Funding) (\$78k)
- Consultants (Architects/Legal/Inspections) (\$63k)
- Materials/Supplies (\$25k)
- Flooding Damage Repair (\$19K)
- Technology Upgrades

The Board discussed two additional "Tier 1" projects not yet addressed: replacement of the batting cage at the Wildwood playground and installation of a communications system at PHS/MHS/PMS. The estimated cost of the batting cage is about \$50,000 and \$650,000 for the communications system. The Board discussed the cost of the P.A. system for PHS/MHS/PMS, which needs to be re-done. While it could be re-done for less than \$650k, any system other than Calypso is not compatible with the Calypso system at use in the elementary schools. A vendor has given us a rough estimate of \$350k for a one-way system with less functionality than Calypso. The \$650k estimate for Calypso includes two-way communication at all three schools and the District Office and a visual component that includes LCD projectors with integrated speaker systems. The LCD projectors and desktop speakers in use at PHS do not accommodate assisted listening devices and need to be upgraded. One plus for Calypso is that the warranty includes lifetime replacement of LCD bulbs, which cost \$300/bulb.

The Board asked to see estimates for three different options with Calypso: a connection between the elementary schools and the D.O., a system at PHS/MHS/PMS that includes only two-way

audio, and a system that includes the video component.

The District is reviewing the recommendations of the Police and Fire Department and Mr. Brady met today with the Police Chief and the Recreation Department to discuss common protocols and school access.

The PMS Learnscope does not have a project budget though portions of the design have been implemented during the repair of the PMS storm drain system. Right now we have a framed pit and we would like to use some of the \$50k from the Piedmont Educational Foundation donation in memory of Bill Drum to get some extras such as topsoil, irrigation and basic planting before the rains begin. Once that is accomplished, we will invite mirikami/Nelson to give us some help with the DSA perspective just as we did with the Wildwood and Beach playgrounds. Teachers John White, Sheila Kennedy and parent Kimberly Moss will be meeting next week to finalize the Learnscope budget.

## ANNOUNCEMENTS

Update on "Shaping Our Future 2.0"

The community is invited to attend a strategic planning workshop, "Shaping Our Future 2.0" on October 5, 2013. Building on the 2009 *Shaping Our Future* initiative, the District will revisit and update the guiding principles and priorities for the next several years. This will help inform policy, particularly as the District moves to implement the new Common Core Standards and adapt to the changing needs and innovations of public education for the community's children.

Community members interested in participating must commit to the full Saturday workshop from 8:30am-3:30pm and should send an email of interest, indicating your name, telephone number, and address to [shapingourfuture@piedmont.k12.ca.us](mailto:shapingourfuture@piedmont.k12.ca.us)

Announcement of City/District Event

The City of Piedmont and District are planning a get-together for the community to meet the new Department Heads at the City and new Principals at PUSD. It is scheduled for September 24, 2013, at 5:30 at the Community Center.

Announcement of Timeline for School Board Election

Elections for the two open positions on the PUSD Board of Education will be held on February 4, 2014. Candidates can obtain the Nomination Form and all necessary paperwork from the Office of the City Clerk at Piedmont City Hall. The filing period for candidates is from October 14-November 8, 2013.

Announcement of Budget Advisory Committee Meeting and Applications for BAC Subcommittee

The next meeting of the Budget Advisory Committee (BAC) will take place on Thursday, September 19 from 3:30-5:00 p.m. in the District Office. Anyone interested is invited to attend. Those interested in being considered for membership in the Subcommittee for the School Support Tax may submit their applications at the meeting. The application and further information on the charge of the committee may be found at [www.piedmont.k12.ca.us](http://www.piedmont.k12.ca.us) under "Latest Announcements." The BAC does not approve applications and the only requirement is verification that the applicant is a taxpayer in Piedmont.

The subcommittee will form itself and determine how it will operate. We ask subcommittee members to attend BAC meetings so they will understand how school budgets work, especially in this time of transitioning from categorical funding to the LCFF.

CORRESPONDENCE

Ms. Swenson received an email regarding an article in the *Pied-*

mont Post about several consent calendar items regarding Special Education. Board members received an invitation to Assemblywoman Nancy Skinner's reception on Tuesday night from 7:00 to 8:30 PM. Topics include new funding for schools, the UC system, assistance for veterans and Covered California, and the new Affordable Care Act insurance exchange.

## BOARD REPORTS

Mr. Tolles attended the modernization steering committee and the PMS back-to-school night.

Mr. Gadbois is looking forward to attending the PHS back-to-school night and thanked Ms. Swenson for attending the PHS Parent Club for him.

Ms. Pearson attended the Diversity Education Advisory Committee (DEAC) meeting and several back-to-school nights as well as the PHS site council meeting.

Ms. Swenson attended three parent club meetings. At the Millennium Parent Club meeting there were twenty parents eager to be involved. The Beach Parent Club meeting was restructured and Principal Julie Valdez conducted a very helpful exercise discussing what parents expect from the school. Rather than reiterate information, President Brian Cantrell explained that the information was available on the school website. She attended a Public Safety Committee meeting and there are new safety plans for the Harvest Festival. She attended the Athletic Facilities meeting, where there was much discussion of the fields and the competition for their use. She also attended a *Together We Teach* planning meeting and the PHS Parent Council, where Brent did an excellent job.

Ms. Pearson mentioned that PHS Principal Brent Daniels is hosting a monthly coffee so parents can come in and talk with him. She noted that principals have been front of the middle school and high school every day.

Mr. Raushenbush attended a steering committee where the Alan Harvey theater was discussed.

## CONSENT CALENDAR

President Raushenbush announced that as well as the naming of the PHS Library to honor Ambassador Christopher Stevens, PHS Room 14 is being named the Richard Kitchens Room in recognition of Mr. Kitchen's years of work with Piedmont students. Ms. Swenson moved to approve the consent calendar. The motion was seconded by Mr. Tolles and unanimously approved.

- A. Approve the naming of the PHS Library in honor of Ambassador Christopher Stevens
- B. Approve the naming of PHS Room 14: The Richard Kitchens Room in recognition of educating PHS students for 34 years
- C. Approve Monthly Financial Report of the District for August 2013
- D. Approve Personnel Action Report
- E. Approve Field Trip for 75 students from Wildwood Elementary School to attend Camp Arroyo from October 17-18, 2013.
- F. \*Adopt Resolution 04-2013-14, "Gann Spending Limit"  
The resolution establishes maximum appropriation limitations ("Gann Limit") for public agencies, including school districts
- G. Adopt Resolution 05-2013-14, "Disposal of Obsolete Textbooks"

- H. Adopt Resolution 06-2013-14, "Declaration of Surplus Property"
- I. Approve one Master Contract and two Individual Service Agreements with TLC Child and Family Services, for one student, effective September 3, 2013, through June 30, 2014, at a total cost not to exceed \$131,864.40. Funding: Special Education
- J. Approve one reimbursement to the parents of one student, for nonpublic services, effective July 1, 2012, through June 30, 2013, and July 1, 2013 through June 30, 2014, at a total cost not to exceed \$15,720.00. Funding: Special Education

FUTURE BOARD AGENDA ITEMS

Future items include an update on future modernization projects, and discussion of projects not yet done, including the batting cage replacements, the Highland gate for Havens, communication systems and the PMS Learnscape. Ms. Swenson would like an opportunity for discussion and feedback on the Alan Harvey Theatre, including a brief presentation of the plan, the District's bonding capacity and timelines. Superintendent Hubbard said there is not enough time to place a bond on the February ballot but the Board could look at a ballot measure in June, 2014.

- 2012-13 STAR Exam Review/AP (Sept 25)
- Summary of 2012-13 Action Plan (Sept. 25)
- Special Board Meeting "Shaping Our Future" (Oct. 5)
- Review Facilities Standards/ Green Policy (TBD)
- 2012-13 Action Plan Summary (TBD)
- GASB 45 Actuarial Study (TBD)
- Facilities Use – Fee Structure (TBD)
- AHT Update (Fall)
- Calendar Options for 2014-15 (Fall)

Adjournment

There being no further business, and with no objection by the Board, President Raushenbush adjourned the meeting at 10:40 p.m.

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RICHARD RAUSHENBUSH, Board President  
 Piedmont Unified School District  
 Board of Education

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CONSTANCE HUBBARD  
 Secretary, Piedmont Unified School District  
 Board of Education

ROUTE TO THE GOVERNING BOARD

FROM 09/01/2013 TO 09/30/2013  
UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
80xx Revenue	16,023,646.00	6,366.56	575,773.79	3.5	0.00	15,447,872.21	96.4	
81xx FEDERAL REVENUE	595,738.00	0.00	0.00	.0	0.00	595,738.00	100.0	
82xx OTHER FEDERAL REVENUE	121,308.00	0.00	0.00	.0	0.00	121,308.00	100.0	
83xx OTHER STATE REVENUE	127,755.00	0.00	0.00	.0	0.00	127,755.00	100.0	
84xx OTHER STATE REVENUE	0.00	0.00	5,355.00	100.0	0.00	5,355.00-	.0	
85xx OTHER STATE REVENUE	1,211,075.00	350,752.38	350,752.38	28.9	0.00	860,322.62	71.0	
86xx OTHER LOCAL REVENUE	12,379,775.00	817.64-	400,688.14	3.2	0.00	11,979,086.86	96.7	
87xx OTHER TRANSFER IN	1,034,834.00	0.00	109,136.00	10.5	0.00	925,698.00	89.4	
89xx INTERFUND TRANSFER IN	138.00	0.00	0.00	.0	0.00	138.00	100.0	
TOTAL: 8xxx	31,494,269.00	356,301.30	1,441,705.31	4.5	0.00	30,052,563.69	95.4	
00xx *** NOT ON FILE ***	0.00	0.00	11,467.72-	.0	0.00	11,467.72	.0	
TOTAL: 0xxx	0.00	0.00	11,467.72-	.0	0.00	11,467.72	.0	
11xx Certificated Salaries	12,684,055.00	1,104,416.83	2,351,742.17	18.5	0.00	10,332,312.83	81.4	
12xx Counselors/Psych/Nurse/Librari	1,141,110.00	93,827.06	188,971.24	16.5	0.00	952,138.76	83.4	
13xx Cert Salaries-Admin/Supervisor	1,609,135.00	137,306.52	426,124.59	26.4	0.00	1,183,010.41	73.5	
19xx Other Certificated Salaries	382,455.00	33,209.95	71,493.50	18.6	0.00	310,961.50	81.3	
TOTAL: 1xxx	15,816,755.00	1,368,760.36	3,038,331.50	19.2	0.00	12,778,423.50	80.7	
21xx Class Sal/Instructional Aide	2,439,115.00	188,187.67	429,875.44	17.6	0.00	2,009,239.56	82.3	
22xx Classified Support Salaries	1,123,929.00	96,001.74	291,540.85	25.9	0.00	832,388.15	74.0	
23xx Class Sal/Administrator/Superv	97,266.00	11,012.66	33,836.30	34.7	0.00	63,429.70	65.2	
24xx Class Sal/Clerical&Othr Office	1,223,230.00	107,302.65	279,141.21	22.8	0.00	944,088.79	77.1	
29xx Other Classified Salaries	77,455.00	4,718.09	8,287.27	10.6	0.00	69,167.73	89.3	
TOTAL: 2xxx	4,960,995.00	407,222.81	1,042,681.07	21.0	0.00	3,918,313.93	78.9	
31xx STRS	1,284,317.00	24,220.07	157,861.44	12.2	0.00	1,126,455.56	87.7	
32xx PERS	498,879.00	9,610.27	69,615.39	13.9	0.00	429,263.61	86.0	
33xx SOCIAL SECURITY	572,261.00	125,194.04	196,352.47	34.3	0.00	375,908.53	65.6	
34xx HEALTH & WELFARE	3,690,558.00	811,677.61	900,406.83	24.3	0.00	2,790,151.17	75.6	
35xx STATE UNEMPLOYMENT INSURANCE	10,035.00	268.65-	869.62	8.6	0.00	9,165.38	91.3	
36xx WORKERS COMPENSATION INSURANCE	377,300.00	5,373.58-	17,389.81	4.6	0.00	359,910.19	95.3	
37xx OPEB	575,000.00	30,653.88	95,002.80	16.5	0.00	479,997.20	83.4	
38xx PERS REDUCTION	0.00	6,116.61	12,092.41	100.0	0.00	12,092.41-	.0	
TOTAL: 3xxx	7,008,350.00	1,001,830.25	1,449,590.77	20.6	0.00	5,558,759.23	79.3	
41xx Approved Textbooks	256,294.00	75,553.34	115,272.67	44.9	176,795.81	35,774.48-	.0	
42xx Books and Othr Ref Materials	23,417.00	1,851.52	1,851.52	7.9	1,772.17	19,793.31	84.5	
43xx Materials and Supplies	891,047.00	112,954.72	229,311.31	25.7	192,305.68	469,430.01	52.6	

ROUTE TO THE GOVERNING BOARD

FROM 09/01/2013 TO 09/30/2013  
UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
44xx Non-Capitalized Equipment	41,367.00	5,520.12	8,087.79	19.5	36,121.68	2,842.47-	.0	
TOTAL: 4xxx	1,212,125.00	195,879.70	354,523.29	29.2	406,995.34	450,606.37	37.1	
52xx Travel and Conference	87,348.00	2,069.39	7,558.48	8.6	20,188.39	59,601.13	68.2	
53xx Dues and Memberships	17,320.00	70.00	12,786.33	73.8	0.00	4,533.67	26.1	
54xx INSURANCE	137,223.00	0.00	0.00	.0	0.00	137,223.00	100.0	
55xx Operation and Housekeeping Svc	440,300.00	47,493.99	90,066.08	20.4	6,965.51	343,268.41	77.9	
56xx Rntls,Leases,Repair,Noncapital	273,921.00	18,680.57	54,923.62	20.0	204,078.70	14,918.68	5.4	
58xx Prof/Consulting Svcs/Operating	2,215,302.00	110,629.35	266,092.49	12.0	1,427,131.27	522,078.24	23.5	
59xx Communications	118,681.00	7,182.73	29,294.59	24.6	69,309.90	20,076.51	16.9	
TOTAL: 5xxx	3,290,095.00	186,126.03	460,721.59	14.0	1,727,673.77	1,101,699.64	33.4	
TOTAL: 1xxx - 5xxx	32,288,320.00	3,159,819.15	6,345,848.22	19.6	2,134,669.11	23,807,802.67	73.7	
73xx DIRECT SUPPORT/INDIRECT COST	120,000.00-	0.00	0.00	100.0	0.00	120,000.00-	.0	
76xx INTERFUND TRANSFER/OTHER USES	430,693.00	0.00	0.00	.0	0.00	430,693.00	100.0	
TOTAL: 7xxx	310,693.00	0.00	0.00	.0	0.00	310,693.00	100.0	
TOTAL: 1xxx - 7xxx	32,599,013.00	3,159,819.15	6,345,848.22	19.4	2,134,669.11	24,118,495.67	73.9	

ROUTE TO THE GOVERNING BOARD

FROM 09/01/2013 TO 09/30/2013

UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

Summary

SUMMARY BY Object		WORKING BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	( 8000 - 8999 )	31,494,269.00	356,301.30	1,441,705.31	4.5	0.00	30,052,563.69	95.4
	TOTAL: 1xxx - 5xxx	32,288,320.00	3,159,819.15	6,345,848.22	19.6	2,134,669.11	23,807,802.67	73.7
	TOTAL: 1xxx - 6xxx	32,288,320.00	3,159,819.15	6,345,848.22	19.6	2,134,669.11	23,807,802.67	73.7
	TOTAL: 1xxx - 7xxx	32,599,013.00	3,159,819.15	6,345,848.22	19.4	2,134,669.11	24,118,495.67	73.9
TOTAL EXPENSES	( 1000 - 7999 )	32,599,013.00	3,159,819.15	6,345,848.22	19.4	2,134,669.11	24,118,495.67	73.9

Board Meeting of  
October 9, 2013

TO: Board of Education  
FROM: Constance Hubbard, Superintendent  
SUBJECT: **ACCEPT DONATIONS**

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**I. SUPPORT INFORMATION**

It is recommended that the Board of Education accept the following donations recently received by the District:

- Donation from CHIME of a trumpet and two flutes, estimated by CHIME to be worth \$1,000

**II. RECOMMENDATION: ACTION**

Accept donation, with appropriate letters of thanks to the donor

CH/ss



# Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: Michael Karasik # of Students: 6

School: PHS Grade/Class: all grades

Destination: McKinleyville, CA Depart Date: 10/20/13 Return Date: 10/21/13

Depart Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Describe the objectives of the proposed activity and how they relate to the course/grade/program  
Participate in Division II NCS Championship Finals

**Transportation:**  Private Vehicle(s)  Rental Vehicle(s)  Bus(es)  Walking  Flight

### Cost:

Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ 2,000 Funding Source: Women's Golf Budget  
Transportation/Lodging/Meals

### Additional Information Needed Once Approved:

- PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- PUSD Field Trip: Itinerary Form
- PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) – for each driver)
- PUSD Field Trip: Staff Notification and Student Roster Form
- PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- PUSD Field Trip: Medical Information Form (for each student needing medication)
- PUSD Volunteer Clearance Form (for each adult volunteer)

### Approval:

*Bob H. Job*  
Principal

9/30/13  
Date

\_\_\_\_\_  
Governing Board (Overnight/Out-of State only)

\_\_\_\_\_  
Date

**SCHOOL FACILITIES CONSULTANT AGREEMENT  
BETWEEN  
PIEDMONT UNIFIED SCHOOL DISTRICT  
AND  
HANCOCK PARK & DELONG, INC.**

This agreement is made by and between PIEDMONT UNIFIED SCHOOL DISTRICT, herein referred to as the Client, and HANCOCK PARK & DELONG, INC., herein referred to as the Consultant, for services pertaining to the integration of the State School Facility Program (SFP) with the Piedmont Bond program completion. For the remuneration stipulated, the Consultant shall:

1. Assist Client to bring the Client's past bond program interface with the State SFP to a close.
  - a. Prepare and monitor fund release requests
  - b. Prepare and submit Project Information Worksheets when required
  - c. Prepare and monitor Priority Funding Round participation requests and certification timelines
2. Provide assistance and direction for the Havens / Alan Harvey Theater or other SFP applications as directed, as follows:
  - a. Provide liaison activities with the Office of Public School Construction (OPSC), the California Department of Education (CDE) and other agencies/entities involved in the school facilities application process as necessary to facilitate necessary approvals.
  - b. Prepare SFP eligibility and/ or updates when necessary and appropriate
  - c. Prepare SFP funding applications as needed
  - d. Participate in, monitor and negotiate as necessary the OPSC resolution of application issues.
  - e. Track application to State Allocation Board (SAB) Approval
3. Apprise the Client of the relevant activity in the state school facilities programs by monitoring and reporting the actions of the State Allocation Board and the SAB Implementation Committee.
4. Provide documentation to the Client of services provided.

A fee of \$3,000 per month shall be charged the Client for the aforementioned services under Items 1 through 3 above. The services shall be invoiced monthly. There shall be no additional charge for travel time to the Client's office. All reimbursement of other expenses shall be authorized by the Client prior to the Consultant incurring the expense.

It is understood that the Consultant shall function as an independent contractor without authority to obligate the Client without the Client's approval. The undersigned understands that the Consultant cannot control the processes of the applicable agencies in reviewing and approving any Client application or appeal request. The Consultant will use its best efforts to assist the Client but cannot guarantee a favorable result.

The terms of this agreement shall be effective from July 1, 2013 through February 28, 2014 unless mutually amended. This agreement may be terminated by either party upon 30 days written notice.

HANCOCK PARK & DELONG, INC.

PIEDMONT UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Bruce B. Hancock, President      Date  
1451 River Park Drive, Suite 285  
Sacramento, CA 95815  
Federal EIN 20-4101370

\_\_\_\_\_  
Constance Hubbard, Superintendent      Date  
Piedmont Unified School District  
760 Magnolia Avenue  
Piedmont, CA 94611