

## Table of Contents

<b>Background - LCAP 6-24-15.pdf</b>	<b>2</b>
<b>Background - Budget Adoption 15-16 - Bd Mtg 6-24-15.pdf</b>	<b>9</b>
<b>Budget Charts.pdf</b>	<b>12</b>
<b>16-2014-15 Authorizing Year-End Budget Transfers of Funds.pdf</b>	<b>26</b>
<b>Background - Facilities Master Plan 6-24-15.pdf</b>	<b>27</b>
<b>17-2014-15 - Recognizing Constance Hubbard.pdf</b>	<b>29</b>
<b>Bd Mtg Minutes of 5-27-15.pdf</b>	<b>31</b>
<b>Personnel Action Board Report 6-24-15.pdf</b>	<b>37</b>
<b>18-2014-15 - Authorized Agents.pdf</b>	<b>40</b>
<b>Board Committee Assignments 2015-16.pdf</b>	<b>42</b>
<b>Exposure Control for Bloodborne Pathogens BP AR 4119.42.pdf</b>	<b>43</b>
<b>Draft Universal Precautions BP 4119.43.pdf</b>	<b>47</b>
<b>Draft Universal Precautions AR 4119.43.pdf</b>	<b>48</b>
<b>Draft Food Allergies BP 5141.27.pdf</b>	<b>52</b>
<b>Draft Food Allergies AR 5141.27.pdf</b>	<b>55</b>
<b>APT - AB1200 Public Disclosure.pdf</b>	<b>59</b>
<b>AB1200 Collective Bargaining Certification - APT.pdf</b>	<b>67</b>
<b>Approve/Ratify Contracts</b>	<b>68</b>
<b>Contract with Dannis Woliver Kelley</b>	<b>71</b>

TO: Board of Education

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

SUBJECT: Adopt 2015-16 PUSD Local Control Accountability Plan (LCAP)

**I. SUPPORT INFORMATION**

Following the passage of Proposition 30, the State developed a new formula for allocating money to school districts. Starting in the 2014/15 school year, this formula serves to stabilize education funding and reverse the cuts to education that started in 2008.

The funding rules require each school district to adopt a plan, called a Local Control Accountability Plan (LCAP), for education spending. The LCAP must describe how the District will meet annual goals for students that reflect both State requirements and local priorities. The LCAP must be developed by July 2015 and then reviewed annually.

The District's LCAP must also conform to specific content and format requirements mandated by the State and the Alameda County Office of Education (ACOE). These 27 mandated metrics must be addressed as part of the District's LCAP.

**Executive Summary of the 2015-16 PUSD Local Control accountability Plan**

LCAP Goal - #1	
#1 - PUSD will continue to ensure that 100% of teachers are highly qualified, appropriately credentialed, and trained in best practices for teaching Common Core standards and 21st century student-centered learning skills.	
Identified Need	Expected Measurable Outcome
Currently 100% of teachers in PUSD are qualified and appropriately credentialed. PUSD needs to maintain this high percentile of qualified and appropriately credentialed teachers. Teachers need professional development in teaching practices that align with Common Core and 21st century student learning skills.	100% of PUSD teachers will be appropriately credentialed.  100% of PUSD teachers will be provided with 3 days of professional learning in teaching practices that align with Common Core and 21st century student learning skills.
Actions / Services	
1.1 Continue to provide stipends for all new teachers to participate in the Beginning Teacher and Support (BTSA) program in order to clear their credential.	
1.2 Continue to provide stipends for mentors to support the new teachers in the Beginning Teacher and Support (BTSA) program.	

- 1.3 Continue to provide professional development and stipends for coaches to support identified teachers in the TEAM (Teachers Engaged in Active Mentoring) program.
- 1.4 Provide teachers with professional development on best practices for teaching Common Core standards and 21st century student-centered learning skills.
- 1.5 Led by the Director of Curriculum and Instruction, math teachers will receive professional development on best practices in teaching Common Core math content standards, math practice standards, and new math curriculum.

LCAP Goal - #2	
<p>#2 - All students will have access to English Language Arts, Math, and Technical Subjects Common Core aligned curriculum in order to improve students' content mastery and skills in critical thinking, creativity, communication, collaboration, and technical literacy and to prepare them for college and career pathways.</p>	
Identified Need	Expected Measurable Outcome
<p>0% of high school students have access to Common Core aligned math instructional materials.</p> <p>100% of K-8 students have access to Common Core aligned instructional materials in math, and 100% of K-5 students have access to Common Core aligned instructional materials in math. An analysis of instructional materials and their alignment to Common Core is needed in other subjects and grade levels.</p> <p>0% of students enrolled in computer science courses at Piedmont High School are English learners.</p> <p>32% of students enrolled in computer science courses at Piedmont High School are female.</p>	<p>Enrollment of under-represented students (EL and female) will increase in computer science by 5%.</p> <p>100% of 9th grade students will have access to Common Core aligned math instructional materials (Math 1, Math 1/2A).</p> <p>A spreadsheet will be developed that indicates all instructional materials being used in the TK-12 English language arts, history, and technical subjects classrooms to teach the Common Core Literacy and Technical Subject standards.</p> <p>Students in grades 3-8 and 11 will establish a baseline score on the Smarter Balanced Assessment as a measurement of our Common Core implementation.</p>
Actions / Services	
<p>2.1 Middle School and High School Math Teachers will be provided release time (6 days) to research and recommend CCSS-aligned math textbooks and instructional materials (6-12) to the Board of Education for adoption.</p> <p>2.2 PUSD, where needed, will purchase common computer workstations, LCD projectors, and audio components for all teachers/classrooms (grades TK-5).</p> <p>2.3 PUSD will purchase Chromebooks for grades 6, 8, 9, 11 to improve writing, reading, math, researching, editing, collaborating, and keyboarding skills. With these purchases, all students grades 6-12 will be 1:1 with Chromebooks.</p> <p>2.4 Led by the Director of Curriculum and Instruction, representative teachers from TK-12 English language arts, history, and technical subjects classrooms will participate in an analysis of the instructional materials being used to teach the Common Core Literacy and Technical Subject standards. Based on the analysis, during the 2015-16 school year, the District staff will provide recommendations for additional Common Core instructional materials in the areas of literacy and technical subjects.</p> <p>2.5 Led by the Director of Curriculum and Instruction, the high school math teachers will be provided release time (6 days) to research and develop CCSS-aligned math courses (IM-2, IM-2B/IM-3) to the Board of Education for adoption.</p>	

LCAP Goal - #3	
<p>#3 - PUSD will ensure that all school facilities are maintained and in good repair by optimizing the use of resources through prudent stewardship, enhanced public/private support, and strong community partnerships.</p>	
Identified Need	Expected Measurable Outcome
<p>Currently 100% of students have access to facilities that are in "good repair" as measured by the Facility Inspection Tool.</p> <p>PUSD needs to maintain this high percentile of students who have access to facilities that are maintained and in good repair.</p>	<p>All facilities will receive a "No Deficiency – Good Repair" as measured by the Facility Inspection Tool.</p>
Actions / Services	
<p>3.1 Led by the Director of Facilities, PUSD will continue to facilitate a Steering Committee that addresses the long-term safety, accessibility, usability, and value of school facilities and infrastructure as feasible given the available budget and community support. The Steering Committee will consist of administration, board members, and community members.</p> <p>3.2 In order to determine needed facility improvements that best support a 21<sup>st</sup> century education, PUSD will hire a consulting firm to engage in Facilities Use Master Planning. The completed Facilities Master Plan for PUSD will be presented to the school board in the Spring of 2016.</p> <p>3.3 In order to implement needed facility improvements that best support a 21<sup>st</sup> century education, PUSD will hire a Director of Facilities.</p>	

LCAP Goal - #4	
<p>#4 - All EL students will make progress toward English proficiency and will be able to access grade-level content in English language arts, math, history, and technical subjects.</p>	
Identified Need	Expected Measurable Outcome
<p>92.6% of PUSD EL students met the AMAO-1 (Annual Measurable Achievement Objective). Target set at 59%.</p> <p>68.1% of PUSD EL students met the AMAO-2 (Annual Measurable Achievement Objective). Target set at 49%.</p> <p>English learners need teachers to scaffold their instruction so students can access grade-level content.</p>	<p>To increase the number of teachers who scaffold their instruction for English learners, 10% of PUSD teachers will participate in professional development on new standards for English language development.</p>
Actions / Services	
<p>4.1 Led by the Director of Curriculum and Instruction, PUSD teachers and staff will receive professional development on the new ELD standards.</p> <p>4.2 Led by the Director of Curriculum and Instruction, PUSD teachers (including EL teachers and support staff) will align current curriculum to the new ELD standards.</p>	

LCAP Goal - #5	
#5 - All PUSD students will continue to have access to a broad course of study, including courses described in Education Code 51210 and 51220(a)-(i)	
Identified Need	Expected Measurable Outcome
<p>100% of students have access to a broad course of study. PUSD needs to maintain this high percentile of students having access to a broad course of study.</p> <p>100% of students graduate from PUSD. PUSD needs to maintain this high percentile of students graduating from PUSD.</p> <p>100% of students pass the CAHSEE. PUSD needs to maintain this high percentile of students passing the CAHSEE.</p> <p>93% of students successfully complete courses that satisfy UC or CSU requirements. PUSD needs to increase this high percentile of students successfully completing courses that satisfy UC or CSU requirements.</p> <p>94% of students pass an Advanced Placement examination with a score of 3 or higher. PUSD needs to increase this high percentile of students passing an Advanced Placement examination with a score of 3 or higher</p> <p>90% of students meet the requirements that satisfy the University of California's Analytical Writing Requirement. PUSD needs to increase this high percentile of students meeting the requirements that satisfy the University of California's Analytical Writing Requirement</p>	<p>Continue to provide a 7-period day at PMS, MHS, PHS.</p> <p>Maintain 100% Graduation Rate.</p> <p>Maintain 100% passing rate on the CAHSEE.</p> <p>Increase the percentage of PHS Students who successfully complete courses that satisfy UC or CSU entrance requirements.</p> <p>Increase the percentage of PHS Students who pass an Advanced Placement examination with a score of 3 or higher.</p> <p>Increase the percentage of PHS Students who meet the requirements by which students satisfy the University of California's Analytical Writing Requirement.</p> <p>Develop a baseline of SBAC scores for students grades 3-8, 11 as a measurement of our Common Core implementation.</p> <p>API has been suspended (not applicable).</p>
Actions / Services	
<p>5.1 Continue to employ class-size reduction at the elementary level (as averages):            Kinder = 20:1            1st - 3rd = 23:1            4th - 5th = 24:1</p> <p>5.2 Continue to provide a 7-period day at the middle and high school levels:            - 30 additional sections @ PHS/MHS            - 20 additional sections @ PMS</p> <p>5.3 Continue to provide students with over 75 UC/CSU "A to G" approved college-preparatory courses.            - 15 FTE</p>	

LCAP Goal - #6	
<p>#6 - Provide students with social and emotional learning opportunities and support services/practices that (a) ensure a safe and healthful learning environment and (b) teach respect, inclusion, resilience, responsible citizenship, self-discipline, and personal responsibility.</p>	
Identified Need	Expected Measurable Outcome
<p>2014 California Healthy Kids Survey Results:</p> <ul style="list-style-type: none"> <li>- Key indicators of School Climate and Student Well-Being (Table A.2.1)</li> </ul> <p>2014 Challenge Success Survey Results:</p> <ul style="list-style-type: none"> <li>- Average hours of sleep by grade level on a typical school night.</li> </ul> <p>PUSD student attendance rate is 96.5%. PUSD needs to increase the student attendance rate by 1%. Chronic absenteeism rates are not applicable.</p> <p>Piedmont Middle School drop out rate is 0%. PUSD needs to maintain this low percentile of students who drop out.</p> <p>Piedmont Unified high school drop-out rate is 0%. PUSD needs to maintain this low percentile of students who drop out.</p> <p>Piedmont Unified high school graduation rate is 100%. PUSD needs to maintain this high percentile of students who graduate.</p> <p>Piedmont Unified School District expulsion rate is 0%. PUSD needs to maintain this low percentile of students who are expelled.</p> <p>Piedmont Unified School District suspension rate is &lt;1%. PUSD needs to reduce this low percentile of students who are suspended.</p>	<p>An increase in the consistency of instruction in Second Step and Welcoming Schools lessons in TK-5 classrooms.</p> <p>Pilot of Second Step lessons in 6th grade.</p> <p>A decrease in harmful behaviors as demonstrated by students on the California Healthy Kids Survey Results (Table A.2.1.).</p> <p>An increase in healthy behaviors as demonstrated by students on the California Healthy Kids Survey Results (Table A.2.1.).</p> <p>An increase of the average hours of sleep by grade level on a typical school night as measured by the Challenge Success Survey.</p> <p>Increase school attendance rates by 1% across schools in the district.</p> <p>Maintain 0% middle school drop-out rate.</p> <p>Maintain 0% high school drop-out rate.</p> <p>Maintain 100% high school graduation rate.</p> <p>Maintain 0% expulsion rate across the district.</p> <p>Reduce the current &lt;1% suspension rate across the district.</p>
Actions / Services	
<p>6.1 Led by the Director of Curriculum and Instruction and the Wellness Center Director, all TK-5 teachers will continue to implement and evaluate the continuity in delivery and the effectiveness of the lessons provided in Second Step, the social-emotional curriculum.</p> <p>6.2 Led by the Director of Curriculum and Instruction and the Wellness Center Director, all K-5 Teachers will continue to implement and evaluate the continuity in delivery and the effectiveness of the lessons provided in Welcoming Schools curriculum.</p> <p>6.3 The Director of Curriculum and Instruction and the Wellness Center Director will work with PMS administrators and teachers to explore the implementation of Second Step curriculum at the middle school level.</p> <p>6.4 Led by the PHS Service Learning Coordinator, PHS and MHS will provide a comprehensive Service Learning Program for all students that addresses a specific social issue/theme through a combination of curriculum, speaker events, and community service.</p> <p>6.5 Led by the site administration, PMS will investigate a new bell schedule that allows for a later start time 5x per week.</p> <p>6.6 Led by the Director of Instructional Technology, PUSD will continue to provide students with digital citizenship expectations and responsible use policies for technology.</p>	

- 6.7 The PHS/MHS counselors and College and Career Coordinator will continue to provide collaboration and education opportunities for the community to discuss Advanced Placement, Honors, and Compressed courses as they relate to balanced course scheduling and students stress-reduction.
- 3.0 FTE - PHS Counselors
  - 1.0 FTE - MHS Counselor
  - College & Career Center Contract
- 6.8 The PUSD Wellness Center Director will continue to facilitate counseling services to students (grades 6-12) in need.

LCAP Goal - #7	
<p>#7 - Increase parent involvement in leadership opportunities and school-connectedness (especially those parents from under-represented groups, e.g. EL &amp; SPED) in order to provide forums for communication, discussion and input, and to raise awareness of available resources to support student learning.</p>	
Identified Need	Expected Measurable Outcome
<p>Average parent attendance at the following district committees during 14-15:</p> <ul style="list-style-type: none"> <li>- 32 – District Technology Advisory Committee</li> <li>- 3 - District English Language Advisory Committee</li> <li>- 12 - Budget Advisory Committee</li> <li>- 9 - Special Education Advisory Committee</li> <li>- 5 - GATE Advisory Committee</li> <li>- 10 - Green Initiative Committee</li> </ul>	<p>Increased participation on the following committees by 25%:</p> <ul style="list-style-type: none"> <li>- District Technology Advisory Committee</li> <li>- District English Language Advisory Committee</li> <li>- Budget Advisory Committee</li> <li>- Special Education Advisory Committee</li> <li>- GATE Advisory Committee</li> <li>- Green Initiative Committee</li> </ul> <p>Increased participation of parents of unduplicated pupils by 25%.</p>
Actions / Services	
<p>7.1 Led by the Director of Instructional Technology, PUSD will invite families to regularly attend the <u>District Technology Advisory Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	
<p>7.2 Led by the Director of Curriculum and Instruction, PUSD will invite families to regularly attend the <u>District English Language Advisory Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	
<p>7.3 Led by the Assistant Superintendent of Business Services, PUSD will invite families to regularly attend the <u>Budget Advisory Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	
<p>7.4 Led by the Director of Special Education, PUSD will invite families to regularly attend the <u>Special Education Advisory Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	
<p>7.5 Led by the Director of Curriculum and Instruction, PUSD will invite families to regularly attend the <u>GATE Advisory Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	
<p>7.6 Led by the Director of Curriculum and Instruction, PUSD will invite families to regularly attend the <u>Green Initiative Committee</u> using the school bulletins, Piedmont Portal, and Spotlight E-Newsletter. PUSD will also schedule meetings in the afternoon and evenings to increase participation.</p>	

LCAP Goal - #8	
#8 - Develop career technical education sequences or programs of study at PHS and MHS that align with state board-approved career technical education standards and frameworks.	
Identified Need	Expected Measurable Outcome
Currently there are 0% career technical education pathways.	Three percent of secondary students will enroll in a California Partnership Academy, certified NAF academy, or certified Linked Learning pathway that includes both the courses that satisfy requirements for entrance to the University of California and the California State University and a career technical education sequence or program of study that aligns with state board-approved career technical education standards and frameworks.
Actions / Services	
8.1 Led by the Director of Alternative/Adult Education, PUSD will create one career technical education pathway in STEM. <ul style="list-style-type: none"> <li>- The PHS/MHS administrative team will develop a pathway course structure</li> <li>- The counselors will identify student participants in the program pathway.</li> <li>- The PHS/MHS administrative team will identify pathway characteristics (2 or 3 course sequence, A-G requirement, dual-enrollment).</li> </ul>	

The initial Public Hearing of the LCAP was on June 10, 2015.

II. **RECOMMENDATION: REVIEW**

Approve the 2015-16 PUSD Local Control Accountability Plan



TO: Board of Education

FROM: Constance Hubbard, Superintendent  
Michael Brady, Assistant Superintendent, Business Services  
Song Chin-Bendib, Chief Business Official  
Michelle Nguyen, Director of Fiscal Services

SUBJECT: **ADOPT 2015-16 DISTRICT GENERAL FUND BUDGET AND ALL BUDGETS OPERATED BY THE DISTRICT; AND ADOPT RESOLUTION 16-2014-15 "AUTHORIZING YEAR-END BUDGET TRANSFERS"**

---

**I. SUPPORT INFORMATION**

Districts are required to adopt their budgets prior to June 30 of each year for the next fiscal year whether or not the State has adopted its Budget. With the introduction of the Local Control Accountability Plan (LCAP), Governing Boards must hold at least one public hearing to solicit recommendations and comments from the public prior to adoption of the District's LCAP. Per Education Code (EC 42127 and 52062), the public hearing must take place in advance of, and at a meeting separate from, the Board meeting to adopt the LCAP and the District's Adopted Budget for 2015-16 Budget. The Piedmont Unified School District held its public hearing on June 10, 2015.

The Adopted Budget and LCAP are now presented (as amended, based on public input and Board direction). The Adopted Budget includes the expenditures as reflected in the LCAP. Staff will submit all required documentation to the Alameda County Office of Education (ACOE) by the statutory deadline of July 1, 2015.

Attached is background information about revenue, expenditures, and enrollment projections. For each fund operated by the District, there is a "user friendly" excel summary sheet that lists the current year projected ending fund balance and the recommended 2015-16 budget. Also included is a multi-year projection for the General Fund. Under separate attachment is the budget information details in the Standardized Account Code Structure (SACS) format as required by the State and County.

**The Governor's Budget, unfunded CalSTRS Liability, CalPERS contributions, and PUSD reserves**

The Piedmont Unified School District 2015-16 Adopted Budget reflects the Governor's May Revise data. The Adoption Budget contains the increase in LCFF revenue but correspondingly shows the increase in California State Teachers Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS) costs as well. A continuing challenge for District multi-year budget planning purposes is addressing the CalSTRS unfunded liability with increased employer, employee, and State contributions.

In his May Revise, the Governor did not address the issues of CalSTRS and CalPERS cost relief and repeal of the reserve cap.

A brief summary on the CalSTRS and CalPERS cost increases: Started in 2013-14, the Governor called for increases in STRS Employer Rates from 8.25% to 8.88% (in 2014-

15), 10.73% (in 2015-16), 12.58% (in 2016-17), and 14.43% (in 2017-18), increasing by 1.85% each year to 19.10% in 2020-21. The STRS rate is set by the State. The PERS rate is set by the CalPERS Board based on actuarial assumptions. The PERS rate has increased from 11.417% in 2013-14 to 11.771% (in 2014-15), 11.847% (in 2015-16), 15.0% (in 2016-17), and 16.6% (in 2017-18), increasing incrementally thereafter to 20.40% by 2020.

Reserve cap would be triggered by the “Rainy Day Fund” in which the state makes a deposit into the Proposition 98 portion of the “Rainy Day Fund”. In the year following a deposit, school districts would not be able to have reserves more than twice the minimum required by state regulation, which for the Piedmont Unified School District would amount to 6 percent (twice the 3% minimum).

However, based on the Legislative Analyst’s Office (LAO) forecasts, which historically have been more conservative, Proposition 98 funding will be based on Test 2, and therefore will not trigger the hard cap reserve to happen. In addition, the May Revision estimates that \$772 million in maintenance factor (another condition for the reserve cap to be triggered) will remain outstanding at the close of 2015-16 fiscal year.

As a result of the two conditions above, school districts including Piedmont USD will propose its 2015-16 budget reserve conditions as in the past, without any necessary actions to reduce the reserves below prudent levels.

However, school districts are required to substantiate the need for an “assigned or unassigned ending fund balance” above the required minimum reserve. At the June 10 Public Hearing, staff stated the amounts above the 3% reserve in 2015-16 are needed to maintain required reserve at subsequent fiscal years.

### **The Local Control Accountability Plan (LCAP)**

The LCAP represents a fundamental shift in how Local Educational Agencies (LEAs) plan for – and are held accountable for – LCFF funding for all pupils in the District. Accordingly, the District budget must align with identified needs for 2015-16 and reflect LCFF funding and structures. The District LCAP template is intended to guide expenditure plans according to locally defined goals and actions for all students, with particular emphasis on English learner, low income and foster youth pupils. Further, the District’s LCAP must demonstrate how services are provided to meet the needs and improve the performance of all pupils. The District’s 2015-16 Adopted Budget has incorporated expenditures necessary to implement the LCAP.

### **The General Fund**

The General Fund is the most significant of the funds managed by the District because it represents the day-to-day operations of the District. It is the only fund that is not entirely restricted as to expenditures of funds received from all sources. Included is a chart that depicts the sources of revenue and expenditures for the General Fund, enrollment projections and the multi-year projections for 2016-17 and 2017-18. The summary forms recap the information included in the Standardized Account Code Structure (SACS) format that is required by the State.

In addition to the assumptions included for each fund, it is important that the following trends affecting the budget are recognized:

- Programs included as essential by the PUSD Board of Education for Piedmont students’ educational experience are maintained within the 2015-16 Budget.

- Collective bargaining agreements are settled with the Association of Piedmont Teachers (APT) and the California School Employees Association through June, 2017. The agreements call for salary to be opened each year. A 1.25% increase in the 2015-16 salary schedules for APT has been approved. For budgeting purposes, the cost for a salary increase of 1.25% for all employee groups has been incorporated to the Adopted Budget and multi-year projections.
- The State has provided Cost of Living Adjustments (COLAs) for 2015-16 in the amount of 1.02%. COLAs for 2016-17 (1.60%) and 2017-18 (2.48%) are incorporated as part of the District's multi-year projections.
- The Fiscal Crisis and Management Assistance Team (FCMAT) LCFF calculator with DOF Gap Funding Rates continues to be used to provide multi-year projections. Gap Funding rates applied are as follows:
 

2015-16	53.08%
2016-17	37.40%
2017-18	36.70%
- The District has been able to maintain its educational program for students through the generous support of the Piedmont community through renewal of the School Support Tax and additional donations and contributions from parent clubs and the Piedmont Educational Foundation, which is now formally called "Piedmont Education Foundation" via the merger of Piedmont Educational Foundation and Associated Parent Clubs of Piedmont (APCP).
- Parcel Tax support has been an essential component of the District's revenue for the maintenance of programs for students. It has grown from being approximately 11% of the District's total revenue in 1985 to 28% in 2014-15 from Measure A as approved by voters in March, 2013 for eight years (expires June 30, 2021).
- Funds raised by the Piedmont Education Foundation to support programs remain an integral part of the District's budget, representing over \$2.0M per year.
- The Piedmont Educational Foundation Endowment Fund support is provided at \$275,000/year, an increase of \$25,000 over 2014-15.
- District enrollment has been increasing slightly, and enrollment adjustments reflect LCFF base for 2015-16 based on the ADA in 2014-15. Enrollment adjustments have been incorporated into the 2015-16 Budget.
- The Budget Advisory Committee consisting of representatives from all stakeholders in the District meets regularly to discuss the District Budget and provide recommendations to the Board of Education in the budget development process. The BAC members also report information on the budget back to their constituent groups.

**II. RECOMMENDATION: ACTION**

Adopt the District General Fund budget for 2015-16 and all budgets operated by the District, and adopt Resolution xxxx 2014-15 Authorizing Year-End Budget Transfers

Budget: Under Separate Cover



# PIEDMONT UNIFIED SCHOOL DISTRICT

## **2015/2016 BUDGET ADOPTED JUNE 24, 2015**

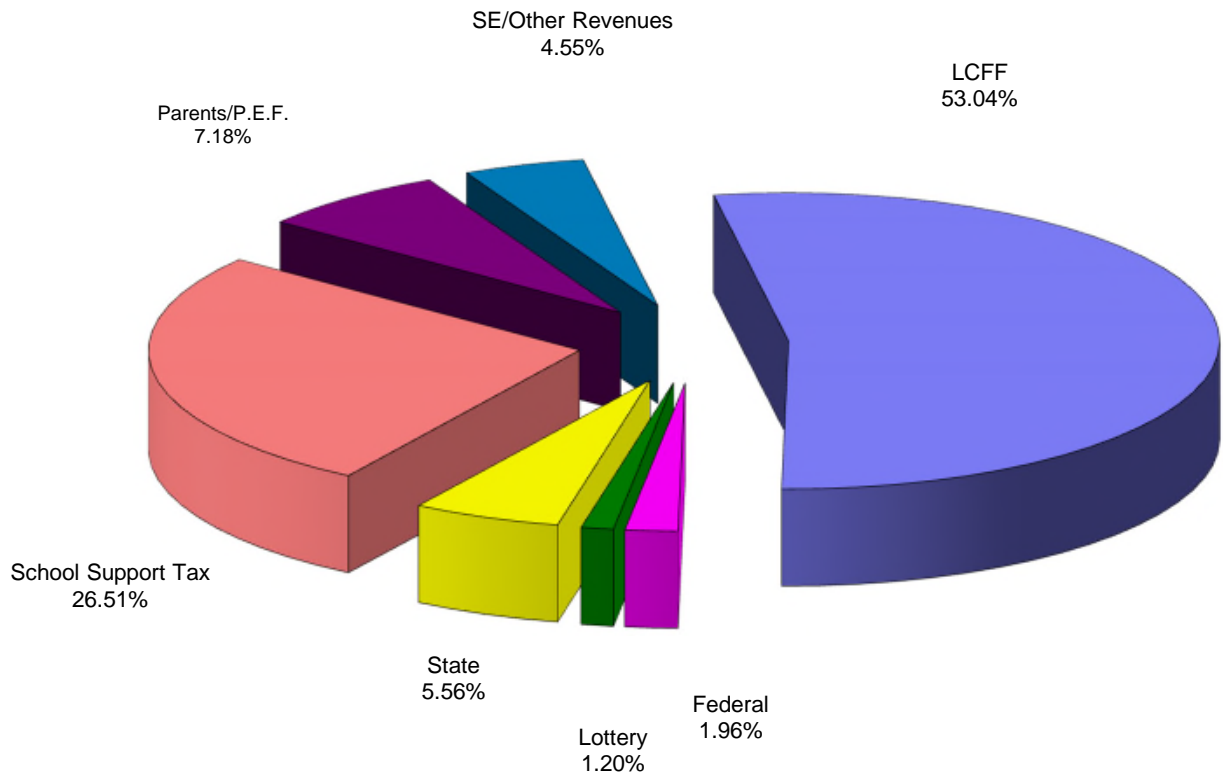
### **BOARD OF EDUCATION**

Andrea Swenson, President  
Sarah Pearson, Vice President  
Amal Smith, Member  
Doug Ireland, Member  
Richard Raushenbush, Member

### **ADMINISTRATION**

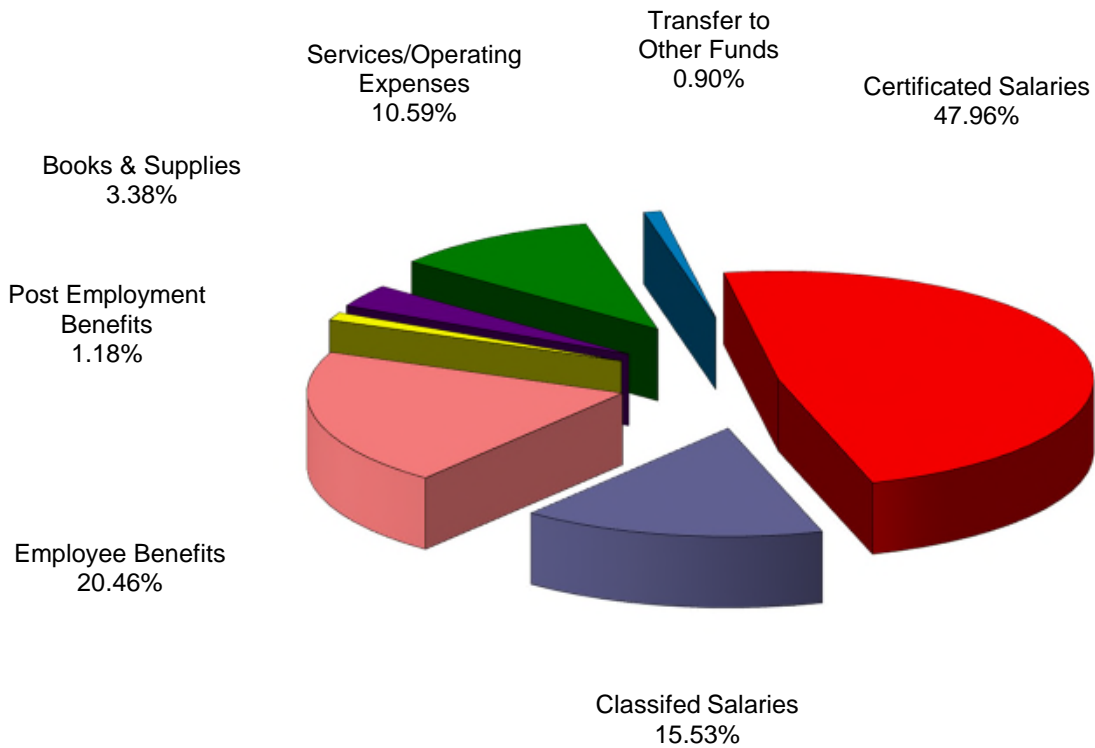
Constance Hubbard, Superintendent  
Michael Brady, Assistant Superintendent  
Song Chin-Bendib, Chief Business Official  
Michelle Nguyen, Director of Fiscal Services

**PIEDMONT UNIFIED SCHOOL DISTRICT  
GENERAL FUND  
REVENUE SOURCES  
2015-2016 ADOPTED BUDGET**



<b>Revenues</b>	<b>Amount</b>	<b>% of Total</b>
LCFF	19,587,621	53.04%
Federal	725,348	1.96%
Lottery	444,853	1.20%
State	2,053,225	5.56%
School Support Tax	9,790,370	26.51%
Piedmont Education Foundation	2,651,472	7.18%
Special Ed/Other Revenues	1,679,823	4.55%
<b>Total Revenues</b>	<b>36,932,712</b>	<b>100.00%</b>

**PIEDMONT UNIFIED SCHOOL DISTRICT  
GENERAL FUND  
EXPENDITURES  
2015-2016 ADOPTED BUDGET**



<b>Expenditures</b>	<b>Amount</b>	<b>% of Total</b>
<b>Certificated Salaries</b>	<b>17,234,939</b>	<b>47.96%</b>
<b>Classified Salaries</b>	<b>5,582,134</b>	<b>15.53%</b>
<b>Employee Benefits</b>	<b>7,351,277</b>	<b>20.46%</b>
<b>Post Employment Benefits</b>	<b>425,000</b>	<b>1.18%</b>
<b>Books &amp; Supplies</b>	<b>1,215,650</b>	<b>3.38%</b>
<b>Services/Operating Exp.</b>	<b>3,805,106</b>	<b>10.59%</b>
<b>Transfer in/out to Other Funds</b>	<b>321,968</b>	<b>0.90%</b>
<b>Total Expenditures</b>	<b>35,936,074</b>	<b>100.00%</b>

**PIEDMONT UNIFIED SCHOOL DISTRICT  
2015-2016 ADOPTED BUDGET - FUND 01  
MULTI-YEAR PROJECTION REPORT**

**06/24/15**

<b>BUDGET</b>	<b>2015-16 Budget 06/24/15</b>	<b>2016-2017 Projected Budget</b>	<b>2017-2018 Projected Budget</b>
<b>A) REVENUES:</b>			
LOCAL CONTROL FUNDING FORMULA	19,587,621	20,193,848	20,781,993
FEDERAL REVENUES	725,348	725,348	725,348
STATE REVENUES	2,498,078	910,995	933,588
PARCEL TAX REVENUE	9,790,370	9,790,370	9,790,370
LOCAL REVENUES	<u>4,331,295</u>	<u>4,331,295</u>	<u>4,331,295</u>
<b>TOTAL REVENUES:</b>	<b>36,932,712</b>	<b>35,951,856</b>	<b>36,562,594</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	17,234,939	17,449,213	17,666,701
CLASSIFIED SALARIES	5,582,134	5,635,866	5,720,853
EMPLOYEE BENEFITS	7,351,277	7,896,820	8,341,855
POST EMPLOYMENT BENEFITS	425,000	425,000	425,000
BOOKS AND SUPPLIES	1,215,650	1,215,650	1,215,650
SERVICES/OPERATING EXP.	3,805,106	3,919,259	4,036,836
TRANSFER TO CAPITAL FAC.	50,000	50,000	50,000
TRANSFER TO DEFERRED MAINT.	190,000	190,000	190,000
TRANSFER TO PARCEL TAX RESERVE	191,968	-	-
TRANSFER TO SELF-INSURANCE FUND	10,000	10,000	10,000
DIRECT SUPPORT/INDIRECT COSTS	(120,000)	(120,000)	(120,000)
<b>TOTAL EXPENDITURES:</b>	<b>35,936,074</b>	<b>36,671,808</b>	<b>37,536,895</b>
<b>C) NET INCREASE (DECREASE)</b>			
IN FUND BALANCE (A-B)	<b>996,638</b>	<b>(719,952)</b>	<b>(974,301)</b>
<b>D) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	1,884,007	2,880,645	2,160,693
ADJUSTMENT TO BEG. BALANCE	-		
NET BEGINNING BALANCE	1,884,007	2,880,645	2,160,693
<b>E) ENDING BALANCE JUNE 30</b>	<b>2,880,645</b>	<b>2,160,693</b>	<b>1,186,392</b>

COMPONENTS OF ENDING BALANCE:

a) Reserved Amounts:			
Revolving Cash	25,000	25,000	25,000
b) Designated Amounts:			
Econ Uncertainties - 4%	1,437,443	1,466,872	
Econ Uncertainties - 3%			1,126,107
c) Reserve Fund Balance for 2016-17	1,418,202		
d) Reserve Fund Balance for 2017-18		668,821	
e) Reserve Fund Balance for 2018-19			35,285

PIEDMONT UNIFIED SCHOOL DISTRICT  
**GENERAL FUND - FUND 01**  
REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE  
**2015/2016 ADOPTED BUDGET**

	3/11/2015 2nd Interim	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>REVENUES:</b>			
LOCAL CONTROL FUNDING FORMULA	17,706,481	17,909,182	19,587,621
FEDERAL REVENUES	661,781	692,640	725,348
STATE REVENUES	1,012,186	1,064,797	2,498,078
PARCEL TAX REVENUE	9,598,402	9,598,402	9,790,370
LOCAL REVENUES	5,106,848	5,241,706	4,331,295
<b>TOTAL REVENUES:</b>	<b>34,085,698</b>	<b>34,506,727</b>	<b>36,932,712</b>
<b>EXPENDITURES:</b>			
CERTIFICATED SALARIES	16,875,393	17,140,208	17,234,939
CLASSIFIED SALARIES	5,445,339	5,417,915	5,582,134
EMPLOYEE BENEFITS	6,481,228	6,525,396	7,351,277
POST EMPLOYMENT BENEFITS	475,000	475,000	425,000
BOOKS AND SUPPLIES	2,137,751	2,312,439	1,215,650
SERVICES/OPERATING EXP.	4,081,060	4,450,748	3,805,106
CAPITAL OUTLAY	138,868	138,868	-
TRANSFER TO CAPITAL FACILITIES	50,000	50,000	50,000
TRANSFER TO ADULT EDUCATION	285,463	285,463	-
TRANSFER TO DEFERRED MAINT.	190,000	190,000	190,000
TRANSFER TO PARCEL TAX RESERVE	-	-	191,968
TRANSFER TO SELF-INSURANCE FUND	-	10,000	10,000
DIRECT SUPPORT/INDIRECT COSTS	-	-	(120,000)
<b>TOTAL EXPENDITURES:</b>	<b>36,160,102</b>	<b>36,996,037</b>	<b>35,936,074</b>
<b>NET INCREASE (DECREASE)</b>			
IN FUND BALANCE (A-B)	(2,074,404)	(2,489,310)	996,638
<b>FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	4,373,317	4,373,317	1,884,007
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	4,373,317	4,373,317	1,884,007
<b>ENDING BALANCE JUNE 30 (C+D)</b>	<b>2,298,913</b>	<b>1,884,007</b>	<b>2,880,645</b>
<b>COMPONENTS OF ENDING BALANCE:</b>			
a) Reserved Amounts:			
Revolving Cash	25,000	25,000	25,000
b) Designated Amounts:			
Econ Uncertainties (4%)	1,438,804	1,479,841	1,437,443
c) Reserve Fund Balance for 2015-16	835,109	379,166	
d) Reserve Fund Balance for 2016-17			1,418,202



PIEDMONT UNIFIED SCHOOL DISTRICT  
**ADULT EDUCATION FUND - FUND 11**  
REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	2015/2016 Adopted Budget
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
STATE REVENUES	-	-	200,000
LOCAL REVENUES	217,000	280,958	235,950
TRANSFER FROM GENERAL FUND	285,463	285,463	-
<b>TOTAL REVENUES:</b>	<b>502,463</b>	<b>566,421</b>	<b>435,950</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	133,074	266,701	298,952
CLASSIFIED SALARIES	76,023	92,429	77,047
EMPLOYEE BENEFITS	34,359	62,331	69,183
BOOKS AND SUPPLIES	13,100	14,165	5,600
SERVICES/OPERATING EXP.	67,045	229,853	59,249
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	120,000
<b>TOTAL EXPENDITURES:</b>	<b>323,601</b>	<b>665,479</b>	<b>630,031</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	178,862	(99,058)	(194,081)
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	<b>178,862</b>	<b>(99,058)</b>	<b>(194,081)</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	309,243	502,261	403,203
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	309,243	502,261	403,203
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>488,105</b>	<b>403,203</b>	<b>209,122</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	488,105	403,203	209,122

PIEDMONT UNIFIED SCHOOL DISTRICT  
**CAFETERIA FUND - FUND 13**  
REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	2,500	3,735	3,735
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	335,030	640,800	650,750
<b>TOTAL REVENUES:</b>	<b>337,530</b>	<b>644,535</b>	<b>654,485</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	140,833	148,313	151,812
EMPLOYEE BENEFITS	45,986	52,729	84,379
SUPPLIES	153,350	416,275	424,055
SERVICES/OPERATING EXP.	2,160	20,002	20,309
CAPITAL OUTLAY	-	-	-
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>342,329</b>	<b>637,319</b>	<b>680,555</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	(4,799)	7,216	(26,070)
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	<b>(4,799)</b>	<b>7,216</b>	<b>(26,070)</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	7,668	67,821	75,037
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	7,668	67,821	75,037
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>2,869</b>	<b>75,037</b>	<b>48,967</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	2,869	75,037	48,967

PIEDMONT UNIFIED SCHOOL DISTRICT  
**DEFERRED MAINTENANCE FUND - FUND 14**  
REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	250	600	650
TRANSFER FROM GENERAL FUND	180,000	190,000	190,000
<b>TOTAL REVENUES:</b>	<b>180,250</b>	<b>190,600</b>	<b>190,650</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	48,957
EMPLOYEE BENEFITS	-	-	15,850
SUPPLIES	18,000	16,852	16,800
SERVICES/OPERATING EXP.	15,000	63,800	30,000
CAPITAL OUTLAY	27,000	214,050	100,000
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>60,000</b>	<b>294,702</b>	<b>211,607</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>	<b>120,250</b>	<b>(104,102)</b>	<b>(20,957)</b>
<b>D) OTHER FINANCING SOURCES/USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>	<b>120,250</b>	<b>(104,102)</b>	<b>(20,957)</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	244,896	253,386	149,284
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	244,896	253,386	149,284
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>365,146</b>	<b>149,284</b>	<b>128,327</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	365,146	149,284	128,327

PIEDMONT UNIFIED SCHOOL DISTRICT  
**SPECIAL RESERVE - FUND 17 - SCHOOL SUPPORT TAX**  
 REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	191,968
<b>TOTAL REVENUES:</b>	<b>-</b>	<b>-</b>	<b>191,968</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
BOOKS AND SUPPLIES	-	-	-
SERVICES/OPERATING EXP.	-	-	-
CAPITAL OUTLAY	-	-	-
TRANSFER TO GENERAL FUND	-	-	-
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	-	-	191,968
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	-	-	191,968
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	-	-	-
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	-	-	-
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>-</b>	<b>-</b>	<b>191,968</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	-	-	191,968

PIEDMONT UNIFIED SCHOOL DISTRICT  
**SPECIAL RESERVE - FUND 17 - NODA**  
 REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	200	300	300
<b>TOTAL REVENUES:</b>	<b>200</b>	<b>300</b>	<b>300</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
BOOKS AND SUPPLIES	-	-	-
SERVICES/OPERATING EXP.	-	-	-
CAPITAL OUTLAY	-	-	-
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	200	300	300
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	<b>200</b>	<b>300</b>	<b>300</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	99,109	99,131	99,431
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	99,109	99,131	99,431
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>99,309</b>	<b>99,431</b>	<b>99,731</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	99,309	99,431	99,731

PIEDMONT UNIFIED SCHOOL DISTRICT  
**BUILDING FUND - FUND 21**  
REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	2015/16 Adopted Budget
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	1,655	25,844	
<b>TOTAL REVENUES:</b>	<b>1,655</b>	<b>25,844</b>	-
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
BUILDING SUPPLIES	-	-	-
SERVICES/OPERATING EXP.	-	6,900	-
CAPITAL OUTLAY	-	18,944	-
TRANSFER TO STATE SCHOOL FUND	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>-</b>	<b>25,844</b>	-
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	1,655	-	-
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	<b>1,655</b>	-	-
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	-	-	-
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	-	-	-
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>1,655</b>	-	-
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts:			
Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	1,655	-	-

PIEDMONT UNIFIED SCHOOL DISTRICT  
**STATE SCHOOL FACILITIES FUND - FUND 35**  
 REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	1,500	3,900	1,260
TRANSFER FROM BUILDING FUND	-	-	-
<b>TOTAL REVENUES:</b>	<b>1,500</b>	<b>3,900</b>	<b>1,260</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
BUILDING SUPPLIES	-	96,642	-
SERVICES/OPERATING EXP.	681,694	187,905	-
CAPITAL OUTLAY	-	493,491	371,260 *
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>681,694</b>	<b>778,038</b>	<b>371,260</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>	<b>(680,194)</b>	<b>(774,138)</b>	<b>(370,000)</b>
<b>D) OTHER FINANCING SOURCES/USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>	<b>(680,194)</b>	<b>(774,138)</b>	<b>(370,000)</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	680,194	1,144,138	370,000
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	680,194	1,144,138	370,000
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>-</b>	<b>370,000</b>	<b>-</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts: Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	-	370,000	-
<i>* \$100,000 for Master Facilities Plan</i>			

PIEDMONT UNIFIED SCHOOL DISTRICT  
**CAPITAL FACILITIES FUND - FUND 40**  
 REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	2015/2016 Adopted Budget
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER LOCAL REVENUES	60,540	92,713	61,800
TRANSFER FROM GEN. FUND	50,000	50,000	50,000
<b>TOTAL REVENUES:</b>	<b>110,540</b>	<b>142,713</b>	<b>111,800</b>
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
SUPPLIES	-	71,518	-
SERVICES/OPERATING EXP.	5,650	-	-
CAPITAL OUTLAY	-	185,635	-
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>5,650</b>	<b>257,153</b>	<b>-</b>
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	104,890	(114,440)	111,800
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	<b>104,890</b>	<b>(114,440)</b>	<b>111,800</b>
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	989,741	1,048,097	933,657
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	989,741	1,048,097	933,657
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	<b>1,094,631</b>	<b>933,657</b>	<b>1,045,457</b>
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts:			
Witter Field	-	-	712,346
Alan Harvey Theater			333,111
c) Undesignated Amount	1,094,631	933,657	



PIEDMONT UNIFIED SCHOOL DISTRICT  
**SELF-INSURANCE FUND - Fund 67**  
 REVENUES & EXPENDITURES & CHANGES IN FUND BALANCE

**2015/2016 ADOPTED BUDGET**

	2014/2015 Adopted Budget	2014/2015 Estimated Actual	<b>2015/2016 Adopted Budget</b>
<b>A) REVENUES:</b>			
REVENUE LIMIT SOURCES	-	-	-
FEDERAL REVENUES	-	-	-
OTHER STATE REVENUES	-	-	-
OTHER LOCAL REVENUES	-	-	-
TRANSFER FROM GENERAL FUND	-	10,000	10,000
<b>TOTAL REVENUES:</b>	-	10,000	10,000
<b>B) EXPENDITURES:</b>			
CERTIFICATED SALARIES	-	-	-
CLASSIFIED SALARIES	-	-	-
EMPLOYEE BENEFITS	-	-	-
BUILDING SUPPLIES	-	10,000	10,000
SERVICES/OPERATING EXP.	-	-	-
CAPITAL OUTLAY	-	-	-
OTHER OUTGO	-	-	-
DIRECT SUPPORT/INDIRECT COST	-	-	-
<b>TOTAL EXPENDITURES:</b>	-	10,000	10,000
<b>C) EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A-B)</b>			
	-	-	-
<b>D) OTHER FINANCING SOURCES/USES</b>			
	-	-	-
<b>E) NET INCREASE (DECREASE) IN FUND BALANCE (C+D)</b>			
	-	-	-
<b>F) FUND BALANCE, RESERVES</b>			
BEGINNING BALANCE	-	-	-
ADJUSTMENT TO BEG. BALANCE	-	-	-
NET BEGINNING BALANCE	-	-	-
<b>G) ENDING BALANCE JUNE 30 (E+F)</b>	-	-	-
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:	-	-	-
b) Designated Amounts:			
Econ Uncertainties (3% Reserve)	-	-	-
c) Undesignated Amount	-	-	-

**PIEDMONT UNIFIED SCHOOL DISTRICT**

**Resolution No. 16-2014-15**

**AUTHORIZING YEAR-END BUDGET TRANSFERS**

**WHEREAS,** Section 42600 and 42601 of the Education Code of the State of California state that the total amount budgeted as the proposed expenditure of a school district for each major classification of school district expenditures listed in the school district budget forms prescribed by the Superintendent of Public Instruction shall be the maximum amount which may be expended for that classification of expenditures for the school year; and

**WHEREAS,** school districts may, with the approval of the governing board, identify and request to make the transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the budget of the district for that school year as necessary to permit the payment of obligations of the district incurred during that school year; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education does hereby authorize the Superintendent or designee to make the necessary year-end budget transfers following the close of the District's ledgers for the 2014-15 school year.

**PASSED AND ADOPTED** by the following called vote of the Piedmont Unified School District Board of Education this 24<sup>th</sup> day of June, 2015.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

---

Constance Hubbard, Secretary  
Board of Education  
Piedmont Unified School District,  
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: **SELECTION OF QK ARCHITECTURE TO CONDUCT FACILITIES  
MASTER PLANNING SERVICES; AUTHORIZE SUPERINTENDENT  
TO ENTER INTO CONTRACT NEGOTIATIONS**

---

I. **SUPPORT INFORMATION**

On October 21, 2014, the Board of Education held a special meeting to consider the condition and functionality of District facilities and discuss next steps for addressing facility needs. District staff presented information about the condition of each school facility, including compliance with current standards for accessibility and fire and life safety. In addition, staff presented ongoing considerations including: suitability of facilities to support educational programs; capacity of facilities to accommodate increasing enrollment; availability of State funding for modernization and energy efficiency projects; and bonding capacity for capital improvements.

The Board focused on facilities issues that were not addressed during either the seismic safety program (completed in 2013) or tech infrastructure upgrades completed in 2014. The Board then directed staff to set aside Modernization Funds to facilitate the development of a Facilities Master Plan to work with educators, the school community, the City of Piedmont, and the Piedmont Community to assess facilities needs and prioritize needed improvements. The guiding considerations were to support teaching and learning and to serve the educational needs of all students.

On April 23, 2015, the Board authorized a formal Request For Proposals (RFP) from experienced architectural firms to assist with the development, planning, and related work associated with a long-range Facilities Master Plan. Information was sent to nineteen interested firms, and seven architecture firms sent representatives to a walkthrough of District facilities conducted on May 2, 2015. All information about the RFP process was posted on the District's bond website ([www.pusdbond.org](http://www.pusdbond.org)), and the site will continue to serve as the District's source of information regarding facilities planning. RFP submittals were due May 12, 2015, with the following five firms meeting the deadline:

- Hibser Yamauchi Architects
- JK Architecture
- LPA, Incorporated
- Quattrocchi/Kwok Architecture
- WLC Architects, Inc.

RFP's were screened by members of the Citizens' Oversight Committee and District staff. From the submittals, four firms were selected for interviews by a committee (including Assistant Superintendent Randy Booker, former School Board member Grier Graff, current Board members Rick Raushenbush and Doug Ireland, PMS Assistant Principal Karyn Shipp, PHS Head Custodian Ras Medura, Modernization Committee member Brad Hebert, Assistant Superintendent Song Chin-Bendib, and PUSD Technology Director Stephanie Graff). The committee narrowed the field to two finalists, and second round interviews were conducted in addition to reference checks. The Board is being requested to accept the recommendation of both review committees, and to authorize the Superintendent to enter into contract negotiations with QK Architecture (or an alternate firm in the event a mutually acceptable agreement cannot be reached).

QK Architecture is based in Santa Rosa, California, and has a staff of more than fifty employees. QK has provided both design and master planning services for more than \$1B of projects throughout the State, including facilities master planning services for the Napa Unified School District, Fremont Unified School District, Alameda Unified School District, and the Sequoia Union High School District (serving the school communities of Belmont, San Carlos, Redwood City, Menlo Park, Woodside, and Atherton).

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

Accept recommendation to select QK Architecture for facilities master planning services and authorize the Superintendent to enter into contract negotiations (or an alternate firm in the event a mutually acceptable agreement cannot be reached).

**PIEDMONT UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 17-2014-15**

**RECOGNIZING SUPERINTENDENT CONSTANCE HUBBARD  
AS AN EXCEPTIONAL EDUCATIONAL LEADER**

**WHEREAS,** Constance Hubbard started her educational career as a Counselor in the Hayward Unified School District; and

**WHEREAS,** Constance Hubbard's educational leadership soon became apparent as she became a Counselor, Assistant Principal, Principal, and Assistant Superintendent in the Albany Unified School District; and

**WHEREAS,** Constance Hubbard, in 2000, began her tenure as Assistant Superintendent in the Piedmont Unified School District, and

**WHEREAS,** Constance Hubbard has been the Superintendent of the Piedmont Unified School District since 2003; and

**WHEREAS,** under her leadership, the Piedmont Unified School District has experienced 12 years of academic excellence; and

**WHEREAS,** under her leadership, by fostering a collaborative effort amongst the community and staff, she successfully led the district through an unprecedented state-wide economic recession; and

**WHEREAS,** under her leadership she facilitated the completion of the Seismic Safety Bond Program, including the complete rebuild of Frank C. Havens Elementary School, and a cluster of modernization projects at five additional school sites; and

**WHEREAS,** under her leadership she ushered in numerous curricular advances including the Common Core Standards, technology initiatives, and much needed social and emotional programs for students; and

**WHEREAS,** under her leadership, the District has maintained fiscal stability and has continued to receive the support of the community with the passage of multiple school parcel tax measures as well as a school construction bond tax measure.

**NOW, THEREFORE, BE IT RESOLVED** that the Piedmont Unified School District Board of Education hereby recognize Constance Hubbard as an exceptional educational leader and congratulate her on a distinguished career as a strong advocate of public education.

**PASSED AND ADOPTED** by the following vote this 24<sup>th</sup> day of June 2015:

AYES:

NOES:

ABSTAIN:

ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above. I further certify that the agenda with this item for action was posted as required by law.

---

Andrea Swenson  
President, Piedmont Unified School District  
Board of Education  
Alameda County, State of California

PIEDMONT UNIFIED SCHOOL DISTRICT

Council Chambers, City Hall

120 Vista Avenue

Piedmont, California 94611

MINUTES OF

Regular Meeting of the Governing Board

May 27, 2015

---

CALL TO ORDER	President Andrea Swenson called the meeting of the Board of Education to order at 6:00 p.m.
ESTABLISHMENT OF QUORUM	President Andrea Swenson, Vice President Sarah Pearson and Board Members Amal Smith, Doug Ireland and Rick Raushenbush were present.
Adjourn to Closed Session	The Board adjourned to Closed Session at 6:01 p.m. to discuss: Conference with District Labor Negotiator Constance Hubbard Regarding Negotiations with Association of Piedmont Teachers (APT) (Government Code Section 54956.6) Conference with District Labor Negotiator Constance Hubbard Regarding Negotiations with California School Employees Association (Government Code Section 54956.6) Conference with District Labor Negotiator Constance Hubbard Regarding Negotiations with Association of Piedmont School Administrators (Government Code Section 54956.6)
Others Present in Closed Session	Constance Hubbard, Superintendent
Reconvene to Regular Session	President Swenson called the Regular Session of the Board of Education to order at 7:15 p.m. and led the Board and audience in the Pledge of Allegiance.
Others Present at Regular Session	Constance Hubbard, Superintendent Randall Booker, Assistant Superintendent, Business Services Michael Brady, Assistant Superintendent, Business Services
Report of Action Taken in Closed Session	The Board met in closed session and no action was taken.
Agenda Adjustments	Under the Consent Calendar, Item A, the minutes of the May 13 meeting were removed as they were not available.
COMMUNICATIONS/ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	
CSEA	None
Parent Clubs	None
Student Representative to Board	Claire O'Connor reported that the student athletic season has ended and the Men's Tennis team won the NCS. All classes participated in the day of service learning and people liked having the opportunity to spend a whole day. In the next weeks, the school schedule will be different - all classes will meet every day; only 11 days of class remain. ASB has several events coming up. Day on the Green will be Friday. This is election week for next year's ASB officers and there is a very competitive race. The election will be held Friday. ASB recently held a Constitutional Convention where they reviewed amendments, which must be voted on by all students. They will vote on an amendment to change the school logo to the Scottish lion so that all sports

Persons Requesting to Speak on Items Not on the Agenda

teams are using the same logo.

Tatum Burnett, PHS Senior, thanked everyone who helped with the service learning day. She went to the St. Vincent de Paul Soup Kitchen and worked to spruce it up. She wrote an article about her experience for the school paper. People are unsure of the future of service learning, which she believes is important and should include longer term projects that last more than one day.

Mr. Booker said it was an amazing day. MHS students recreated murals at their halls and built benches and planters. Ninth-graders worked on the PHS Learnscape He participated in a panel about diversity attended by sophomores He said that the service learning will continue.

Nicola Karasik, PHS Senior, said that sports funding is unevenly distributed. She wondered why the football team got new jerseys while the Women’s Lacrosse team has had the same uniforms for 8 years. She knows this is related to parents raising money for the teams.

Mr. Booker said that uniform replacement is on a rotation and he will contact the Athletic Director about this. Ms. Smith said that each team has to come up with their own budget for Boosters and needs to set aside money to supplement the funds from the District.

Eric Zhang, PHS Senior, commented that the food served by Food Service is really good but sometimes the portions could be larger or there should be more options for main dishes. He would like to see the supply based on demand because popular items like cinnamon rolls sell out quickly.

Superintendent Announcements

Per Ed Code, the second Wednesday in May is designated “Day of the Teacher” and the third week in May is “Classified Employees Week.” It has been a longstanding tradition in Piedmont to honor all of our staff on the same day. We designated May 15, 2015 as Appreciation Day and Mr. Booker delivered morning treats and thank-you notes to each site.

President Announcements

None

PRESENTATION

EDUCATION SERVICE REPORT: SPOTLIGHT ON STUDENT LEARNING

Connected Learning Update

Assistant Superintendent Booker introduced Stephanie Griffin, Director of Instructional Technology, who presented an update on this year’s Connected Learning 1:1 Initiative Program. This initiative was developed to emphasize the learning goals of the program rather than the technology. The goals are to connect to rich, real world content, to connect through collaboration and to connect school and home with anytime anywhere learning. The pilot provided chromebooks for all MHS students, PHS 9<sup>th</sup> and 11<sup>th</sup> graders, PMS 6<sup>th</sup> graders and devices in 4<sup>th</sup> and 5<sup>th</sup> grade classrooms. The process included discussions with parents, teachers and staff; professional learning for staff; the development of procedures, and infrastructure upgrades. Surveys of teachers in January revealed very positive results and impacts on student learning. A large majority of teachers said their students benefitted “a lot” to “a great deal” from the initiative, and that their students seemed more engaged. Teachers reported using more differentiation techniques and increased implementation of Common Core standards. The District has seen results that have made an impact on completing more projects, providing feedback and differentiated instruction to students, and reduction in the use of copiers. The



recommendation is to expand the use of devices to all secondary students, provide additional teacher training, and support parents in the home use of chromebooks.

The Board raised concerns about theft and damage to the District-owned devices. Ms. Griffin said there were less than 10 stolen chromebooks out of a total of 700. Most damage was attributed to cracked screens, which can be fixed in-house; only 2 chromebooks could not be fixed here. A student and parent concern is the weight of backpacks. Mr. Booker said the chromebook is about the size of one textbook and District has digitized versions of all textbooks purchased in the past five years. Studies have shown that using information on paper is much more effective so the District is considering having students keep textbooks at home, carry their chromebooks and use digital textbooks at school.

Another Board concern was the lifespan of devices and the cost of replacement. Mr. Booker said chromebooks cost \$350 each and last three years. As far as budgeting for replacement devices in the future, the District is trying to determine the baseline for parent donations, which will be supplemented by parent club commitments and supplementation from the General Fund.

Review the Elementary Instructional Program Design Process

In order to best serve elementary students as 21<sup>st</sup> century learners, the Tri-School Site Council identified the need to examine the elementary instructional program and the time required to address each component and its corresponding standards.

Michael Corritone, Beach principal, explained the design process, which began when the need for program design was identified through observations from administrators and teachers. A Tri-School committee composed of staff and parents began meeting in April. A PEF grant made it possible for the committee to work with CreateEdu to utilize a Design Thinking approach. This is similar to the *Challenge Success* process used in the secondary schools. The committee conducted initial research through observation and interviews, and have synthesized their initial findings. After in-depth study and feedback, the design team will identify, test and refine their recommendations, which will be presented to the Board of Education in January of 2016 for implementation in the 2016-17 school year.

## REVIEW AND ACTION ITEMS

Review the Goals for the 2015-16 Local Control Accountability Plan

Assistant Superintendent Booker reviewed the goals of the Districts Local Control Accountability Plan (LCAP). Funding rules require each district to adopt a plan for educational spending. The plan must describe how the District will meet annual goals for students that reflect both State requirements and local priorities. The LCAP must be developed by July 1 and reviewed annually. Goals for our district include ensuring that all teachers are qualified and credentialed, implementation of Common Core standards, maintenance of school facilities, access to a broad course of study, providing social and emotional support services and practices, and increasing parent involvement.

Working with ACOE the District has concluded that our Action Plan goals are not readily adaptable or applicable to the LCAP, so the District will continue to maintain and update its Action Plan in the fall. The LCAP will reflect State mandates while the Action Plan will reflect local objectives.

The first reading of the LCAP will be at the June 10<sup>th</sup> Board of Educa-

tion meeting with approval scheduled for the June 24<sup>th</sup> meeting.

Conduct Final Hearing for 2015-16 Contract Openers Between the District and the California School Employees Association (CSEA), Chapter 60

CSEA's and the District's proposed articles for contract openers were "sunshined" for public inspection and comments at the previous Board meeting and the public was invited to comment over the past two weeks. This evening is the second and final Public Hearing on the articles to be reopened. No comments were received.

The articles agreed upon to be opened are:

Article 12 – Salaries; Appendix B Professional Growth

Article 12 - Appendix D. Salary Schedule

Article 19 – Health and Welfare Benefits

Article 7 – Safety Conditions

Article 21 – Retirement

Article 11 – Leaves

Article 15 – Work Day/Week/Year

Board approval of the articles to be reopened signals the start of the negotiations process, which is confidential.

There was no public comment.

Mr. Raushenbush moved, and Ms. Smith seconded a motion to Approve the Contract Openers between the District and CSEA. The motion passed with Board President Swenson and Board members Smith, Ireland and Raushenbush voting to approve the motion.

## INFORMATIONDISCUSSION

Facilities Master Plan Update

Assistant Superintendent Brady reported that the Facilities Committee received 7 inquiries in response to the RFP. A screening committee composed of COC members, district staff and Board members narrowed it down to four companies for interviews. A nine-member interview committee, which consisted of two Board members, 2 steering committee members, classified staff, the CBO and the Director of Curriculum & Instruction, spend five hours listening to presentations from four companies. After reviewing their recommendations and answers to follow-up questions, the committee hopes to have clarification by Friday, May 29. The RFP and information related to Master Facilities Planning can be found at [www.pusdbond.org](http://www.pusdbond.org).

Update on 2015-16 Budget Development

Superintendent Hubbard said that more details of the proposed budget will be presented at the next meeting as part of the LCAP. When people hear about how much money will be coming to schools next year, it is important they understand that every additional dollar being given is being taken away by increased pension payments. This is a huge cost that will increase from 8% to 19% by 2021. The District has no choice in this. Both the District and employees will be paying more but no one will collect a larger pension as a result. The increased payments are necessary to ensure funding for pensions. The contribution rate for teachers (CalSTRS) is set by the Legislature and the rate for classified employees is set by the CalPERS Board.

President Swenson learned at the School Services budget workshop that 25% of new money is being eaten up by the increased pension costs. For a district like Piedmont, that does not received supplemental funds, it is even worse. Superintendent Hubbard said that state funding does not get us close to the national average for school spending. The contributions of the community and the parcel taxes are necessary and go directly to supporting student learning; the District is

grateful for them.

Announcements

None

CORRESPONDENCE

Ms. Smith received a follow up on a public records request and a personal email about the PHS class schedule for next year.

Ms. Pearson received an inquiry from a parent on how to give feedback to teachers and communications from people interested in bringing ultimate Frisbee to Piedmont.

BOARD REPORTS

Mr. Raushenbush attended the meetings for the Facilities Master Plan and participated in the ninth grade community service day.

Mr. Ireland attended a meeting between Mr. Booker and the former leadership of PEF held to provide connectivity between the new administration and the past. He also attended the student-led theater performances and a theater group viewing of a show at the Berkeley Rep followed by a discussion arranged by Kim Taylor between the lead actor and the student group. He participated in the Facilities Master Plan process and the community service day, working with seniors at the Alameda County Food Bank.

Ms. Smith attended the theater production and said the students were extremely talented and the performances well done. She attended a speech by Harlan Cohen for ADB, the PEF Board Meeting, the last varsity baseball game and the MHS Parent Club Fundraiser Party.

Ms. Pearson attended Special Education Advocacy meeting, the 6<sup>th</sup> grade Boomers, the student theater performances, the PEF dinner. She hosted a fundraiser for PMS parents and attended a new parents' coffee at the middle school. Some upcoming events are the Birdhouse Gala on Friday night, the Maker's Fair on Saturday, the 8<sup>th</sup> Grade Boat Dance on Saturday and the Acapella Concert all weekend.

Ms. Swenson was out of town but attended the School Services Governor's May Budget Revise workshop in Sacramento.

CONSENT CALENDAR

Ms. Swenson thanked Anne Violanti and John Krenitsky for their donation of a Wurlitzer grand piano. Item A is being pulled from the Consent Calendar as it is not available.

Mr. Raushenbush questioned why AreoHive processors purchased in 2013 are on the list of surplus property. Mr. Booker explained that they have been replaced by a faster product, which is the nature of technology.

Ms. Smith moved to approve the Consent Calendar with the removal of Item A. The motion was seconded by Mr. Raushenbush and approved by a vote of 5-0. Board member Pearson was absent.

- A. \*Approve Minutes of Board of Education Meeting for May 13, 2015
- B. \*Approve Personnel Action Report
- C. Approve Piedmont and Millennium High School Proposed Course: *Integrated Math 1* (second reading)
- D. Adopt Report on Piedmont and Millennium High School Proposed Course: *Integrated Math 1/2A* (second reading)
- E. \*Accept donation from Anne Violanti and John Krenitsky of a Wurlitzer 5'2" Grand Piano Model No. C153WAL, Serial #0062707, valued by the owners at \$10,000.
- F. \*Approve Resolution 14-2015-16 – Declaration of Surplus Property

G. \*Designate California Interscholastic Foundation Representatives to the League

H. \*Approve/Ratify Contracts listed on Attachment G.

FUTURE BOARD AGENDA ITEMS

Superintendent Hubbard said that the next Board meeting will include a report from the Evaluation Committee and consideration of the bell schedule for Piedmont High School and Piedmont Middle Schools.

President Swenson will begin working on committee assignments for Board members.

- First Reading of 2015-16 Budget (June 10)
- LCAP – First Reading (June 10)
- Adopt 2015-16 Budget (June 24)
- LCAP – Second Reading (June 24)

ADJOURNMENT

The meeting was adjourned at 8:48 p.m.

---

ANDREA SWENSON

Board President, Piedmont Unified School District  
Board of Education

---

CONSTANCE HUBBARD

Secretary, Piedmont Unified School District  
Board of Education

**PIEDMONT UNIFIED SCHOOL DISTRICT**

Piedmont, California

June 24, 2015

TO: Members of the Board of Education

FROM: Constance Hubbard, Superintendent

SUBJECT: Personnel Action

---

**SUBJECT TO BOARD APPROVAL**

**Employment: Certificated**

Adam Saville Site Tech. Coord & Tech. Teacher/Coach PMS  
Effective 8/17/15 1.0 FTE

Adetola Williams School Nurse District  
Effective 8/17/15 .2 FTE Temporary (.6 FTE Total Assignment)

**Resignation: Certificated**

Joan Edelstein School Nurse District  
Effective 6/13/15 .2 FTE (.4 FTE Remaining)

Daniel McSweeney Resource Specialist PHS  
Effective 7/1/15 1.0 FTE

Hanning Zheng Mandarin Teacher PMS  
Effective 6/13/15 .2 FTE

**Reassignment: Certificated**

Julia Valdez Director of Special Education District  
Effective 7/1/15 1.0 FTE

**Request for Leave of Absence: Certificated**

Hannah Bjork Spanish Teacher PMS  
Effective 2015-16 School Year .1 FTE (.6 FTE Remaining)

Tracy Broback Grade 3/Science Resource Teacher Beach  
Effective 2015-16 School Year .3 FTE (.7 FTE Remaining)

Brenna Galvin Reading Resource Teacher Havens  
Effective 2015-16 School Year .4 FTE (.6 FTE Remaining)

Courtney Goen Social Science Teacher PHS  
Effective 2015-16 School Year .2 FTE (.8 FTE Remaining)

**Board of Education Meeting  
Personnel Action List  
June 24, 2015  
Page 2 of 3**

Joanne Guillen Donohoe Effective 2015-16 School Year	Spanish Teacher .2 FTE (.8 FTE Remaining)	PHS
Jennifer Gulassa Effective 2015-16 School Year	Librarian .1 FTE (.5 FTE Remaining)	PMS
Chad Hamilton Effective 2015-16 School Year	Physical Education Teacher .5 FTE (.5 FTE Remaining)	PMS
Elaine Holt Effective 2015-16 School Year	Fourth Grade .2 FTE (.8 FTE Remaining)	Wildwood
Tamara Knapp Effective 2015-16 School Year	Math Teacher .2 FTE (.8 FTE Remaining)	PMS
CeCe Lasky Effective 2015-16 School Year	Director of Special Education .9 FTE (.1 FTE Remaining)	District
Gina McKuen Effective 2015-16 School Year	Core 7/Drama .4 FTE (.6 FTE Remaining)	PMS
Kristi Melick Effective 2015-16 School Year	Third Grade .2 FTE (.8 FTE Remaining)	Wildwood
Richard Meyers Effective 2015-16 School Year	Math/Social Science Teacher .2 FTE (.4 FTE Remaining)	MHS
Laura Richey Effective 2015-16 School Year	Physical Education Teacher .2 FTE (.8 FTE Remaining)	Havens
Karma Roberts Effective 2015-16 School Year	Computers/Yearbook .1 FTE (.4 FTE Remaining)	PMS
Carrie Rodrigues Effective 2015-16 School Year	Psychologist .2 FTE (.8 FTE Remaining)	Wildwood
Celia Rogers Effective 2015-16 School Year	English Teacher 1.0 FTE	PHS
Elizabeth Schreiber Effective 2015-16 School Year	Second Grade .4 FTE (.6 FTE Remaining)	Beach
Rebecca Tretola Effective 2015-16 School Year	Reading Resource .1 FTE (.9 FTE Remaining)	Wildwood

**Board of Education Meeting  
Personnel Action List  
June 24, 2015  
Page 3 of 3**

**Retirement: Classified**

Diane Colantonio-Ray Effective 6/13/2015	Special Ed Para 1.0 FTE	PHS
---	----------------------------	-----

**Resignation: Classified**

Veronica Hsieh Effective 7/1/2015	Admin. Assistant 1.0 FTE	MHS
--------------------------------------	-----------------------------	-----

Pusadee Berreman Effective 6/29/2015	Fiscal Services Assistant 1.0 FTE	District Office
---	--------------------------------------	-----------------

**Employment: Confidential**

Sylvia Eggert Effective 7/1/2015	Admin. Asst. to Superintendent 1.0 FTE	District Office
-------------------------------------	---	-----------------

Pete Palmer Effective 7/1/2015	Director of Facilities 1.0 FTE	District Office
-----------------------------------	-----------------------------------	-----------------

**Employment: Classified**

Lourdes Andrade Effective 7/1/2015	Fiscal Services Assistant 1.0 FTE	District Office
---------------------------------------	--------------------------------------	-----------------

Shannon Overturf Effective 8/3/2015	Admin Assistant 1.0 FTE	MHS
--	----------------------------	-----

**PIEDMONT UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 18-2014-15**

**AUTHORIZED AGENTS**

**WHEREAS,** Education Code Section 42632 requires that each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the District, or by persons authorized the Governing Board to sign orders in its name; and

**WHEREAS,** the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

**WHEREAS,** Piedmont Unified School District occasionally must provide signature approval on certain official documents and reports, including local, State and Federal reports, such as Transportation and Attendance; and

**WHEREAS,** this resolution supersedes all previous resolutions authorizing such signatures on behalf of the Governing Board, and declares said prior resolutions null and void;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board hereby authorizes the following persons to sign orders and all documents and reports pertinent to conducting the business of the Piedmont Unified School District, effective as of the date of this resolution.

<u>Signature</u>	<u>Name</u>	<u>Title</u>
_____	Randall Booker	Superintendent
_____	Song Chin-Bendib	Assistant Superintendent, Business Services
_____	Michael Brady	Director of Alternative & Adult Education
_____	Michelle Nguyen	Director of Fiscal Services

**BE IT FURTHER RESOLVED** that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

**PASSED AND ADOPTED** by the following vote of the Piedmont Unified School District Board of Education this 24th day of June 2015:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:



By approval of this resolution, I hereby certify that the signatures appearing above are true and were affixed in my presence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andrea Swenson  
President, Board of Education  
Piedmont Unified School District  
Alameda County, State of California

**PIEDMONT UNIFIED SCHOOL DISTRICT  
Board Committee & Liaison Assignments  
2015-16**

**Committees (Expected regular attendance)**

Modernization Program Steering Committee .....	Doug Ireland/Rick Raushenbush
*City - School District Liaison Meetings.....	Andrea Swenson/Sarah Pearson
City – Public Safety Committee .....	Andrea Swenson
District English Learner Advisory Committee (DELAC) .....	Amal Smith
Diversity Education Advisory Committee .....	Sarah Pearson
*Piedmont Education Foundation .....	Andrea Swenson/Sarah Pearson
School Support Tax Advisory Subcommittee .....	Amal Smith/Doug Ireland
Special Education Advisory Committee (DAC).....	Doug Ireland
School Site Councils:	
	<i>Tri-School Elementaries</i> ..... Andrea Swenson/Amal Smith
	<i>PMS</i> .....
	Doug Ireland
	<i>PHS</i> .....
	Sarah Pearson
	<i>Millennium</i> .....
	Amal Smith

**Board Liaison Assignments**

*ACSBA (Alameda County School Boards Association) .....	Andrea Swenson/Sarah Pearson
Adult School Advisory Board .....	Doug Ireland
APT Standards & Criteria Committee .....	Doug Ireland
Budget Advisory Committee (BAC).....	Andrea Swenson
CHIME .....	Doug Ireland
Correspondence / Email .....	Amal Smith
District Technology Committee .....	Andrea Swenson
GATE Advisory Committee.....	Doug Ireland
Advanced Learners Program Support.....	Andrea Swenson
Legislation .....	Rick Raushenbush/Andrea Swenson
PAINTS & Noda Grant Committee .....	Amal Smith
PHS Athletic Boosters .....	Rick Raushenbush
PMS Athletic Boosters .....	Amal Smith
Piedmont Appreciating Diversity Committee.....	Sarah Pearson
PRAISE .....	Doug Ireland
Green/Garden.....	Sarah Pearson
School Parent Clubs:	
	<i>Beach</i> .....
	Rick Raushenbush
	<i>Havens</i> .....
	Doug Ireland
	<i>Wildwood</i> .....
	Amal Smith
	<i>PMS</i> .....
	Sarah Pearson
	<i>PHS</i> .....
	Andrea Swenson
	<i>Millennium</i> .....
	Amal Smith

Board Member Email Addresses:

Board President Andrea Swenson  
Board Vice President Sarah Pearson  
Board Member Amal Smith  
Board Member Doug Ireland  
Board Member Rick Raushenbush

[aswenson@piedmont.k12.ca.us](mailto:aswenson@piedmont.k12.ca.us)  
[spearson@piedmont.k12.ca.us](mailto:spearson@piedmont.k12.ca.us)  
[amalsmith@piedmont.k12.ca.us](mailto:amalsmith@piedmont.k12.ca.us)  
[direland@piedmont.k12.ca.us](mailto:direland@piedmont.k12.ca.us)  
[rraushenbush@piedmont.k12.ca.us](mailto:rraushenbush@piedmont.k12.ca.us)

\* Must be President and Vice President

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**Personnel**

**BP 4119.42**

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board of Education shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from preexposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the district's exposure determination may petition to be included in the District's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)  
(cf. 4157/4357 - Employee Safety)

**Legal Reference:**

CODE OF REGULATIONS, Title 8  
3204 Access to Employee Exposure and Medical Records  
5193 California Bloodborne Pathogens Standard  
CODE OF FEDERAL REGULATIONS, TITLE 29  
1910.1030 OSHA Bloodborne Pathogens Standards

**Management Resources:**

CDE ADVISORIES  
1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

Adopted: February 9, 2000  
Reviewed: June 24, 2015

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**Personnel**

**AR 4119.42**

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

**Definitions**

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (8 CCR 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions." (8 CCR 5193(b))

**Exposure Control Plan**

The District's Exposure Control Plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials
2. The District's procedure for evaluating circumstances surrounding exposure incidents.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

The District's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying. (8 CCR 5193(c))

**Exposure Determination**

The District's exposure determination shall be made without regard to the use of personal protective equipment and shall include: (8 CCR 5193(c))

1. All job classifications in which all employees have occupational exposure to bloodborne pathogens
2. Job classifications in which some employees have occupational exposure
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above

**Hepatitis B Vaccination**

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to

accept the vaccination shall sign the hepatitis B declination statement as required by law. (E 4119.42/4319.42) (8 CCR 5193(f)).

The District may exempt "designated first-aid providers" from the pre-exposure hepatitis B vaccine if: (8 CCR 5193(f))

1. Rendering first aid is not the primary job responsibility of the employee and is not performed on a regular basis
2. The District's Exposure Control Plan provides that:
  - a. Employees report all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the incident occurred
  - b. Designated first-aid providers participate in the bloodborne pathogens training program
  - c. The full hepatitis B vaccination series shall be made available to unvaccinated first-aid providers no later than 24 hours after they render assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether an exposure incident occurred
3. The District implements a procedure to ensure the above requirements are met

#### Protective Equipment

The District shall provide appropriate personal protective equipment at no cost to the employee. The district shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

#### Information and Training

The District shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

#### First-Aid Incidents

Unvaccinated designated first-aid providers must report any first-aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first-aid incident. (8 CCR 5193(f))

#### Exposure Incidents: Post-Evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the District shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The District shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure

evaluation. (8 CCR 5193(f))

(cf. 9011 - Disclosure of Confidential/Privileged Information)

### Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus 30 years. Training records shall be maintained for three years from the date of training. (8 CCR 5193(h))

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. (8 CCR 5193(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law. (8 CCR 5193(h))

Approved: February 9, 2000

Reviewed: June 24, 2015

# PIEDMONT UNIFIED SCHOOL DISTRICT

## Board Policy

Personnel

BP 4119.43, 4219.43, 4319.43

### UNIVERSAL PRECAUTIONS

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions, also known as Standard precautions, be observed throughout the district.

Standard precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.1 - Accidents)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Infectious Disease Prevention)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6145.2 - Athletic Competition)

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and

Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES 1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Adopted

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

Personnel

BP 4119.43, 4219.43, 4319.43

**UNIVERSAL PRECAUTIONS**

Definitions

Universal precautions, also known as Standard precautions, are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Employee Information

The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Infection Control Practices

The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))



Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The Superintendent or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.
2. Use personal protective equipment as appropriate.
  - a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other

potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

3. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials.
  - b. Immediately after removing gloves or other personal protective equipment.

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
- b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- c. Disposable sharps shall not be reused.

8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
  - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.
  - b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.1 - Accidents)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Infectious Disease Prevention)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6145.2 - Athletic Competition)

Adopted

**PIEDMONT UNIFIED SCHOOL DISTRICT**

**Board Policy**

**Students**

**BP 5141.27**

**FOOD ALLERGIES**

The Governing Board desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 - Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or aids and services identified in the plan.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6164.6 - Identification and Education Under Section 504)

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions.

(cf. 6159 - Individualized Education Program)

Students shall not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Any complaint of alleged noncompliance with this policy shall be addressed through appropriate district complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

The district's food services program may, but is not required to, accommodate individual student preferences or diets that are not supported by a statement from the student's health care provider.

Legal Reference:

EDUCATION CODE

234.1 Prohibition against discrimination, harassment, intimidation, and bullying

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.1-220.21 National School Breakfast Program  
225.16 Meal programs, individual substitutions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Training Standards for the Administration of Epinephrine Auto-Injectors,  
December 2004

FOOD ALLERGY RESEARCH AND EDUCATION PUBLICATIONS

School Guidelines for Managing Students with Food Allergies

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal and Practical Issues Relating to Accommodating Students with Peanut  
Allergies, Inquiry and Analysis, April 2009

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition  
Programs: Guidance for School Food Service Staff, 2001

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS  
PUBLICATIONS

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of  
2008 for Students with Disabilities Attending Public Elementary and Secondary  
Schools, January 2012

WEB SITES

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

Food Allergy Research and Education: <http://www.foodallergy.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

# PIEDMONT UNIFIED SCHOOL DISTRICT

## Administrative Regulation

**Students**

**AR 5141.27**

### FOOD ALLERGIES

#### Definitions

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

#### Notification by Parent/Guardian

The parents/guardians of any student who has a known food allergy or other special dietary need shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by the student's health care provider, that describes the nature of the student's condition, instructions, and necessary medications. If the student's condition requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

#### Health Plan

Upon receiving notice of a student's food allergy or other special dietary need, the Superintendent or designee shall ensure that a written health plan is developed,

in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs.

As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program, as appropriate.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

## Prevention Strategies

### 1. Notification to District Staff

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

### 2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 that restricts their diet and when a health care



provider has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5148.2 - Before/After School Programs)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a health care provider.

Food substitutions shall not result in any additional cost to the student.

### 3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

### 4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

### 5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

## 6. Supervision of Students

When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other school activities whenever students known to have a food allergy are present.

(cf. 6153 - School-Sponsored Trips)

## 7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 - Comprehensive Health Education)  
Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing at least two doses of epinephrine, other medications as noted by the student's health care provider, and, as appropriate, the student's individualized food allergy plan.

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

Name of Bargaining Unit: **Association of Piedmont Teachers (APT)** \_ Certified  \_ Classified \_\_\_\_\_

The proposed agreement covers the period beginning July 1, 2015 and ending **(ongoing)**

and will be acted on by the Governing Board at its meeting on \_June 24, 2015 .

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY 2015-16 As of 2014-15 Second Interim	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		FY 2015-16	FY 2016-17	FY 2017-18
As of 2014-15 Second Interim for FY 2015-16				
1. <b>Salary Schedule</b> (This is to include Step & Column, which is also reported separately in item 6)	\$ 15,057,506	\$ 188,219	\$ 191,042	\$ 193,908
		1.25%	1.27%	1.29%
2. <b>Other Compensation</b> Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ 17,200	\$ 17,200	\$ 17,200
		0.11%	9.14%	9.00%
2a. <b>Description of Other Compensation</b> selective stipends		\$ -	\$ -	\$ -
3. <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>	\$ 4,496,459	\$ 29,601	\$ 33,860	\$ 37,683
		0.66%	0.75%	0.84%
4. <b>Health/Welfare Plans</b>	\$ -	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5. <b>Total Compensation - Add Items 1 through 4 to equal 5</b>	\$ 19,553,965	\$ 235,020	\$ 242,102	\$ 248,791
		1.20%	1.24%	1.27%
6. <b>Step &amp; Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.</b>	;	\$ -	\$ -	\$ -
7. <b>Total number of represented Employees (Use FTEs)</b>	186.45	0	0	0
8. <b>Total Compensation <u>Average Cost</u> per Employee</b>	\$ 104,875	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

**Increase 1.25% across the salary schedule for all APT members, effective 7/1/2015.**

---

---

---

10. Were any additional steps, columns or ranges added to the schedules? (If yes, please explain.)

**No**

---

---

---

11. Please Include comments and explanations as necessary. (If more room is necessary, please attach additional sheet.)

---

---

---

**B. Proposed Negotiated Changes in Non-compensation Items** (e.g. class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Increase in stipend schedule: from \$500 to \$1000, for APT members who earn National Board Certification, a 2nd Masters Degree, or Doctorate Degree; and an increase in the stipend schedule from \$200 to \$500, for APT members who earn GATE Certification

---

---

---

**C. What are the Specific Impacts (Positive or Negative) on Instructional and Support Programs to Accommodate the Settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g. counselors, librarians, custodial staff, etc.).

Increase in salary compensation to help offset employees' share of increased CalSTRS cost will enhance teaching morale

---

---

---

**D. What Contingency Language is Included in the Proposed Agreement (e.g. reopeners, etc.)?**

None

---

---

---

**E. Will this Agreement Create, Increase, or Decrease Deficit Financing in the Current or Subsequent Year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The agreement will add cost to the total expenditures but due to one-time funding in 2015-16, the fiscal year is not projected to be deficit spending. However, deficit spending will resume in FY 2016-17 and 2017-18 due primarily to the increased costs of CalSTRS and CalPERS.

---

---

---

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

**F. Identify Other Major Provisions that do not Directly Affect the District's Costs; such as Binding Arbitration, Grievances Procedures, etc.**

None

---

---

---

**G. Source of Funding for Proposed Agreement**

1. Current Year

General Fund

---

---

---

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (I.e., what will allow the district to afford this contract)?

General Fund

---

---

---

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

---

---

---

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

**H. Impact of Proposed Agreement on Current Year Operating Budget (Ed. Code 42142)**

	Column 1 Latest Board- Approved Budget Before Settlement As of: 2014-15 Second Interim	Column 2 Cost of Adjustments as a Result of Settlement	Column 3 Other Revisions Costs Increases (Decreases)	Column 4 Total New Budget (Col 1+2+3)
FY 2015-16 As of 2014-15 Second Interim				
<b>Revenues</b>				
Revenue Limit Sources (8010-8099)	\$ 18,762,405	\$ -	\$ -	\$ 18,762,405
Remaining Revenues (8100-8799)	\$ 15,293,892	\$ -	\$ -	\$ 15,293,892
<b>Total Revenues</b>	<b>\$ 34,056,297</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,056,297</b>
<b>Expenditures</b>				
1000 Certificated Salaries	\$ 16,738,496	\$ 205,419	\$ -	\$ 16,943,915
2000 Classified Salaries	\$ 5,504,517	\$ 29,601	\$ -	\$ 5,534,118
3000 Employee Benefits	\$ 7,429,879	\$ -	\$ -	\$ 7,429,879
4000 Books and Supplies	\$ 1,071,075	\$ -	\$ -	\$ 1,071,075
5000 Services and Operating Expenses	\$ 3,597,176	\$ -	\$ -	\$ 3,597,176
6000 Capital Outlay	\$ -	\$ -	\$ -	\$ -
7000 Other Outgo & indirect costs	\$ (120,000)	\$ -	\$ -	\$ (120,000)
<b>Total Expenditures</b>	<b>\$ 34,221,143</b>	<b>\$ 235,020</b>	<b>\$ -</b>	<b>\$ 34,456,163</b>
Operating Surplus (Deficit)	\$ (164,846)	\$ (235,020)	\$ -	\$ (399,866)
Other Sources and Transfers In	\$ -	\$ -	\$ -	\$ -
Other Uses and Transfers Out	\$ (240,000)	\$ -	\$ -	\$ (240,000)
Current Year Increase (Decrease) In Fund Balance	\$ (404,846)	\$ (235,020)	\$ -	\$ (639,866)
Beginning Balance	\$ 2,298,913			\$ 2,298,913
Current Year Ending Balance	\$ 1,894,067	\$ (235,020)	\$ -	\$ 1,659,047
<b>Components of Ending Balance</b>				
Reserved and Legally Restricted 9711-9740	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties 9770 (3%)	\$ 1,033,834	\$ 7,051	\$ -	\$ 1,040,885
Board Designated Amounts 9775-9780	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts 9790	\$ 860,233			\$ 618,162

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

If the total amount of the adjustment in Column 2 on page 4 does not agree with the amount of the Total Compensation Increase in Section A, line 5, page 1 (e.g. increase was partially budgeted), explain the variance below:

---

---

---

---

---

Please include any additional comments and explanations of page 4 as necessary:

---

---

---

---

---

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

**I. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Page 4, Column 4, total Expense & Other Uses and Transfers Out <i>(Must include restricted and unrestricted expenditures)</i>	<b>\$ 34,696,163</b>
b. State Standard Minimum Reserve Percentage for this District	<b>3.00%</b>
c. State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a. times Line b. <b>or \$50,000.</b> )	<b>\$ 1,040,885</b>

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <b>Unrestricted</b> Designated for Economic Uncertainties	<b>\$ 1,040,885</b>
b. General Fund Budgeted <b>Unrestricted</b> Unappropriated Amount	<b>\$ 618,162</b>
c. Special Reserve Fund 17-Budgeted Designated for Economic Uncertainties	<b>\$ -</b>
d. Special Reserve Fund 17-Budgeted Unappropriated Amount	<b>\$ -</b>
e. Article XIII-B Fund 72-Budgeted Designated for Economic Uncertainties	<b>\$ -</b>
f. Article XIII-B Fund 72-Budgeted Unappropriated Amount	<b>\$ -</b>
g. Total District Budgeted Unrestricted Reserves	<b>\$ 1,659,047</b>

3. Do unrestricted reserves meet the state standard minimum reserve amount? YES  NO

If NO, how do you plan to restore your reserves?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

**Revised MYP Including the Effects of Collective Bargaining**

District Name: <b>PIEDMONT UNIFIED SCHOOL DISTRICT</b>			
General Fund			
Multi-Year Projections			
Budget Year: <b>2014-15 Second Interim</b>			
	ADA: 2603	ADA: 2604	ADA: 2634
	COLA:	COLA:	COLA:
	Deficit:	Deficit:	Deficit:
<b>Revenues</b>	<b>Year: 2014-15</b>	<b>Year: 2015-16</b>	<b>Year: 2016-17</b>
Revenue Limit Sources	17,706,481	18,762,405	19,593,064
Federal Revenue	661,781	661,781	661,781
Other State Revenue	1,012,186	1,340,802	891,005
Local Revenue	14,705,250	13,291,309	13,625,818
<b>Total Revenue</b>	<b>34,085,698</b>	<b>34,056,297</b>	<b>34,771,668</b>
<b>Expenditures</b>			
Certificated Salaries	16,875,393	16,943,915	17,197,816
Step & Column Adjustment			
Cost-of-Living Adjustment			
Other Adjustments			
Classified Salaries	5,445,339	5,504,517	5,587,060
Step & Column Adjustment			
Cost-of-Living Adjustment			
Other Adjustments			
Employee Benefits	6,956,228	7,459,480	7,987,722
Books & Supplies	2,137,751	1,071,075	1,071,075
Services, Other Operating Exp	4,081,060	3,597,176	3,678,881
Capital Outlay	138,868	0	0
Other Outgo			
Direct Support/Indirect Costs		(120,000)	(120,000)
<b>Total Expenditures</b>	<b>35,634,639</b>	<b>34,456,163</b>	<b>35,402,554</b>
<b>Operating Surplus (Deficit)</b>	<b>(1,548,941)</b>	<b>(399,866)</b>	<b>(630,886)</b>
Other Financing Sources & Transfers In(Positive figure)			
Other Financing Uses & Transfers Out (Neg Figure)	(525,463)	(240,000)	(240,000)
<b>Current Yr Inc(Dec) in Fund Balance</b>	<b>(2,074,404)</b>	<b>(639,866)</b>	<b>(870,886)</b>
<b>Beginning Fund Balance</b>	<b>4,373,317</b>	<b>2,298,913</b>	<b>1,659,047</b>
Audit Adjustments/Restatements			
<b>Ending Balance</b>	<b>2,298,913</b>	<b>1,659,047</b>	<b>788,161</b>
Restricted Balance			
Required Reserve - 3%	1,079,103	1,040,885	1,069,277
Unrestricted Balance (Incl Revolving) ***	1,219,810	618,162	(281,116)
Comments (Major changes):			
*** FY 2016-17 represents funding level as of 2014-15 Second Interim. Since then, the May Revise has <a href="#">projected additional funding. Plus, the District has made some budgetary adjustments to reflect this settlement.</a>			

**Piedmont Unified School District**  
**Public Disclosure of Collective Bargaining Agreement**  
*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

**J. Salary Notification Requirement**

The following section is applicable and should be completed when any Salary/Benefit Negotiations are settled after the district's final budget has been adopted.

**Comparison of Proposed Agreement to Change in District Base Revenue Limit**

(a) Current Year Base Revenue Limit (BRL) per ADA: (obtain from the FY _____ County Office-provided Revenue Limit or+B263 Form RL, Line 3	<u>                    </u> \$            -            (Estimated)
(b) Prior Year Base Revenue Limit per ADA: (Form RL, Line 1)	<u>                    </u> \$            -            (Actual)
(c) Amount of Current Year Increase: (a) minus (b)	<u>                    </u> \$            -
(d) Percentage Increase in BRL per ADA: (c) divided by (b)	<u>                    </u> <b>0.00%</b>
(e) Indicate Total Settlement Percentage Increase from Section A, line 5, Page 1 for current year	<u>                    </u> <b>1.20%</b>

**K. Certification**

*The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.*

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code 3547.5.</p>	
<p style="text-align: center;"><b>District Superintendent (or Designee)</b> (Signature)</p> <p style="text-align: center;">After public disclosure of the major provisions contained in this summary, the Governing Board, at its meeting on _____, took action to approve the proposed Agreement with the _____ Bargaining Unit.</p>	<p style="text-align: center;"><b>Date</b></p>
<p style="text-align: center;"><b>President (or Clerk), Governing Board</b> (Signature)</p>	<p style="text-align: center;"><b>Date</b></p>

**Special Note:** The Alameda County Office of Education reserves the right to ask any additional questions or request any additional information we feel is necessary to review the district properly under AB 1200, including a copy of the Tentative Agreement.

## Certification of the Districts Ability to Meet the Costs of Collective Bargaining Agreement

*This disclosure document must be signed by the District Superintendent and Chief Business Official prior to the public disclosure.*

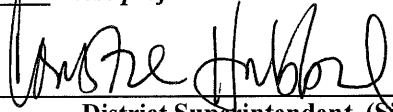
In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of PIEDMONT UNIFIED SCHOOL District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Association of Piedmont Teachers (APT) Bargaining Unit, during the term of the agreement from July 1, 2015 to June 30, 2016 .

*The budget revisions necessary to meet the costs of the agreement in each year of its term are itemized below. If the District does not adopt all of the revisions in the current fiscal year, the County Superintendent is required to issue a qualified or negative certification on the next Interim Report per Government Code (GC) 3547.5(c)*

Budget Adjustment Categories	Increase(Decrease) Year 1 FY 2015-16	Increase(Decrease) Year 2 FY 2016-17	Increase(Decrease) Year 3 FY 2017-18
Revenues/Other Financing Sources			
Expenditures/Other Financing Uses			
	\$235,020	\$242,102	\$248,791
Ending Balance Increase (Decrease)	(\$235,020)	(\$242,102)	(\$248,791)

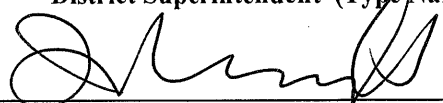
N/A \_\_\_\_\_ (No budget revisions necessary)

*These projections are based on the attached assumptions, which become an integral part of this document.*

  
 \_\_\_\_\_  
 District Superintendent (Signature)

6/17/2015  
 \_\_\_\_\_  
 Date

Constance Hubbard  
 \_\_\_\_\_  
 District Superintendent (Type Name)

  
 \_\_\_\_\_  
 Chief Business Official (Signature)

6-17-15  
 \_\_\_\_\_  
 Date

SONG CHIN-BENDIB  
 \_\_\_\_\_  
 Chief Business Official (Type Name)

TO: Board of Education

FROM: Constance Hubbard, Superintendent  
Song Chin-Bendib, Chief Business Official

SUBJECT: Approve/Ratify Contracts - X. Consent Calendar, Item J.

- A.** Approve 2015-16 Contract between Piedmont USD and Frontline Technologies for the purpose of providing Substitute services through Aesop, the District's online absence tracking system. Amount: \$8,782.80. Funding Source: General Fund
- B.** Ratify Contract between Piedmont USD and Syntex Global for the purpose of providing Korean language translating services for visitors receiving a school tour in 5/2015. Amount: \$750.00. Funding Source: General Fund
- C.** Ratify 2015-16 Contract between Piedmont USD and CFS NorCal, Inc. (dba Choicelunch) for the purpose of providing the hot lunch program to the District's three elementary schools. Amount: No cost to the District.
- D.** Ratify Contract between Piedmont USD and Johal Consulting Services for the purpose of training and support of District staff on migrating from the standard software module to the enhanced version of the District's financial system, Quintessential School Systems (QSS). Amount: \$12,000.00. Funding Source: General Fund.
- E.** Approve 2015-16 Independent Contractor Agreement between Piedmont USD and Girls Leadership Institute for speaker services to be provided on February 23, 2016 for the Education Speaker Series in the 2015-16 school year. Amount: \$2,400.00. Funding source: Adult School. These funds were raised by the Education Speaker Series and deposited with the Adult School.
- F.** Approve 2015-16 Independent Contractor Agreement between Piedmont USD and Penguin Random House for speaker services to be provided on March 22, 2016 for the Education Speaker Series in the 2015-16 school year. Amount: \$10,000.00. Funding source: Adult School. These funds were raised by the Education Speaker Series and deposited with the Adult School.
- G.** Ratify Contract between Piedmont USD and Marvin Collins Construction for the purpose of providing labor and materials for a ceiling fan project at Havens Elementary School. Amount: \$750.00. Funding Source: Modernization
- H.** Ratify Contract between Piedmont USD and Coyle's Piano Movers for the purpose of moving a donated grand piano to Piedmont Middle School and removing a surplus piano from Piedmont Middle School for disposal. Amount: \$750.00. Funding Source: General Fund
- I.** Approve 2015-16 Contract between Piedmont USD and Edulink for the District's "PUSD Switchboard," an iOS and android app designed to connect parents, students, and the community to the schools. Amount: \$3,840. Funding Source: General Fund.

- J.** Approve 2015-16 Contract between Piedmont USD and Employee Benefits Service (EBS) for third party administrator services encompassing the administration of health benefits for the District's retirees. Amount: \$3,420 (Classified retirees); \$6,600 (Certificated retirees). Funding Source: General Fund.
- K.** Approve 2015-16 Contract between Piedmont USD and Vision Service Plan (VSP) covering the District's employee-paid vision benefit plan. Amount: No cost to District; premiums are paid entirely by employees who elect this benefit.
- L.** Approve 2015-16 Contract between Piedmont USD and Edenred USA covering a mandated employee commuter pre-tax benefit program. Amount: \$500.00. Funding Source: General Fund.
- M.** Approve 2015-16 Contract between Piedmont USD and MidAmerica for third party administrator fees covering the administration of District employees' voluntary supplemental retirement plans (403b; 457 plans). Amount: \$13,000. Funding Source: General Fund.
- N.** Approve Contract between Piedmont USD and Dannis Woliver Kelley for legal services. Funding Source: General Fund.
- O.** Approve one Independent Contractor's Agreement with American Cab Express, to provide nonpublic services to one student, effective July 1, 2015 through July 30, 2015, at a total cost not to exceed \$1,924.00. Funding: Special Education
- P.** Approve one Master and one Independent Service Agreement with CARD, to provide nonpublic services to students, effective June 15, 2015 through June 30, 2015, at a total cost not to exceed \$3,760. Funding: Special Education
- Q.** Approve one Master and one Independent Service Agreement with CARD, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$2,460. Funding: Special Education
- R.** Approve one amendment to an Independent Service Agreement with STE, to provide nonpublic services to one student, effective June 1, 2015 through June 30, 2015, at a total cost not to exceed \$575. Funding: Special Education
- S.** Approve one Master and one Independent Service Agreement with STE, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$575. Funding: Special Education
- T.** Approve one Master and one Independent Service Agreement with COFY, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$18,600. Funding: Special Education
- U.** Approve one Master and one Independent Service Agreement with Phillips Academy, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$34,476. Funding: Special Education
- V.** Approve one Master and one Independent Service Agreement with Seneca Family of Agencies, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$113,771. Funding: Special Education (Lee)
- W.** Approve one Master and one Independent Service Agreement with Heritage School, to provide nonpublic services to one student, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$136,555. Funding: Special Education

- X.** Approve one Independent Contractor's Agreement with First American Transit, to provide nonpublic services to one student, effective June 16, 2015 through June 30, 2015, at a total cost not to exceed \$532. Funding: Special Education
- Y.** Approve one Independent Contractor's Agreement with First American Transit, to provide nonpublic services to one student, effective July 1, 2015 through June 31, 2015, at a total cost not to exceed \$1,672. Funding: Special Education
- Z.** Approve one Independent Contractor's Agreement with Linda Beach Preschool, to provide nonpublic services to students, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$43,045. Funding: Special Education
- AA.** Approve one Master and six Independent Service Agreements with Orion Academy, to provide nonpublic services to six students, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$201,000. Funding: Special Education
- BB.** Approve one Master and two Independent Service Agreements with ABC School, to provide nonpublic services to two students, effective July 1, 2015 through June 30, 2016, at a total cost not to exceed \$166,933. Funding: Special Education

## **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is made and entered into this 1st day of July, 2015, by and between the Piedmont Unified School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney. In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District appoints Attorney to represent, advise, and counsel it from July 1, 2015, through and including June 30, 2016, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues, without compensation from the District. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

Except as hereinafter provided, District agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred ten dollars (\$310) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred twenty-five dollars (\$225) per hour for associates; and one hundred twenty dollars (\$120) to one hundred forty dollars (\$140) per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be three hundred thirty-five dollars (\$335) per hour and the rate for Mark W. Kelley will be three hundred ten dollars (\$310) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If so, Attorney shall bill the other clients and not the District. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs (not to exceed \$0.10 per page), express postage, and facsimile transmittals. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

District further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, Attorney may pay for such costs and expenses and District shall advance costs and expenses to Attorney.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the name of each person providing services, such person's hourly rate, services rendered each day by such person, and the time spent by such person providing such services each day. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

District or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

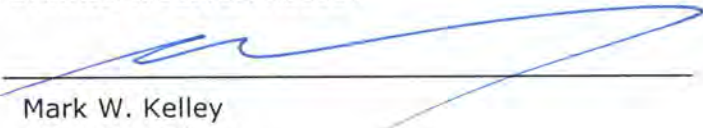
IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

PIEDMONT UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Constance Hubbard  
Superintendent

\_\_\_\_\_  
Date

DANNIS WOLIVER KELLEY

  
\_\_\_\_\_  
Mark W. Kelley  
Attorney at Law

  
\_\_\_\_\_  
Date

At its public meeting of \_\_\_\_\_, 2015, the Board approved this Agreement and authorized the Board president, Superintendent or Designee to execute this Agreement.