

# **Back – to – School Preparation Report**

**Staffing/Hiring Status, Facilities, Technology,  
Enrollment and Textbooks**

# Certificated Staffing and Hiring

(as of Monday, August 26, 2013)

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- 17 Teachers Brought Back from Layoff/Rehire List
- 105 Teachers Processed for Hire
  - 79 General Education
  - 21 Special Education
  - 3 Categorical
  - 1 Speech Pathologist
  - 1 Adult School

# Certificated Staffing and Hiring

(as of Friday, August 16, 2013)

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- 2 Licensed Positions
  - Occupational Therapist (.4 FTE)
  - Psychologist
  
- 6 Psychology Interns
  - 4 Year Two Interns
  - 2 Year Three Interns
  
- 2 Counselors
  - Adult School (.75 FTE)
  - Junior Jets (.5 FTE)

# Certificated Staffing and Hiring

(as of Friday, August 16, 2013)

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- 14 Managers Processed for Hire
  - 4 Principals
  - 3 Coordinators
  - 2 Assistant Principals
  - Assistant Superintendent
  - Chief of HR
  - Director
  - Dean
  - Senior Manager of SPED Support

# Certificated Staffing and Hiring

(Current Vacancies as of Monday, August 26, 2013)

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- Elementary School
  - Earhart: TSA Technology (.20 FTE)
- High School
  - Alameda: Spanish (.20 FTE)
- Special Education
  - Bay Farm: Mild/Moderate (2.0 FTE)
  - Itinerant Adaptive PE Teacher

# Summer District Facility Projects

Measure C work completed this summer, 2013, that fulfilled the bond obligation of 100% complete

- Re-roofing projects at Encinal High School – Building 200 / 400

# Summer District Facility Projects

## Work completed this summer 2013

- Demolished former woodshop and constructed a state of the art media lab at Alameda High School. Maintenance staff worked on building, electrical, HVAC, data, painting and new flooring.
- Re-modernized 5 Encinal High portables, including new flooring, tackable wall surfaces, air conditioning units
- Refurbished former ACLC rooms to accommodate Junior Jets program at Encinal High
- Completed district wide paving projects
- Completed district wide roofing projects
- Completed district wide furniture upgrades
- Completed district wide maintenance and repair of fields
- Completed district wide replacement of fire extinguishers at all sites

# Summer District Facility Projects

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- **Bay Farm Elementary School**

- Completed district landscaping repairs due to safety concerns
- Upgraded interior lighting per requirement of AMP
- Installed landscape ground cover
- Conducted soils investigation of site to determine the cause of walkway soil settlement
- Installed new metal roof and gutters on all permanent site-built buildings
- Relocated Resource Room and renovated portable to allow for SPED Learning Center
- Routine building and grounds maintenance work, custodial deep-cleaning at site

- **Earhart Elementary School**

- Installed new door and ramp at Portable B to meet ADA standards
- Upgraded interior lighting per requirement of AMP
- Installed new phone and voicemail system
- Installed new metal roof on all permanent site-built buildings
- Installed new furniture for new Transitional Kinder program
- Routine building and grounds maintenance work, custodial deep-cleaning at site



# Summer District Facility Projects

- **Edison Elementary School**

- Installed new FRP doors and hardware for classrooms and hallways due to safety concerns
- Removed planter boxes due to Cal-OSHA requirement
- Upgraded interior lighting per requirement of AMP
- Routine building and grounds maintenance work, custodial deep-cleaning at site

- **Franklin Elementary School**

- Replaced damaged plexi-glass windows with glass
- Upgraded interior lighting per requirement of AMP
- Routine building and grounds maintenance work, custodial deep-cleaning at site

- **Haight Middle School**

- Installed new furniture for new Transitional Kinder program
- Upgraded interior lighting per requirement of AMP
- Installed new intrusion alarm on campus
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Lincoln Middle School**

- Re-sodded the existing sports field
- Upgraded interior lighting per requirement of AMP
- Removed raised floor and risers in Room 605 and returned it standard classroom use due to overcrowding
- Removed trees at quad area due to safety concerns as noted by arborist
- Purchased and replaced existing locker doors and hardware
- Removed weeds and re-establish existing walkway along the bay trail waterfront due to safety concerns. Added locking fence to replace turnstile.
- Routine building and grounds maintenance work, custodial deep-cleaning at site

- **Lum Elementary School**

- Repaired and replaced stucco at numerous locations
- Upgraded interior lighting per requirement of AMP
- Repaired irrigation system
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Maya Lin School**

- Installed window shading film on second floor classroom windows
- Upgraded interior lighting per requirement of AMP
- Installed new stage curtain and stage floor
- Installed modular main office furniture
- Installed new interior lunch tables in MPR due to safety concerns
- Installed exterior picnic tables and 100 feet of benches on yard due to safety concerns
- Completed interior/exterior painting
- Installed new playground drinking fountain
- Installed new stairs and landing floorings (3 locations)
- Installed new epoxy flooring in student and staff 1<sup>st</sup> floor restrooms
- Applied seal coat, new striping on exterior basketball court
- Installed new furniture for new Transitional Kinder program
- Removed existing waterless urinals and replaced with standard flush urinals
- Installed new flooring in MPR due to safety concerns
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Otis Elementary School**

- Painted interior / exterior of entire campus
- Upgraded interior lighting per requirement of AMP
- Installed new roof on all permanent site built buildings
- Repaired and replaced electrical on roofs due to safety reasons
- Installed new epoxy flooring in all student restrooms
- Replaced stair and landing flooring in two story building
- Removed and replaced siding on Rooms 116 & 117
- Installed new paving at main and kinder play yards and place new updated playground striping.
- Removed pavement from old dumpster area on Fillmore and replaced with new sod.
- Repaired stucco on all exterior walls of building
- Installed new FRP doors and hardware at main building entries and exits
- Installed new lunch tables in Multi-Purpose Room
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Paden Elementary School**

- Installed new paving in play yard adjacent to Transitional Kinder classroom
- Upgraded interior lighting per requirement of AMP
- Added new fencing due to safety concerns
- Installed new ball wall on playground due to safety concerns
- Installed new furniture for new Transitional Kinder program
- Routine building and grounds maintenance work, custodial deep-cleaning at site

- **Ruby Bridges Elementary School**

- Installed new pour in place rubberized surfacing material at play structure due to vandalism
- Upgraded interior lighting per requirement of AMP
- Removed landscaping at center quad area due to safety concerns
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Wood Middle School**

- Installed 3 new portables on site, including new electrical service, fire alarm, clock/bell and data wiring
- Upgraded interior lighting per requirement of AMP
- Created a new dumpster enclosure area for school use
- Paved and re-striped parking and new circulation drop off area for students due to safety concerns
- Installed new handrail on stage due to safety concerns from district insurance company
- Re-configured and added fencing to re-establish outdoor amphitheater and barrier between school and public park
- Provided new paved area for emergency equipment container
- Applied seal coat and patched asphalt at ACLC area due to safety concerns
- Installed new walkways at front of school building due to safety concerns

# Summer District Facility Projects

- **Wood Middle School *cont.***

- Painted exterior of entire school with new color scheme, with the exception of leased portables
- Installed wiring for new computer lab at ACLC Building
- Created an opening between two rooms for ACLC
- Repaired lunch tables in MPR due to safety concerns
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **Alameda High**

- Painted 90% of school interior stairways, hallways, offices, lockers, cafeteria, classrooms, library, new gym and west wing lockers
- Upgraded interior lighting per requirement of AMP
- Re-finished wood floors at Gymnasiums (2)
- Constructed new state of the art media lab at Alameda High School. Maintenance staff worked on building, electrical, data, painting and new flooring.
- Re-seeded, placed new sod and made repairs to Thompson Field
- Repaired damaged ceramic tiles in numerous locations due to safety concerns
- Repaired roll-up breezeway doors at gym due to safety concerns
- Provided larger entrances at Thompson Field to accommodate large occupancy functions as requested by AFD
- Trimmed trees in front of HAHS
- Routine building and grounds maintenance work, custodial deep-cleaning at site



# Summer District Facility Projects

- **Encinal High**

- Installed new concrete paving in existing quads area due to safety concerns
- Upgraded interior lighting per requirement of AMP
- Re-finished wood Gym floor
- Installed new carpet in media center, career center, computer lab, classrooms and offices
- Re-roofed Room 106 in science wing and repaired roof leak at Media Center
- Painted 95% of school interior classrooms, hallways, ceilings, lockers, College and Career center, Media Center, coaches offices, administrative offices and Junior Jets building
- Repaired hallways and ceilings in 200 Wing, first floor, due to leaky windows and roof
- Modernized 5 portable classrooms, including new tackable wall surfaces, flooring, ceiling, data, lights and fire alarm
- Replaced air conditioning units on 2 Portables
- Repaired and replaced siding on numerous buildings
- Constructed a new drop off circulation driveway due to safety concerns

# Summer District Facility Projects

- **Encinal High *cont.***

- Conducted investigation of windows to assess leakage
- Purchased new lockers for in 200 wing, first floor (lockers will be installed late August).
- Re-furbished old ACLC area for new Junior Jets program, including new interior paint, new flooring, new data and electrical wiring
- Installed new furniture in 11 classrooms and Junior Jets wing
- Installed new white boards in all classrooms based on need and removed all chalk boards
- Installed new bulletin boards throughout school based on need
- Purchased and installed new lunch tables for Junior Jets wing
- Purchased and installed 12 additional benches for tree wells due to safety concerns and per recommendations per District insurance company and legal department
- Re-configured fencing at rear of campus to block vehicle access to interior of campus due to safety concerns
- Created new exterior lunch and play area for Junior Jets program
- Installed 2 permanent basketball courts for Junior Jets program

# Summer District Facility Projects

- **Encinal High *cont.***

- Installed new stage curtain in auditorium/gymnasium
- Re-seeded, placed new sod and made repairs to baseball and football fields
- Installed new paving on walkways at the outside of the perimeter fence that surrounds the pool
- Repaired bleachers in Gymnasium due safety concerns and recommendations from District insurance company
- Repaired exterior lighting for football field
- Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer District Facility Projects

- **ASTI**

- Upgraded interior lighting per requirement of AMP
- Routine building and grounds maintenance work, custodial deep-cleaning at site

## **Chipman Site**

- **Academy of Alameda**

- Added flooring in two classrooms due to safety concerns
- Upgraded interior lighting per requirement of AMP
- Purchased and replaced existing locker doors and hardware
- Refinished gymnasium floor
- Routine building and grounds maintenance work

- **NEA**

- Upgraded interior lighting per requirement of AMP
- Routine building and grounds maintenance work

# Summer District Facility Projects

## Longfellow Site

- **Woodstock Child Development Center**
  - Upgraded interior lighting per requirement of AMP
  - Routine building and grounds maintenance work, custodial deep-cleaning at site
- **NEA**
  - Upgraded interior lighting per requirement of AMP
  - Routine building and grounds maintenance work
  - Replaced broken blower shaft (heating, air-conditioning)

## Woodstock Site

- **Island, Adult School, BASE, Multi-Cultural Ed, McKinney Vento**
  - Replaced 30% of plumbing work due to vandalism on roof
  - Upgraded interior lighting per requirement of AMP
  - Installed isolation valves on water lines at each of the buildings
  - Re-Roofed all permanent site built buildings
  - Routine building and grounds maintenance work, custodial deep-cleaning at site

# Summer Project “Moves”

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## Summer Moves

- Moved all furniture and equipment from Wood Portables into main building for ACLC occupancy
- Moved excess furniture to Encinal High for use in Junior Jets program
- Moved SPED classrooms for summer school and returned SPED furniture to school sites after summer school
- Moved math coaches to Portable F on Longfellow campus
- Moved childcare furniture to Lum for summer school and returned to Ruby Bridges because there was no room to operate program at Lum
- Moved office furniture from old District Office to Encinal High for use in administrative offices at the site
- Moved AEF furniture to new location

These moves involved assistance with packing and unpacking boxes, transition of all phone data systems/ hardware, and new signage requested for program identification.

# Summer Projects by Trades

- **Carpenter Shop** - Participated in scheduled preventive maintenance blitzes
  - Removed chalkboards
  - Installed new white boards and tackable bulletin boards
  - Replaced siding
  - Repaired dry rot
  - Replaced FRP Doors
  - Replaced plexiglass windows at select schools
  - Assessed walls, doors, floors, roofs and repaired minor damages
  - Completed all key requests accompanying the site moves
- **Electrical Shop** - Participated in scheduled preventive maintenance blitzes
  - Cleaned and inspected breaker boxes, checked electrical rooms for safety
  - Assessed electrical capacity, pulled new electrical wires, installed new outlets and fully assisted with all computer and multi-media lab upgrades at sites
  - Maintained fire and intrusion alarm systems, repaired or requested vendor to repair system to be in normal operations
  - Programmed bell schedules

# Summer Projects by Trades

- HVAC - Participated in scheduled preventive maintenance blitzes
  - Completed preventive maintenance of heating/cooling systems and pumps
  - Initiated annual maintenance and inspection of 3 steam boilers in district
  - Changed HVAC filters at all sites
  - Annual fire extinguisher repairs at all sites
  - Installed new air conditioning at numerous sites
  - Replaced HVAC units on Encinal portables
  - Replaced broken blower shaft (heating and air conditioning) at Longfellow
- Plumber Shop - Participated in scheduled preventive maintenance blitzes
  - Completed work at Maya Lin on waterless urinals
  - Repaired broken sewer pipe at Wood and repaired water pipe at Lincoln
  - Completed repair work on lockers
  - Completed repair work on irrigation systems at numerous sites
  - Installed drinking fountains at numerous sites
  - Preventive maintenance on plumbing fixtures and irrigation systems at restrooms, kitchens and landscaping
  - Repaired numerous leaks throughout district



# Summer Projects by Trades

- Preventive maintenance technicians
  - Assisted with all trades in completing work orders at numerous sites
  - Assisted with locker repairs
  - Conducted preventive maintenance blitzes

# Summer Projects by Custodial

## **Custodial deep cleaning was coordinated by Custodial Operations Lead for all K-12 sites and District Office**

- Classroom, lounges and office desks, tables and chairs were cleaned
- Rooms were high and low dusted including window blinds
- Windows were washed inside and outside
- White boards and counters, HVAC units, doors, sinks were cleaned
- Carpet/tile floors were deep cleaned and refinished
- Restroom and locker room walls, partitions, fixtures and floors were deep cleaned
- Kitchen and cafeteria walls, fixtures, doors and floors were deep cleaned
- Gyms and multipurpose room walls, fixtures, doors and floors were deep cleaned
- Lights were changed and HVAC filters were changed
- Lockers were cleaned out
- Sidewalk and entries were cleaned, gum removed and concrete hosed clean
- Fire extinguishers were re-serviced and returned to rooms for use
- Custodial staff assisted with significant number of classroom moves once staff returned to sites
- Boiler and custodians rooms were cleaned
- Supplies were ordered for all sites

# Summer Projects

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**Total Cost for Summer Projects:  
Approximately \$6.5 Million**

*Not including custodial deep cleaning and site moves.*

# Technology

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## Wiring

- Several school received additional network wiring.
- Encinal's Junior Jet's portables upgraded to improved data network. Office building is planned to get upgrades in 2-3 weeks
- Earhart Elementary school office and several class rooms need additional data wiring and replacement of non-managed switches

## New Phone System

- Earhart will get a new, hosted, phone system. Implementation planned for October 2013
- Other schools will follow throughout the school year

## Aeries Student Information System:

- Update the graduate requirements to reflect new district requirements
- Setup Aeries online Re-registration
- Upgraded SQL Server and SQL software

# Technology

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## **Network Upgrade:**

- Upgrading the Internet up-link to ACOE from 100 megabits per second to 1000 megabits per second (1Gb)
- Allowing controlled guest access to wireless at all sites. Upgrading Bay Farm and Encinal.
- Continuing replacement (Measure A) of older switches at every school site which will help with improved performance and manageability.

## **Computers:**

- Upgraded computers for 150 teachers. Remaining old HP computers replaced by DELL desktops
- In process of upgrading to Office 2013 and Windows 7 using the District wide Microsoft license. Windows XP no longer supported after Spring 2014.
- Adobe CS6 available to all student and staff computers.

## **Helpdesk system:**

- New helpdesk system with improved email communication to staff and includes a survey which staff can answer to allow feedback to technology department.

# Technology

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## **SuccessMaker**

- Prepared SuccessMaker for new school year. Database maintenance and server and client upgrades

## **Anti-Spam Filter**

- 70 percent of email is blocked.

## **Internet access**

- Purchased new equipment to manage internet traffic (Netflix, game sites, YouTube, etc). Especially important with Bring Your Own Device (BYOD).
- With increased usage of social media and other internet content, evaluation of web site filter is ongoing. Experiment at Bay Farm where students and teachers have access to same web sites.

## **Staff**

- Full-time Helpdesk support (replacement)
- Teacher on special assignment hired (with Ed services)
- Additional multi media specialist / technician hired.

# Enrollment 13-14

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## *Grade Level Comparisons - Regular Ed*

	Actual 12-13	Projected 13-14	Difference
TK-5	4454	4472	+18
6-8	1525	1520	-5
9-12	3027	3110	+83
Total	9,006	9102	+96

# Enrollment 13-14 – Including Transitional Kindergarten

## Elementary Schools

Year	Bay Farm (K-5)	Earhart (TK-5)	Edison	Franklin	Haight (TK-5)
12/13	451	585	471	314	413
13/14 (In AERIES as of 08/26/13)	446	612	461	299	463
Difference	-5	+27	-10	-15	+50



# Enrollment 13-14 – Including Transitional Kindergarten

## Elementary Schools

Year	Lum	Otis	Paden (TK-5)	Ruby Bridges	Maya Lin (TK-5)
12/13	497	530	311	592	290
13/14 (In AERIES as of 08/26/13)	526	569	337	563	311
Difference	+29	+39	+26	-29	+21

# Projected Enrollment 13-14

## Elementary Schools – Enrollment Variance by Zone

	K	1st	2nd	3rd	4th	5th
East	20	-6	-3	7	14	7
Central	10	14	-6	0	15	2
West	10	-2	18	12	23	13
Totals (In AERIES as of 08/26/13)	40	6	9	19	52	22

# Enrollment 13-14

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## *Middle Schools*

Year	Lincoln	Wood	Jr. Jets	Bay Farm
12/13	969	502	N/A	54 (6)
13/14 (In AERIES as of 08/26/13)	943	411	172	107 (6+7)
Difference	-26	-91	N/A	+53

# Enrollment 13-14

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## High Schools

Year	Alameda	ASTI	Island	Encinal
12/13	1684	163	181	999
13/14 (In AERIES as of 08/26/13)	1710	169	160	991
Difference	+26	+6	-21	-8

# Enrollment 13-14

## Four Year Comparison - Total District Regular Ed

	10-11	11-12	12-13	13-14
Projected	9154	8950	9010	9102
Day 5	8,836 -318	8941 -9	8837 -173	August 30 <sup>th</sup>
Day 10	8932 -222	8958 +8	8960 -50	September 9 <sup>th</sup>
Day 20	8925 -229	8962 +12	9002 -8	September 23 <sup>rd</sup>

# Enrollment 13-14

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Projection for 2013 – 2014      9102

Enrollment as of 08/26/13      - 9250

I-20: 25 students enrolled      4 to be processed

Total 29

# Enrollment 13-14

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## First 20 day data collection

- Warm body count is taken and tracked daily for the first 10 days of school and then again on the 15<sup>th</sup> and 20<sup>th</sup> day.
- After September 9<sup>th</sup>, all enrolled students that have not shown are exited from our system.
- By the 20<sup>th</sup> day of the school year, all classes need to meet contractual class size maximum.

# Enrollment 13-14

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## ***Enrollment Policy – Transfers due to over-enrollment***

- Parents notified in writing at registration
- Ask for voluntary transfers
- Involuntary transfers redirected to other schools, based on enrollment date
  - Students on inter-district permits first
  - Redirected students (intra-districts) if all the following conditions are met:
    - There is a demand on their space at the current school by a resident living within the school boundaries, and
    - There is space at the redirected student's home school, and
    - Within the first two years of being redirected. After two years, redirected students may remain at the school of attendance through the 5<sup>th</sup>, 8<sup>th</sup> or 12<sup>th</sup> grade.
  - Students residing in attendance area last



# Textbooks

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- For 2013-2014, AUSD was not required and did not need to adopt any new core textbooks from the state adoption list.
- AUSD purchased:
  1. A product renewal of the intervention software known as Successmaker – a computerized program in math and reading for K-5.
  2. SIM: EDGE training materials.
  3. IBD: PD materials for teachers, teachers' manuals and student books.
  4. Transitional Kindergarten supplies and instructional materials.
  5. New edition of AP Biology, Common Core Math 3, Integrated Chinese, Clinical Sports Medicine and Athletic Taping courses.
  6. FOSS: Curriculum aligned to Next Generation Science Standards.
  7. Replacement texts for middle school and high school as well as elementary schools due to added enrollment.

# Textbooks

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- **FUNDS EXPENDED**

1. New books for new courses:

– High School	\$25,937.69
– Transitional Kindergarten	\$24,318.83
– FOSS	\$130,892.93
– Common Core Math 3	\$4,675.61

2. Replacement pupil editions include:

– K-2 Mathematics/Reading Consumables	\$108,508.89
– Elementary Schools	\$63,517.76
– Middle School/High School	\$155,038.49
– Successmaker, SIM, IBD	\$96,016.79

**TOTAL** **\$608,906.99**

These purchases filled verified core instructional materials requests that were received from school sites.