

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

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

# Certificated Staffing and Hiring

(as of Tuesday, August 28, 2012)

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- 21 teachers brought back from layoff/rehire list.
- 7 management positions filled (1 6-12 Principal, 1 Assistant Principal, 3 Directors, 1 Coordinator, 1 Dean)
- 2 licensed positions filled (1 Behavior Specialist, 1 Psychologist)
- 77 teaching positions filled (61 Classroom Teachers, 12 Special Education Teachers, 1 Categorical Teacher, 1 Speech Pathologist, 1 Adult School Teacher, 1 Independent Study Teacher)
- 1 District Nurse
- 3 Counselors (Lincoln 0.50, Educational Options 0.60, ASTI)
- 1 Psychology Intern

# Certificated Staffing and Hiring

(Positions Posted as of Tuesday, August 28, 2012)

- High School
  - AHS: Woodshop 0.60, Biology 0.40, EHS: Woodshop 0.80 (open until filled)
- Elementary School
  - Earhart: Itinerant PE (open until filled)
  - Edison: Itinerant Music 0.50 (open until filled)
  - Haight: Kindergarten (new class based on increased enrollment, open until filled)
- Special Education
  - Earhart: Moderate/Severe, AHS: Resource Specialist, AHS: Moderate/Severe CEC, District: Speech Therapist, TSA Workability 0.40 (open until filled)
- District Office
  - TSA (Teacher on Special Assignment) Technology (open until filled)
- Administration
  - Principal of Lincoln Middle School (open until filled)

# Summer District Facility Projects

Measure C work completed this summer 2012

- Fire alarm projects: Woodstock Education Options - Completed
  - Franklin & Longfellow in progress
- Re-roofing projects: Alameda Academy & Haight - Completed
- Playground projects:
  - Edison & Washington in progress
- Paving projects: Paden, Bay Farm, Alameda High, Encinal High, Longfellow, Washington, Edison - Completed
- Acoustics projects: Alameda High & Ruby Bridges - Completed

# Summer District Facility Projects

Work completed this summer 2012

- Computer lab upgrade to all sites started in April 2012. Maintenance staff assisted with electrical outlets and data wiring.
- Food service freezer replacement project is 90% completed.
- Demolition of portables at old Island High site is out to bid.
- Building temporary egress mitigation structure around Adult School and District Office for safety purposes is on schedule.
- Addition of three portable classrooms at Woodstock Education Center for inclusion of Adult School programs is completed.

# Summer District Facility Projects

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- Washington renamed as Maya Lin School
  - Carpenters added tack boards to interior hallways
  - Painted interior stairways, hallways and lower exterior portion of building
  - Removed old signage, studs and repainted walls to complement new signage
  - Install new Maya Lin signs
  - Received 3 arborists reports: removed wood slats around base of tree, stabilized tree with metal girdings and added mulch
  - Removed wall ball and installed ball wall on backstop by garden
  - Preventive maintenance staff blitz
- Bay Farm to support innovative program
  - One portable (replaced flooring to add class)
  - Preventive maintenance staff blitz
  - MPR required major repair after auto accident to side of building

# Summer District Facility Projects

- Haight
  - Preventive maintenance staff blitz
  - Prepared rooms for Special Education itinerants
  - Extensive moves to accommodate classrooms
- Edison
  - Paint one portable exterior
  - Media Center - installed new electrical outlets, data wiring, flooring components and tables, removed counter to support computer lab
  - Installed additional bike rack for older students
- Woodstock Education Options Center / Island High
  - Preventive maintenance staff blitz
  - Prepared rooms for new occupants: Adult School staff
  - Rooms 9, 10, 11, 23 required installation of new electrical outlets and data wiring for teacher stations and computer labs
  - Added partitions in room 9 to set up 4 office stations
  - Added fire alarm and intrusion alarm to 3 new portables
  - Painted former BASE office and added partitions for 3 Adult School work stations
  - Extensive moves for Special Ed., Island High and Adult School staff

# Summer District Facility Projects

- Alameda High
  - Painted interior, installed new flooring system, installed new HVAC unit, ran electrical and data wiring for sports medicine room
  - Restroom floor repairs in boys and girls restrooms near main gym and west wing
  - Room 125 added new wall
  - New signage in administration area
  - Gyms: annual floor cleaning and refinishing project
  - Exterior benches installation
  - Repaired counter and floor in attendance office
  - Resealed concrete and installed new floor tile in 5 classrooms and center hallway
  - Weed treatment on softball field
  - Select maintenance blitz
- Encinal High
  - Painting interior of 200 building in select areas
  - Annual gym floor cleaning and refinishing project
  - Preventive maintenance staff blitz
  - Restroom repair due to vandalism



# Summer District Facility Projects

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- **Encinal High**

- Replaced damaged FRP due to graffiti and installed new FRP in almost entire perimeter of boys and girls locker rooms
- Painted entry doors and columns in boys and girls locker rooms
- Ran plumbing and replaced all waterless urinals with standard urinals in boy's locker room
- Removed old boards and installed new white boards in several classrooms
- Repaired 4 concrete slabs in tree well with uneven concrete
- Added tree mulch to tree wells in front of school
- Annual gym floor cleaning and refinishing project. Also repainted line graphics on gym floor prior to annual refinishing.
- Preventive maintenance staff blitz

- **Academy of Alameda**

- Completed deep cleaning of all leased rooms to establish summer cleaning procedures.
- Removed items from storage room to turn over to Nea administrators

# Summer Project “Moves”

## Summer Moves

- Moved Special Education staff from portable 23 to Haight
- Moved two Adult Transition Special Education classes from Alameda High School
- Moved Adult Education staff to Woodstock Ed Center

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
  - Replacing acrylic windows at select schools
  - Assessing walls, doors, floors, roofs and repairing minor damages
  - Completing all key requests accompanying the district moves
- **Electrical Shop** - Participated in scheduled preventive maintenance blitzes
  - Cleaning and inspecting breaker boxes, checking electrical rooms for safety
  - Assessing electrical capacity, pulling new electrical wires, installing new outlets and fully assisting with all computer lab upgrades at sites
  - Maintaining fire and intrusion alarm systems, repairing or requesting vendor to repair system to be in normal operations
- **HVAC** - Participated in scheduled preventive maintenance blitzes
  - Completed preventive maintenance of heating/cooling systems and pumps
  - Installed new HVAC unit in Sports Medicine room at Alameda High
  - Worked with vendor to replace cooling tower at Haight
  - Initiated annual maintenance and inspection of 3 steam boilers in district

# Summer Projects by Trades

- Plumber Shop - Participated in scheduled preventive maintenance blitzes
    - Completed work at Encinal High on waterless urinals
    - Completed repair work on lockers
    - Completed repair work on irrigation system
    - Preventive maintenance on restroom and plumbing fixtures, irrigation systems
  - Preventive maintenance technicians
    - Assisted with painting project at Washington and Encinal High
    - Assisted with locker repairs
    - Preventive maintenance blitzes
- Delivery handled move and material requests

# Summer Projects by Trades

## **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 on sites

# Summer Projects by Trades

**Total Cost for Summer Projects:  
Over \$3 Million**

*Not including Historic Alameda High  
School Seismic Mitigation*

# Technology

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## **Aeries Student Information System:**

- Revised several Student Information System processes and improved data management. Electronic student registration; electronic high school course selection; upgrade and training on Student Attendance.

## **Network Upgrade:**

- Upgraded the Internet up-link to ACOE from 40 megabits per second to 100 megabits per second.
- New wireless at Bay Farm and Encinal. Other schools will follow in September/October.
- Replacement (Measure A) of older switches at every school site which will help with improved performance and manageability.

## **Computers:**

- Upgraded computer labs at: AHS, Encinal, Wood, Lincoln, Earhart, Edison, Franklin, Haight, Lum, Otis, Paden, Maya Lin, and Ruby Bridges. Includes new wiring in most labs.
- In process of upgrading to Office 2010 and Windows 7.

# Technology

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## **SuccessMaker**

- Purchased and installed two servers. Upgraded labs can use licenses purchased for elementary and middle schools.

## **Anti-Spam Filter**

- 70 percent of email is blocked. Still issues with spam emails requesting staff for login and password.

## **URL/Website Filter**

- With increased usage of social media and other internet content, ongoing evaluation of blocked web sites ongoing.

## **Upgrades**

- Destiny (library and textbook accounting system).
- BlackBoard Connect autodialer.

## **Staff**

- Full-time Helpdesk support.
- Teacher on Special Assignment position posted.



# Enrollment 12-13

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## *Grade Level Comparisons - Regular Ed*

	Actual 11-12	Projected 12-13	Difference
K-5	4290	4365	+75
6-8	1478	1530	+52
9-12	3055	3130	+75
Total	8,823	9,010	+202

# Enrollment 12-13

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## *Elementary Schools*

Year	Bay Farm (K-5)	Earhart	Edison	Franklin	Haight
11/12	456	576	443	317	383
12/13 (In AERIES as of 08/20)	446	585	475	311	424
Difference	-10	+9	+32	-6	+41

# Enrollment 12-13

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## *Elementary Schools*

Year	Lum	Otis	Paden	Ruby Bridges	Washington Now Maya Lin
11/12	457	503	325	579	251
12/13 (In AERIES as of 08/20)	493	540	309	609	280
Difference	+36	+37	-16	+30	+29

# Projected Enrollment 12-13

## *Elementary Schools – Under/Over Capacity*

	K	1st	2nd	3rd	4th	5th
East	10	-5	5	4	-1	14
Central	-23	1	-14	11	0	8
West	-3	19	-2	18	9	12
Totals	-16	14	-10	33	8	34

# Enrollment 12-13

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## *Middle Schools*

Year	Lincoln	Wood
11/12	929	549
12/13	970	513
Difference	+41	-36

# Enrollment 12-13

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## High Schools

Year	Alameda High School	ASTI	Island	Encinal
11/12	1722	171	186	976
12/13	1738	162	170	1007
Difference	+16	-9	-16	+31

# Enrollment 12-13

## *Four Year Comparison - Total District Regular Ed*

	09-10	10-11	11-12	12-13
Projected	9316	9154	8950	9010
Day 5	9441 +125	8,836 -318	8941 -9	August 31st
Day 10	9425 +109	8932 -222	8958 +8	September 10th
Day 20	9446 +130	8925 -229	8962 +12	September 24th

# Enrollment 12-13

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## First 20 day data collection

- Office managers at elementary sites will update enrollment daily between 8/16-9/12.
- 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 12<sup>th</sup>, all enrolled students that have not shown are exited from our system.
- As of August 29<sup>th</sup>, if a grade is over-enrolled, school will direct all new enrollees to Student Services for placement.
- By the 20<sup>th</sup> day of the school year, all classes need to meet contractual class size maximum.



# Enrollment 12-13

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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 and Allen Bill 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 2012-2013, AUSD was not required and did not need to adopt any new core textbooks from the state adoption list.
- AUSD purchased:
  1. Intervention software known as Successmaker – a computerized program in math and reading for K-5.
  2. SIM: EDGE, Fusion intervention curricula.
  3. Anti-Bullying curricula.
  4. New edition of AP Government and AP European History.
  5. Set up curricula for new kindergarten at Otis.
  6. Replacement texts for middle school and high school as well as foreign language texts due to added enrollment.

# Textbooks

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- **FUNDS EXPENDED**

1. New books for new courses:

- High School \$99,487.20

2. Replacement pupil editions include:

- K-2 Mathematics/Reading \$125,586.75

- Middle School/High School \$409,256.69

- Successmaker, Anti-Bullying,  
SIM, Fusion \$453,354.81

TOTAL \$1,087,685.40

These purchases filled verified core instructional materials requests that were received from school sites, including Special Education.