From:	Gordon Piper
To:	Klein, Heather
Cc:	neighbors safety hiller highlands
Subject:	Concerns about 10/15/15 Employee Report from Bentley School
Date:	Thursday, November 12, 2015 9:55:35 AM
Attachments:	BENTLEY EMPLOYEE ANALYS.xlsx

Ms. Heather Klein

Planner III

City of Oakland

250 Frank H. Ogawa Plaza

Oakland, CA 94612

Dear Heather,

Thank you for sending us the October 15, 2015 compliance report from Bentley School. We have reviewed the employee compliance report and have a number of questions concerning the count:

All School Administrators—have responsibilities at both campuses. If the head of school who is based in Oakland is counted, why isn't the COO/CFO, listed as an all-school administrator in Bentley's Directory, also counted as he is presumably coming to campus on a part-time basis, just as the head of school is going to Lafayette on a part-time basis? We have observed him on campus.

Development staff—There are 5 development staff listed in the directory as all-school staff, as well. Bentley has reserved 4 parking spaces for development staff as shown in their parking plan. Why are 4 spaces needed to be set aside, unless development staff are regularly coming to the Oakland campus. And if that is the case, why aren't they counted as employees on the Oakland campus?

IT Staff: The Directory lists 3 IT employees, including the coordinator. Only one is accounted for on the Oakland campus, yet they indicate in their earlier Compliance Plan that the IT coordinator works 3 hours a week on the Oakland campus. How does the City monitor that he is not working more than 3 hours a week, and why isn't he counted as a (part-time) employee on the Oakland campus? Does the third IT staff put in any time at the Oakland campus?

Coaches and Afterschool Employees—If after school staff are counted as employees, why aren't coaches? There are coaches listed in the Directory in the Coaches section. A recent article in the Bentley newsletter talks about the enhanced sports program for Middle School students with classes 2 days a week, one at the Oakland campus and the other one in Lafayette. These seem to coincide with middle school sports for Soccer, Cross Country, Basketball, Strength, Volleyball, and Baseball. Who is teaching these courses? How do kids go from one campus to the other and is it round trip? Are there any games played at Oakland campus? Coaches are not reported in the Employee Compliance Report. We continue to see people carrying a box of materials parking on lower Hiller in the late afternoon.

5. **Music Program Staff:** Previous reports listed 2 music instructors in the Strings Academy at

the Oakland campus; the 10/15/15 report only lists one, yet Crystal Pasucci is listed in the directory as a cello instructor. Does she work at the Oakland campus? Ken Berman is listed on the Directory as HS/MS Jazz teacher. Bentley indicated in the May 2015 report that he would no longer be coming to the Oakland Campus after July 1, 2015. But when we asked at the 11/3/15 NLC meeting if the Oakland campus still had a jazz program, we were told "yes, but we don't want to get into the details." Who is teaching jazz at the Oakland campus and why isn't that person counted? There seem to be 5 music teachers and only 3 are accounted for in the 10/15/15 report. Earlier in 2015 Berman was listed as an employee. Adrienne Timmons is listed in the Directory as a K-3 music teacher and 4th Grade Wind Academy teacher. The 10/15/15 report notes that she is on leave. It is not clear who is teaching the 4th Grade Wind Academy.

6. **Staff on Leave:** Six people are listed on the 10/15/15 report for three positions. Three of them are starred with a note that they are on leave, and three are reported as working for them in the fall trimester. Do these interim staff have contracts for the full year? Are any of the three people on leave working during the fall trimester? One of them is Adrienne Timmons who is listed in the Directory as leading the Wind Academy. As noted above, who is teaching the 4th Grade Wind Academy during the fall trimester?

7. **Learning Specialist:** Learning Specialist Melissa Hyde appeared on the May report as on leave, with Mike Miller listed as taking her place. The 10/15/15 report lists Mike Miller as the Learning Specialist at the Oakland campus. However, Melissa Hyde's Linked In listing still shows her working at Bentley. Her current status needs to be verified.

We believe that an independent audit of who is working on the Oakland campus is warranted given these questions. If any one of these individuals should have been counted as an Oakland employee, Bentley would be in violation of not only the CUP but it's own compliance plan for employees and its TDM, that requires staff to park on site or somewhere other than Hiller Drive and North/South Hill Court. Staff from Lafayette coming to the Oakland campus need to be accounted for in both employee and traffic counts. Ensuring that Bentley has no more than 71 employees is an important factor in ensuring that they also comply with the limit on the number of students.

Thank you for your consideration.

Sincerely,

Gordon and Susan Piper

Please see the attached spread sheet