

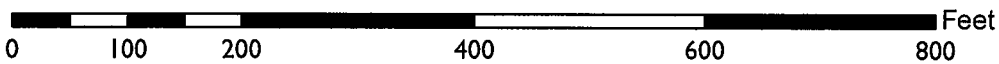
Location:	Bentley School: 1 Hiller Drive - See map on reverse
Assessor's Parcel Number:	048H757600104
Proposal:	Appeal of the Zoning Manager's Determination regarding the School's compliance with their Conditions of Approval related to the maximum number of faculty and staff.
Applicant:	Bentley School (510) 843-2512
Owner:	Bentley School
Appellant:	Gordon and Susan Piper on behalf of the Neighbors for Safety in Hiller Highlands
Case File Number:	APL19002
Original Case File Number:	CM04-411, REV10-0003, ER07-006
Planning Permits Required:	N/A
General Plan:	Hillside Residential
Zoning:	Hillside Residential -3 (RH-3) Zone
Environmental Determination:	Categorically Exempt under California Environmental Quality Act (CEQA) Guidelines Section 15301, Existing Facility and Section 15306, Information collection. An Environmental Impact Report was prepared for the project (ER07-006) and certified by the Planning Commission on October 21, 2009
Historic Status:	OCHS Rating: C3
City Council District:	1
Status:	The Zoning Decision Letter was mailed on January 18, 2019; Project appealed on January 28, 2019.
Staff Recommendation:	Deny the Appeal and uphold the Zoning Manager's Decision.
Finality of Decision:	Final (not administratively Appealable pursuant to OMC Sec. 17.132.030)
For Further Information:	Contact case Planner Heather Klein at (510) 238-3659 or hklein@oaklandca.gov

SUMMARY

Bentley School submitted a Major Conditional Use Permit (CUP) application in 2004 to legalize their student enrollment and the hours of operation. The City received extensive comments both in support and in opposition to the project with the majority of the neighborhood opposing. The enrollment violation and possible side effects of the enrollment such as increased emergency evacuation hindrance, traffic, parking demand, noise, and parent's behavior were of the most concern to neighbors.

The City prepared an Environmental Impact Report (EIR) pursuant to the California Environmental Quality Act (CEQA) which concluded that the project would not result in significant physical impacts to the environment regarding the issues noted above. However, to address neighborhood concerns, the City added several Conditions of Approval including requiring an annual Compliance Matrix, Transportation Demand Management (TDM) Program, with independent enforcement, Traffic and Parking Handbook, and Emergency Management Plan. In addition, the City added four specific Conditions limiting faculty and staff, enrollment and building expansion as well as requiring Fire Department occupancy reviews as we believed there was a direct correlation between students, staff, building construction and occupancy. With these Conditions, further illegal enrollment increases would be limited. The Planning Commission approved the project on October 21, 2009 with Conditions. Revisions to the project and the Conditions of Approval were approved in 2010 and 2011. Neither the project nor the revisions were appealed (*Attachment*

CITY OF OAKLAND PLANNING COMMISSION



Case File: APL19002
Applicant: Bentley School
Appellant: Gordon and Susan Piper on behalf of the
Neighbors for Safety in Hiller Highlands
Address: 1 Hiller Drive – Bentley School
Zone: RH-3

A).

Each year, the School has submitted their annual Compliance Plan. In most years, the Zoning Manager issued a Determination of Compliance. These Determinations have been challenged informally by neighbors who believe that the School is exceeding their maximum faculty and staff cap. After one review in 2014, the Zoning Manager found the School out of compliance with the cap, and the School was required to enter into a Compliance Plan with the City. Since that time, the City has found the School to be in compliance with their Conditions of Approval, including in a determination by the Zoning Manager on January 18, 2019 for the 2017-2018 School year. The 10-day Appeal period ended on January 28, 2019 at 4:00 PM.

An Appeal was timely filed by Gordon and Susan Piper on behalf of the Neighbors for Safety in Hiller Highlands (NSHH) of the Zoning Manager's decision. The basis of the Appellant's Appeal is that the Zoning Manager abused their discretion and made a decision and determination not based on substantial evidence. Specifically, Appellant argues that:

1. There are at least 26 staff members not counted in the 2017-2018 Compliance Matrix based on the School's Directory, Linked-In, Indeed, Zoom Info, and other social media sites, and staff at the Lafayette campus are working in Oakland part-time or in the After-School program.
2. Employees are not being counted since they are considered a vendor or contract employee.

The Appellant requests that the Planning Commission:

3. Overturn the Zoning Manager's Determination,
4. Require an independent auditor to investigate the number of employees and require the School to pay for the Auditor per Condition 10, and
5. Address or clarify Condition 1B and 21 related to staff, vendors, and contract employees.

Per Section 17.132.020 of the City of Oakland Planning Code, the Appellant must state where an error or abuse of discretion was made by the Zoning Manager or where the Zoning Manager's decision is not supported by evidence in the record. The arguments raised by the Appellant are summarized below in the *Basis for the Appeal* portion of this report, along with City staff's response to each argument.

For the reasons stated in this report and attachments, including the Appellant's failure to assert error, abuse of discretion or lack of evidence in the Zoning Manager's decision, City staff recommends the Planning Commission deny the Appeal, thereby, upholding the Zoning Manager's decision.

BACKGROUND

The School was originally founded in 1920 in the City of Berkeley. In 1969, the Planning Commission approved a Major CUP to locate a private primary school (grades K-9) on Hiller Drive. This permit allowed a maximum of 200 students; restricted the hours of operation from 8 AM to 3 PM; and did not permit weekend or evening use of the site for school assembly purposes. The permit also stated that any increase in enrollment or additions and alterations to the School would require a Major CUP. The decision was appealed to the City Council which approved the project and denied the Appeal on June 24, 1969 (Resolution #50269 C.M.S.).

PROPERTY AND SURROUNDING AREA DESCRIPTION

Bentley School is located along Hiller Drive near the intersection with Tunnel Road. The School encompasses approximately 4.2 acres on five contiguous parcels and straddles the City of Oakland and City of Berkeley border. The Headmaster's Residence, a parking lot, and a vacant lot are located in Berkeley.

The Oakland campus supports grades K-8 with a current enrollment (2018-2019 school year) of 355 students. There is another Bentley School campus in Lafayette. The Lafayette campus supports grades 9-12.

The project site is surrounded by civic and residential uses. Single-family homes are located to the north, east, and west, many of which were rebuilt after the 1991 Oakland Hills Fire. To the south is the Firestorm Memorial Garden. The Oakland Unified School District operates Kaiser Elementary School (K-5) one block northeast of Bentley School at the intersection of Hiller Drive and South Hill Court. Also, further up Hiller Drive is the Hiller Highlands Clubhouse.

GENERAL PLAN AND SPECIFIC PLAN ANALYSIS

The land use designation for the project site is Hillside Residential (HR) per the Land Use and Transportation Element (LUTE) of the General Plan. The 2004 application was found to be in compliance with the HR designation and LUTE policies.

ZONING ANALYSIS

The site is in the Hillside Residential – 3 Zone (RH-3). In the RH-3 Zone, Community Education, which includes schools and childcare facilities over 14 children, is conditionally permitted per Section 17.16.050 of the Planning Code.

2004 Planning Permit’s Conditions of Approval

In the staff report and presentation to the Planning Commission, City staff noted the intent to address the “intensity of use” and to address further expansions with Conditions of Approval. It was clear that as part of the Planning permits issued for classrooms between 1979-2001, that the enrollment had increased, and that there was a direct correlation between classrooms, students and teachers. As such, the City set the maximum number of faculty and staff at 62 which is what the City understood was the existing condition. The City specifically did not decrease the number of School personnel because the City does not possess the technical expertise to determine is appropriate staffing for a school of 360 students. As noted in the *Background* section above, the Planning Commission approved the Major CUP application with four Conditions of Approval. These Conditions, which pertain to the Appeal, include the following.

Condition 1: Approved Use¹

- a) The project shall be operated in accordance with the authorized use as described in the application materials, and the staff report, and as amended by the following conditions.
- b) This action by the City Planning Commission (“this Approval”) includes the approvals set forth below for the Bentley School, under Oakland Planning Code Section 17.134:
 - iv. ~~Fulltime~~-Faculty and staff not to exceed 62 staff
- c) The CUP supersedes and extinguishes the 1969 CUP.

Condition 3: Scope of This Approval; Major and Minor Changes

The project is approved pursuant to the Planning Code only. Minor changes to approved plans, conditions of approval, facilities or use may be approved administratively by the Director of City Planning or designee and brought to the City Planning Commission as a noticed, informational Director’s Report within 30 days. Minor changes include, but are not limited to, the reporting criteria or the number of monitoring personnel in Conditions of Approval #16 and 19. Major changes to approved plans, conditions of approval, facilities or use shall be reviewed by the City Planning Commission as a revision to the Major CUP. Major changes include, but are not limited to, the following: an increase in employees, increase in hours of operation (day care, school hours,

¹ Excerpt of Condition of Approval #1.

or events), increase in the number or days of special events, or termination/revocation of the MOU by OPD. See Condition of Approval #25 regarding other changes to the approved plans that would require preparation and approval of a permit for a Master Plan.

Condition 20: School Enrollment /Hours of Operations/ Full-time Employees

The maximum student enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The School shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K-8th grade to K-5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a maximum of 62 employees.

Condition 25: Master Plan Required for Student Enrollment Increase or "Future Construction"

The Project Applicant shall apply for a permit (Major Conditional Use Permit or Planned Unit Development Permit) for any student enrollment increase or "Future Construction" that includes as part of that application a Master Plan for the "Site" for the next 10 years. Site is defined for this condition as: all property included in the CUP Project Description, including acreage in both the City of Oakland and City of Berkeley. The Master Plan shall include, at a minimum, how the school will accommodate additional student growth, a comprehensive development plan for the campus site, including addressing on-site parking, sports fields (if applicable) and traffic-related and vehicle access issues. Future Construction is defined for this condition as: new, wholly reconstructed, or relocated school buildings, expansion of floor area (as defined by Planning Code), new enclosed buildings or portions of buildings (i.e., storage shed, garage, attic on an existing building). Future construction per this condition does not include features such as unenclosed decks/balconies, stairs, walkways, patios, courtyards, fences, walls and retaining walls, at grade play areas or play equipment, trellises or other landscape features, at grade parking spaces/pavement, interior remodeling of an existing building, or repair of existing building features. The last enrollment form submitted to the state shall be required as part of the application documents. See Condition of Approval #3 regarding the scope of major or minor changes to the Conditions of Approval.

Condition 16 a) Fire Protection Bureau Occupancy Review

The School shall cooperate and coordinate with the Fire Services Department to conduct yearly occupancy and fire safety inspections of the school, fire drills and unannounced future site visits. The resulting Fire Department report(s), and any follow-ups, shall be sent to the Planning and Zoning Division for review.

It should be noted that the City also included a Condition requiring that all administrative offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program move to the other campus in Lafayette (*Condition 27*). These included six persons in the following departments: Office of the Head of School, Development, Finance, Admissions, and Parent Association. This Condition clearly recognized that the School had another campus, that administrators would be shared between the two campuses but that to reduce traffic and parking issues, these administrators should be moved to Lafayette. It was also understood that those staff if moved and others that would come from Lafayette would not be counted in the employee cap at the Oakland campus when the Planning Commission approved the maximum faculty and staff number.

Again, the Planning Commission, in setting the number of faculty and staff understood that enrichment classes and extracurricular activities would occur before and after school that would not be covered under the faculty and staff cap. Specific childcare staff would be covered as those persons were initially included

in the faculty and staff list.

Revisions to the Conditions of Approval

On March 10, 2010, the School filed an application to revise Condition 20 from 62 faculty and staff to faculty and staff not to exceed 62 full-time equivalents and a maximum of 71 employees based on the fact that this was their existing staffing levels at the time of the October 2009 public hearing (*Attachment B*). Their staffing list noted that they had 47 faculty, 8 childcare personnel, 3 maintenance workers, and 12 administrators for a total of 70 full or part-time faculty and staff.

During the hearing on April 7, 2010, the City's staff report re-iterated that the City should not be in the position of dictating adequate staffing levels, and we would not decrease personnel at the School beyond what they had as staffing levels have not changed or intensified. It was recommended that the Planning Commission solely use employees, not Full Time Equivalents as the metric as this is much more easily verified. However, the Planning Commission was still concerned with parking and traffic and intensity of use. The Planning Commission agreed to the approved revision to 71 faculty and staff and to let the administrators from Lafayette remain on campus. However, language prohibiting them from parking on Hiller Drive for more than 30 minutes was added to the Conditions. Again, when the Planning Commission increased the faculty and staff cap it was understood that the campuses would share staff and that they would come back and forth between campuses.

Annual Compliance

Each year, the School submits their annual Compliance Matrix, which includes the number of faculty and staff. To determine compliance, the City only looks at the overall number of faculty, childcare, administrators, and maintenance workers as this was the type of employee that was originally approved by the Planning Commission and counted as employees in 2009 and 2010 despite the fact that additional persons were coming to the School (i.e. substitute teachers, Lafayette campus staff, other persons who offered afterschool enrichment classes, etc.). More recently as part of the Compliance Plan in 2014 (*Attachment C*), the City requested the last names and positions of the Oakland employees, a list of persons and number of hours each Lafayette employee works at the Bentley campus, and a copy of the Private School Affidavit form submitted to the California Department of Education. This information is self-reported.

Over the years, neighbors have consistently challenged these Determinations and requested meetings with the Planning Director and the Councilmember without appealing the Determinations. More recently, the neighbors have requested that the City Auditor review the tracking methodology. The City Auditor agreed that the City's methodology was adequate and did not open an audit under their Department of the Bureau of Planning or the School. The Auditor did review the situation with the Department of Transportation and Police Department to determine if there were additional traffic safety issues that could be addressed. Recommendations were proposed to address bus sight lines, and extend the red curb near the Appellant's residence.

2017-2018 School Year Compliance Determination

The School submitted their required Compliance Matrix on October 15, 2017 (*Attachment D*). The City reviewed the Matrix and sent a letter on April 9, 2018 requesting additional information pertaining to employees based on information submitted by the Appellants. The City followed up with another letter requesting the information on August 21, 2018 which the School submitted. The City performed its usual review as noted below and issued a Determination of compliance on January 18, 2019 (*Attachment E*). This decision was appealed.

ENVIRONMENTAL DETERMINATION

The California Environmental Quality Act (CEQA) Guidelines statutorily and categorically exempts specific types of projects from environmental review. Section 15301 categorically exempts activities in existing buildings, and Section 15306 exempts basic data collection and research. The Determination letter pursuant to the City’s Planning Code conforms to these CEQA Sections, as well as to the EIR certified for the original project which included the faculty and staff cap Condition. Hence, the action is exempt from Environmental Review and also, in any event, no further environmental review is needed because the project has not changed from the one subject to the previously certified EIR.

BASIS FOR THE APPEAL

An Appeal (*Attachment F*) was filed by Gordon and Susan Piper on behalf of the NSHH. The basis of the Appellant’s Appeal is that the Zoning Manager abused his discretion and made a decision and determination not based on substantial evidence. Specifically, the Appeal alleges that:

1. There are at least 26 staff members not counted in the 2017-2018 Compliance Matrix based on the School’s Directory, Linked-In, Indeed, Zoom Info, and other social media sites and staff at the Lafayette campus are working in Oakland part-time or in the After-School program.
2. Employees are not being counted since they are considered a vendor or contract employee.

The Appellant requests that the Planning Commission:

1. Overturn the Zoning Manager’s Determination,
2. Require an independent auditor to investigate the number of employees and require the School to pay for the Auditor per Condition 10.
3. Address or clarify Condition 1B and 21 related to staff, vendors, and contract employees.

Discussion of the Appeal

The following is a summary of the specific issues raised in the Appeal along with the City’s response to each point. The basis for the Appeal is shown in **bold** text, and the City’s response follows each point in regular type.

1. **The Appellant alleges that the School is out of compliance because there are at least 26 staff members not counted in the 2017-2018 Compliance Matrix based on the School’s Directory, Linked-In, Zoom Info, and staff at the Lafayette campus is working in Oakland part-time or in the After-School program.**

City Response

First, it should be noted that the City has never restricted employees for any other business in Oakland. This runs counter to the idea of growing businesses in the City and improving services for residents. However, in this case, the City did recommend this Condition for the purpose of ensuring that enrollment could not increase illegally in the future and that the intensity of use at the School was reduced due to its location in an urban wildfire interface area. Although not explicitly detailed in the Condition, the intent in limiting faculty and administrators was to ensure the school complied with the express limitation on the number of students. It should be noted that in 2010, the School also had vendors that came to the School or persons that worked at or for the School that

were not considered faculty or staff and whom the Planning Commission did not include as staff.

Second, this Condition is very onerous and requires many school employees to perform more than one job, parents to drive to Lafayette for school services or persons from Lafayette drive to the School.

Current City Methodology to Determine Compliance

The City relies largely on self-reporting by the School as the methodology for determining compliance. The following are the steps used to determine compliance.

- The Bureau of Planning reviews the annual employee list submitted by the School.
- The Bureau of Planning inputs and tracks persons via our own matrix which allows us to see how employees change from year to year. As shown in the City's matrix, we follow who replaced who, who no longer works at the school, etc. (*Attachment G*)
- If there are questions or "red flags" regarding a certain person based on our matrix or neighbor concerns, the City requests follow-up information from the school. This is either accepted as reasonable (i.e. the person retired, left employment, went on maternity/paternity leave, moved to Lafayette, etc.) or additional clarification is requested.
- The employee and student counts are verified, though again via self-reporting, by reviewing the Private School Affidavit submitted to the state Department of Education.
- The City reviews the monthly and annual TDM reports. These reports have shown roughly the same number of counted cars since 2010 when the TDM was implemented. If there was a jump in the number of cars reported, then the City would take that as a possible indication of non-compliance with staffing or enrollment.
- Furthermore, the Fire Department is supposed to conduct occupancy surveys of the classrooms. If the classrooms were overcrowded, indicating additional students, the Fire Department would require occupancy upgrades. Bentley School has contacted the Fire Department many times, but an occupancy survey has not been conducted. However, the last survey in 2004 indicated that approximately 500 students could be accommodated at the school.

The City has found that this methodology has worked in the past as when the City found the school non-compliant and required the Compliance Plan. In addition, this methodology does not result in an unreasonable amount of time to review and confirm (approximately one week of work), is not intrusive to the School, or the current or former employees.

Finally, the City routinely uses self-reporting to determine compliance with Conditions or other aspects of the City's requirements. Self-reporting with verification or follow-up is used to ensure that City resources are being used in the most effective manner as possible as City staff cannot be present on-site every day, for every hour a business operates, or a project is under construction. In this particular case, the City also relies on self-reporting of the student population, the mandatory meetings with parents to discuss the TDM, application and distribution of the transit subsidy, etc. Other examples of self-reporting which are not part of this part of this project include but are not limited to compliance with Solar Permitting, the Green Building Ordinance, compliance with best management Conditions related to air quality, erosion, noise, and hazard materials archeological discovery while under construction, etc.

Rejected Other Methods to Determine Compliance

The City has met with the neighbors to discuss their documentation of possible non-compliance with the faculty and staff cap and has been open regarding more effective methods other than

self-reporting to determine compliance. However, the City has rejected the neighbor's methodologies as infeasible, ineffective, intrusive, punitive and a misuse of City resources

- The City does not review outside websites or social media sites to determine compliance. These are not reliable means of verifying information as people cannot be relied upon to update their social media pages in a timely manner. In addition, the School's website may not be updated in a timely manner. This is especially true for an understaffed business or if other more educational items take priority. Using this methodology would require the School to insist that their employees update their social media sites, place an additional burden on School by requiring that the website content be constantly be kept up to date, and would require a lot of time and effort on the City's part to review every person on the list against every possible social media site. The City does not have the resources to police the School's or an employee's personal websites. Finally, after such an effort, this methodology would only result in the potential for non-compliance not actual non-compliance, and further research would be required to verify these persons.
- The City does not conduct interviews with possible persons not on the employees list. Again, this would require unreasonable time and effort on the City's part. The City also rejected the retention of an independent auditor. First, the interviewer would need to interview them at the School or, in the case of former employees, find their home addresses. Second, the interviewer would need to interview every person employed at both campuses to discern whether they are staff at the Oakland campus or are coming to the Oakland campus. This would be well over a 100 persons. Third, this methodology would also not result in a clear determination of compliance as it is also self-reporting. For example, how does an interviewer know or determine whether a person reports incorrectly or incorrectly? Fourth, this it would be extremely intrusive to business operations and to current and past employees.
- The City has also rejected subpoenaing the School's W-2 or 1099 forms as it is private information and not appropriate documentation for the City to request.

Conclusion

The Bureau of Planning has the sole authority to determine compliance with the Conditions. This is the most reasonable method, and the former City Auditor concurred. As shown above, the staffing has not resulted in an increase in cars counted or students which would have correlated to an increase in 26-30 employees.

In addition, the City has never required an independent audit of any business operation that has required a CUP permit or an independent audit of a business' compliance with the Conditions of Approval. The Bureau of Planning processes dozens of CUPs for operations a year and issued thousands of CUPs. As such, the Bureau of Planning relies on self-reporting for compliance with Conditions of Approval as the City cannot audit every CUP continuously for the duration of the permit. Requiring an independent auditor solely for this project would be an arbitrary and capricious application of a requirement never implemented before and a clear abuse of the Zoning Manager's discretion, especially for a matter unrelated to health and safety. There is nothing about this operation that is so unique that it warrants this level of attention when other operations, many of arguably greater impact, do not receive this.

- 2. The Appellant alleges that there may be many more staff members employed than the 26 noted in the appeal. Employees are not being counted since they are considered a vendor or contract employee and as such, a thorough review of the on-line listings, personal interviews**

and employment records should be reviewed. In 2014, the Planning Department ruled that vendors are not employees but are something special without input from the public. The Planning Commission should adopt the Merriam-Webster Dictionary definition regarding staff to address the vendor vs. independent contractor vs staff question.

City Response

The City has responded to the issue of the possible 26 or more staff members in Response 1.

With the revision in 2011, the Planning Commission approved the staffing list based on administrators, faculty and childcare personnel.

In addition, the City has already addressed the vendor vs. independent contractor vs staff question. The issue was first discussed in a memo from the Director of Planning to the neighbors in 2012 (***Attachment H***). The memo noted that staff use the list submitted by the School approved by the Planning Commission in 2010 to increase employees (from 62 to 71) to verify compliance (***Attachment B***). This number was based on a list from the School that included faculty, administrators, childcare staff, and maintenance workers. The memo noted that if the neighbors had further concerns, they should file for Determination which they did not.

Later, on May 29, 2015, the Deputy Director of Planning made a formal Determination as to who was classified as staff, vendor, or contractor as part of the review of the Compliance Plan (***Attachment C***). In that Determination, the City noted that Lafayette personnel do not count as staff and neither do vendors or supplies of goods and services. To the City, this includes the lunch delivery business, persons involved in afterschool enrichment programs, etc. This Determination was provided to the NSHH who did not appeal. As such, the Determination stands and cannot be changed or altered as part of this Appeal to include the Merriam-Webster definition regarding staff.

- 3. An independent monitor, year-round rather than once a year should be hired to determine compliance. All changes in assignments should be provided on a monthly basis like the TDM reports.**

City Response

The City routinely investigates compliance regarding staffing based on the comments from neighbors. As noted above, the City does not believe that an independent monitor or auditor of the School is an appropriate method to ensure compliance. In addition, while it is true that the City expects the School to be in compliance at all times, the Conditions of Approval do not require monthly or continuous compliance reports. The School should be able to address their staffing needs independently without continuous oversight. Requiring an independent auditor and monthly reports when that was not originally required as a Condition would be capricious and a clear abuse of the Zoning Manager's discretion.

CONCLUSION

Staff has concluded that the Appellant has not demonstrated, based on substantial evidence in the record, that there was an error or abuse of discretion made by the Zoning Manager in his Determination. The Bureau of Planning has the authority to determine the most appropriate method for determining compliance. The Bureau believes that the methods used to ensure compliance with the Conditions of Approval are reasonable and enforceable. As the Bureau routinely uses self-reporting for determining compliance with City Ordinances and Conditions of Approval, the Zoning Manager's decision was not arbitrary, irresponsible,

or inconsistent with past and current practices.

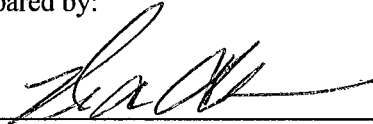
Additional methods including hiring an independent auditor to conduct a year-round audit of the School, requiring monthly staffing submittals, submittal of W-2 forms, conducting interviews, roll-calls or requiring that social media sites be reviewed and updated are not reasonable alternatives if not initially required in the Conditions of Approval or agreed to by the school. These methods are punitive and extremely intrusive given the purpose of the Conditions which was only to limit future enrollment expansions. Parking, safety and traffic have been reviewed every year with a determination that the School's operation is not impactful per City Fire, Transportation and Police staff.

As such, Staff determines that the Zoning Manager has not abused his discretion, and recommends that the Appeal should be denied.

RECOMMENDATIONS:

- For approvals:
1. Affirm City staff's environmental determination.
 2. Deny the Appeal, thereby upholding the Zoning Manager's decision.

Prepared by:



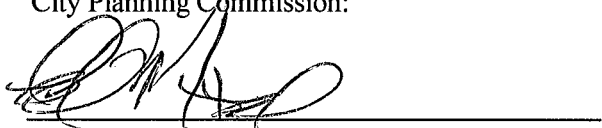
HEATHER KLEIN
Planner IV

Reviewed by:



ROBERT MERKAMP
Zoning Manager

Approved for forwarding to the
City Planning Commission:



EDWARD MANASSE
Interim Deputy Director
Bureau of Planning

ATTACHMENTS:

- A. Final Bentley School Conditions of Approval
- B. Bentley School letter, dated March 10, 2010 with staffing document.
- C. Compliance Plan
- D. Staff 2017-2018 Compliance Matrix, School's annual staffing list, Private School Affidavit
- E. Zoning Manager's Decision dated January 18, 2019
- F. Appeal filed by Gordon and Susan Piper on behalf of the NSHH
- G. City 2017-2018 Employee Matrix
- H. City memo regarding staffing dated April 5, 2012.
- I. Public Comments

LEGAL NOTICE:

ANY PARTY SEEKING TO CHALLENGE THIS DECISION IN COURT MUST DO SO WITHIN NINETY (90) DAYS OF THE ANNOUNCEMENT OF A FINAL DECISION, PURSUANT TO THE CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 1094.6, UNLESS A SHORTER PERIOD APPLIES.

Attachment A

BENTLEY SCHOOL'S CONDITION OF APPROVAL

MARCH, 7, 2012

Modifications to the conditions of approval as directed by the City Planning Commission are indicated in underlined type for additions and ~~cross-out type~~ for deletions. The **bold type** under condition indicates the date of the City Planning Commission's action or actions.

STANDARD CONDITIONS OF APPROVAL

1. Approved Use

Ongoing

- a) The project shall be operated in accordance with the authorized use as described in the application materials, and the staff report, and as amended by the following conditions.
- b) This action by the City Planning Commission ("this Approval") includes the approvals set forth below for the Bentley School, under Oakland Planning Code Section 17.134:
 - i. A Major Conditional Use Permit to increase the school enrollment to a maximum of 360 students,
 - ii. Childcare operations for school students only from 7:30-8:30 a.m. and 2:40-6:00 p.m.
 - iii. School operations from 8:30 a.m.-3:30 p.m., Monday through Friday
 - iv. Physical Education activities from 7:30 a.m. to 3:30 p.m.
 - v. Extracurricular Sport Classes from 3:00 p.m. to 6:00 p.m.
 - vi. Change in grade levels from K-8th to K-5th Grade
 - vii. Faculty and staff not to exceed ~~62~~ 71 employees
 - viii. Events: 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/ community meetings; 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m. no Sunday events permitted; 2 single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays. The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer and the school is not permitted to rent out the facility for any other use.
- c) The CUP supersedes and extinguishes the 1969 CUP.

Modification approved at the October 21, 2009 public hearing.

Modification approved at the April 7, 2010 public hearing.

2. Effective Date, Expiration, Extensions and Extinguishment

Ongoing

Unless a different termination date is prescribed, this Approval shall expire two years from the approval date, unless within such period all necessary permits for construction or alteration have been issued, or the authorized activities have commenced in the case of a permit not involving construction or alteration.

3. Scope of This Approval; Major and Minor Changes

Ongoing

The project is approved pursuant to the Planning Code only. Minor changes to approved plans, conditions of approval, facilities or use may be approved administratively by the

Director of City Planning or designee and brought to the City Planning Commission as a noticed, informational Director's Report within 30 days. Minor changes include, but are not limited to, the reporting criteria or the number of monitoring personnel in Conditions of Approval #14d, ~~14e, 14g, 14h, 14k,~~ 16, and 19. Major changes to approved plans, conditions of approval, facilities or use shall be reviewed by the City Planning Commission as a revision to the Major CUP. Major changes include, but are not limited to, the following: ~~an increase in full-time positions~~ staff, increase in hours of operation (day care, school hours, or events), increase in the number or days of special events, or termination/revocation of the MOU by OPD. See Condition of Approval #25 regarding other changes to that would require preparation and approval of a permit for a Master Plan.

Modification approved at the October 21, 2009 public hearing.

4. Conformance with other Requirements

- a) The project applicant shall comply with all other applicable federal, state, regional and/or local laws/codes, requirements, regulations, and guidelines, including but not limited to those imposed by the City's Building Services Division, the City's Fire Marshal, and the City's Public Works Agency. Compliance with other applicable requirements may require changes to the approved use and/or plans. These changes shall be processed in accordance with the procedures contained in Condition of Approval 3.

5. Conformance to Approved Plans; Modification of Conditions or Revocation

Ongoing

- a) Site shall be kept in a blight/nuisance-free condition. Any existing blight or nuisance shall be abated within 60-90 days of approval, unless an earlier date is specified elsewhere.
- b) Violation of any term, Conditions or project description relating to the Approvals is unlawful, prohibited, and a violation of the Oakland Municipal Code. The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approvals or alter these Conditions if it is found that there is violation of any of the Conditions or the provisions of the Planning Code or Municipal Code, or the project operates as or causes a public nuisance. This provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions.

6. Signed and Recorded Copy of the Conditions

Thirty (30) days after project approval

A copy of the approval letter and Conditions shall be signed by the property owner, properly notarized and recorded against the property. A file-endorsed copy shall be returned to the City 30 days after project approval.

7. Indemnification

Ongoing

- a) To the maximum extent permitted by law, the applicant shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the City of Oakland Redevelopment Agency, the Oakland City Planning Commission and its respective agents, officers, and employees (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect) action, causes of action, or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called

“Action”) against the City to attack, set aside, void or annul, (1) an approval by the City relating to a development-related application or subdivision or (2) implementation of an approved development-related project. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys’ fees.

- b) Within ten (10) calendar days of the filing of any Action as specified in subsection A above, the applicant shall execute a Letter Agreement with the City, acceptable to the Office of the City Attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the approval. Failure to timely execute the Letter Agreement does not relieve the applicant of any of the obligations contained in this condition or other requirements or conditions of approval that may be imposed by the City.

8. Compliance with Conditions of Approval

Ongoing

The project applicant shall be responsible for compliance with the recommendations in any submitted and approved technical report and all the Conditions of Approval set forth below at its sole cost and expense, and subject to review and approval of the City of Oakland. The City shall be reimbursed for any and all costs associated with monitoring (including review of ongoing reports, attending meetings, site inspections) and/or enforcing these conditions of approval, in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.

9. Severability

Ongoing

Approval of the project would not have been granted but for the applicability and validity of each and every one of the specified conditions, and if one or more of such conditions is found to be invalid by a court of competent jurisdiction this Approval would not have been granted without requiring other valid conditions consistent with achieving the same purpose and intent of such Approval.

10. Special Inspector/Inspections, Technical Review, Project Coordination Compliance Management, Monitoring

Thirty (30) days after project approval and ongoing

The project applicant may be required to pay for special inspector(s)/inspections and any after hours inspections, as needed. The project applicant shall also be required to cover the full costs of technical review and other types of peer (or City) review, monitoring and inspection, including without limitation, review of reports, site visits, neighborhood meetings, and inspections/enforcement of confirmed violations of Conditions of Approval. Within thirty days after project approval, the project applicant shall establish and maintain a deposit to initially cover 3 days of staff time per the Master Fee Schedule with the Building Services Division, as directed by the Building Official, Director of City Planning or designee.

11. Annual Compliance Matrix and Review

Thirty (30) days after project approval and prior to the beginning of each school year

A. The project applicant shall submit to the Planning and Zoning Division and the Building Services Division, within thirty days after project approval a Conditions compliance matrix that lists each condition of approval, the City agency or division responsible for review, and how/when the project applicant has met or intends to meet the conditions. Ongoing

conditions will specify a date for the document to be submitted, if applicable. A completed compliance matrix will be submitted to the City, demonstrating compliance with each condition, once a year after project approval prior to the beginning of each school semester for review by Planning and Zoning staff. The applicant shall notify Planning and Zoning, Building Services and the Committee within one month if the applicant has missed a compliance deadline listed on the Matrix. If necessary the Director of City Planning, in his/her sole discretion, shall refer review of compliance with the conditions of Approval to the Planning Commission, except for the initial compliance review as stated below. See Condition #5 regarding conformance with Conditions of Approval.

B. Project applicant shall notify Planning and Zoning staff in December of 2010, of the need to return to the Planning Commission for review of compliance with conditions of approval under a noticed, informational Director's Report, along with the completed compliance matrix required above.

Modification approved at the October 21, 2009 public hearing.

12. Operational Noise-General

Ongoing.

Noise levels from the activity, property, or any mechanical equipment on site shall comply with the performance standards of Section 17.120 of the Oakland Planning Code and Section 8.18 of the Oakland Municipal Code. If noise levels exceed these standards, the activity causing the noise shall be abated until appropriate noise reduction measures have been installed and compliance verified by the Planning and Zoning Division and Building Services.

13. Vegetation Management Plan

<http://www.oaklandnet.com/wildfireprevention/docs/WPADistrictMap.pdf>

Prior to the beginning of the next school semester and Ongoing

- a) The project applicant shall submit a vegetation management plan to the Planning and Zoning Division and Fire Services Division that includes if deemed appropriate, but not limited to the, following measures:
 - i. Removal of dead vegetation overhanging roof and chimney areas;
 - ii. Removal of leaves and needles from roofs;
 - iii. Planting and placement of fire-resistant plants around the house and phasing out flammable vegetation;
 - iv. Trimming back vegetation around windows;
 - v. Removal of flammable vegetation on hillside slopes greater than 20%;
 - vi. Pruning the lower branches of tall trees;
 - vii. Clearing out ground-level brush and debris;
 - viii. Stacking woodpiles away from structures.
- b) The project applicant shall enter into a maintenance agreement with the City that ensures that landscaping will be maintained and adhere to measures listed above

14. Parking and Transportation Demand Management

Prior to the start of the next semester Within 120 days after Planning Approvals and Ongoing.

The applicant shall retain a qualified traffic consultant ("Traffic Consultant") with prior TDM experience, based on a City approved scope of work, and submit for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff, a Transportation Demand Management (TDM) plan containing strategies

to reduce on-site parking demand and single occupancy vehicle travel. The applicant shall implement the approved TDM plan. The TDM shall include strategies to increase pedestrian, transit, and carpools/vanpool use. The TDM strategies below shall, at a minimum, be incorporated in the TDM plan:

Modification approved at the October 21, 2009 public hearing.

a) Parking management strategies:

Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors. Staff that contract with the school to carpool shall be given priority spaces in order to reduce single occupancy vehicles. Any transit subsidies shall include school staff. All of these spaces must be used before on-street spaces for staff can be used. The school shall send the contracts to Planning and Zoning staff at the beginning of the school year. The TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City. A good faith effort shall include pursuing additional spaces on campus such as stacked spaces at the lower parking lot in Berkeley, spaces at the Head Master's Residence, and spaces adjacent to the auditorium, etc. The project applicant shall submit alternative on-site parking options within 90 days on October 19, 2010. The School shall also maintain the parking agreement with the Claremont Hotel and shall make a good faith effort to increase the number of spaces by October 19, 2010. The School shall provide written documentation of all such good faith efforts to the city. Staff shall forward the option to the Planning Commission for review and approval

In addition to finding additional parking spaces on or off-site, the school is immediately prohibited from parking any faculty and staff on Hiller Drive including North Hills Court for more than 30 minutes.

Modification approved at the October 21, 2009 public hearing.

Modification approved at the April 7, 2010 public hearing.

Modification approved at the July 21, 2010 public hearing.

b) Detailed explanation of the pick-up and drop-off process:

Develop detailed, written instruction of the pick-up and drop-off process, which include rules, maps, times, etc., which will be incorporated into the Traffic and Parking Handbook.

c) Staggered timeframes for drop-off and pick-up:

The project applicant shall, if feasible, establish at least two staggered drop-off times in the morning and shall continue the four staggered drop-off times in the afternoon, coordinated with Kaiser School to ensure maximum staggering of students coming to and from the area prior to the beginning of each school year one month after school starts to the Oakland Planning and Zoning Division for review and approval. If infeasible the project applicant shall provide written documentation to the Planning and Zoning Division demonstrating to the satisfaction of the City the infeasibility of the two staggered morning drop-off times based solely on established state school requirements and coordination with Kaiser School. Documentation regarding infeasibility shall include the outcome of meetings with Kaiser School.

d) Total Vehicle Reductions -Reduction in single occupancy vehicles (SOV) (formerly titled Minimum bus ridership requirement:

The project applicant shall ~~reduce the number of single occupancy vehicles (SOV) driven by 25% of 422 ~~323~~ (360 ~~352~~ students and 62 plus 71 faculty and staff minus 79 students that were taking the bus as noted in the certified EIR and the 21 parking spaces in the lower parking lot) by the beginning of the fall trimester 2010 (242 trips total) and by 35% by the beginning of the fall trimester 2012 (210 trips total). The applicant shall utilize a variety of options including AC Transit and private shuttle busing, vanpooling, carpooling, walking, and bicycling to achieve this reduction. In the interim, the applicant shall retain the current use of AC Transit and the private shuttle bus and make reasonable good faith efforts to increase bus ridership until the mandatory reductions become effective. The TDM plan shall specifically discuss (i) all alternative transit options and make recommendations regarding how to achieve the trip reduction; (ii) how the school will monitor and report the numbers to the city; (iii) how the city can determine compliance; and (iv) recommend appropriate enforcement options including, a cure period, enrollment reductions, etc. Once city staff has conditionally approved the plan (after review and comment), it shall be noticed Planning Commission agenda item for review and approval, maintain the minimum level of bus ridership per AC Transit's requirements on both of the current school tripper lines (~~currently the 604 & 689~~), even if AC Transit raises the minimum ridership level. If AC Transit discontinues the service, the school will provide a private shuttle service to serve the minimum requirement. A minimum of 22% on average of the approved student enrollment (or 79 students) shall be required to use the bus or school shuttle. The applicant shall monitor bus and/or shuttle ridership everyday for one month in the beginning of each semester and submit a report no later than the second month to both AC Transit and the City of Oakland Transportation Services Division and Planning and Zoning Division for review. cause to be counted all vehicles associated with the School's students, faculty, and staff, as previously defined by the Planning Commission with approval of the TDM on July 21, 2010, during a one-hour monitoring period in both the morning and the afternoon. Furthermore, visitors, vendors, suppliers, the AC Transit bus or other multi-occupant vehicles chartered by the School shall not be included in the vehicle count. The morning monitoring period shall begin at 7:30 am and shall end at 8:30 am. The afternoon monitoring period shall begin at 2:45 pm and shall end at 3:45 pm. One trip shall equal one vehicle either arriving at or departing from, an on-campus drop-off, or at an on-campus parking location, but not both arriving and departing from these locations, or one vehicle parking for less than 30 minutes on Hiller Drive within a single monitoring period. For example, if a vehicle is counted when it arrives at an on-campus drop-off, the vehicle is not counted again when the vehicle departs from the on-campus drop-off during the same monitoring period. The school shall be considered out of compliance with this condition if the trimester report prepared by the Independent Rule Enforcers per the approved TDM concludes that the total counted vehicles during any one-hour monitoring period averaged over the trimester exceeds 242 vehicle trips.~~

Modification approved at the October 21, 2009 public hearing.

Modification approved at the July 21, 2010 public hearing

Modification approved at the March 7, 2012 public hearing

e) Number of persons to assist traffic:

During all morning drop-off and all afternoon pick-up periods (such periods to be

approved by City and stated on official City signs to be posted at drop-off/pick-up locations) the project applicant shall continue to assign at least nine persons, including the flag person, to ensure efficient traffic circulation. The nine persons have been assigned as follows:

1. The flag person at the driveway as trained per the MOU with the OPD
2. One traffic assistant at the lead of the drop off lane
3. One traffic assistant within the driveway loop
4. One traffic assistant near the exit point of the driveway loop
5. Five traffic assistants that are assigned in the driveway loop, exit point, and in the drop off lane to assist with vehicles.

The school shall have a sufficient number of qualified alternates on campus during every morning and afternoon drop-off time to ensure that the minimum number of traffic personnel is always met. All traffic assistants will wear colored safety vests.

f) Use of the traffic safety warning devices:

The project applicant shall coordinate with the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs to purchase, install, maintain and properly use acceptable traffic safety warning devices in the drop-off and pick-up zone on Hiller Drive as defined in the Traffic Management Plan. These traffic safety warning devices can be traffic cones, temporary and removable delineators, power flares, or other devices approved, before they are installed, by the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Division. The devices shall be placed one-half hour before drop-off and pick up times and removed no later than one-half hour after drop-off and pick up times. At least one monitor will be present during the period that traffic safety warning devices are in the roadway.

g) Transit Subsidy Program:

The project applicant shall develop a Transit Subsidy Plan that includes continuing to provide free AC Transit bus passes to students and faculty (71 employees) and continue to sponsor the operation of Michael's Transportation Service (or an equivalent service).

Modification approved at the April 7, 2010 public hearing.

h) Independent Rule Enforcers:

The project applicant shall hire, in consultation with the City of Oakland Transportation Services Division and Planning and Zoning Division, at least three Independent Rule Enforcers, unless the project applicant can demonstrate to the City's satisfaction that adequate monitoring and enforcement can occur with less Rule Enforcers. At a minimum, the applicant will hire and engage at least one Rule Enforcer as a permanent condition.

The Enforcers shall monitor the following:

- 1) Traffic strategies contained in Condition #14, items b, c, e, f, i and j.
- 2) Vehicle queue lengths in the morning and afternoon (numbers should be reported every 5 minutes and include peak period queue length)
- 3) Identification of excessive queues (northbound queues on Hiller Drive extending to the signalized intersection of Hiller Drive and Tunnel Road and/or blockage of southbound traffic on Hiller Drive north of the school driveway)
- 4) Changes in traffic management that have been implemented to reduce or eliminate excessive queues/potential for blockage of emergency vehicles.

- 5) Traffic strategies contained in Condition #16, 17, and 18.
- 6) Traffic strategies contained in Condition #14, items a, d and g.
- 7) Rule Enforcers must be available to observe traffic and parking during any hours of operations including day, evening and special events.

All three Rule Enforcers shall submit written monitoring reports analyzing the results of the duties described above to the Transportation Services Division, Planning and Zoning Division, and the school's Traffic Coordination Committee. Reports should be submitted once a month during the entire current school year following planning approval to Transportation Services Division and Planning and Zoning Division. Transportation Services Division and Planning and Zoning Division will review the reports. In addition a report shall be submitted quarterly to the OPD Traffic Safety Division.

i) Events Traffic:

The project applicant shall establish an alternative transportation procedure and TDM plan for Special Events if the on-site parking is not sufficient for the number of guests expected (i.e. graduation, funding-raising events, etc.) For events anticipating over 75 cars, an off-site alternative, with a possible shuttle system, is required. The plan shall include that events be placed on the school calendar and the Neighborhood Liaison Committee shall be notified one month in advance of the event. No events shall be held that have not been published on the school calendar for one month in advance or emailed to immediate neighbors one month in advance.

j) Memorandum of Understanding with the Oakland Police Department

- a. The Project Applicant shall continue to be in good standing with the MOU with the OPD, as it may be revised.
- b. The project applicant shall develop a traffic drop-off alternative that doesn't not rely on the MOU and submit that to the City planning and Zoning Division, Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs for review and approval. The project applicant shall submit the alternative to the MOU options within 90 days on October 19, 2010. Staff shall forward the options to the Planning Commission for review and approval. Should the Applicant become substantially out of compliance with the MOU, and such noncompliance cannot be cured within a reasonable time, resulting in OPD revoking the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to CUP (see condition # 3).

Modification approved at the July 21, 2010 public hearing.

k) Ongoing monitoring of recommended conditions.

The overall TDM Plan shall be reviewed at least once per year, and updated if necessary, based on the results of the ongoing monitoring. The review, and update if applicable, shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.

PROJECT SPECIFIC CONDITIONS OF APPROVAL

15. Garbage Pick-Up

Thirty (30) days after project approval

The project applicant shall make reasonable good faith efforts to ensure that garbage pickup does not unreasonably interfere with the school's pick-up and drop-off situation by either moving the garbage pick-up to Tunnel Road, if approved by Caltrans, or arranging with Waste Management that pick-up does not occur between peak AM hours (8:00-8:45) ~~(8:00-8:30)~~ and peak PM hours ~~(2:15-2:45)~~. ~~(2:40-3:30)~~. If staff receives complaints that garbage pick-up is still interfering with peak drop-off and pick-up periods, staff can revise these hours as a minor change. Furthermore, staff will re-review the garbage pick-up hours after the school submits documentation complying with Condition 14c regarding staggered drop-off and pick-up times. The school shall submit documentation to the City of Oakland Planning and Zoning staff within 3 months of project approval demonstrating compliance with this condition, which includes providing an agreement or other approvals from Caltrans or Waste Management, or if no agreement was reached, that the applicant has exhausted all available administrative remedies and that they have petitioned and been denied the requests from both Caltrans and Waste Management. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority.

Modification approved on January 21, 2010 by staff as a minor change per Condition of approval #3.

15. Traffic and Parking Handbook

Prior to the start of the next semester after Planning Approvals and Ongoing.

The project applicant shall retain Traffic Consultant, based on a City approved scope of work, and submit a Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff. The Traffic and Parking Handbook shall include but not be limited to the following.

- a) Separate contracts with responsible parents/guardians who agree to participate in public transportation options for their children and those who will not.
- b) School traffic rules including "Good Neighbor Rules" per Recommended measure TRANS-4 regarding unsafe crossings and appropriate crossing locations, U-turns on Hiller Drive, prohibitions on left turns from the driveway exit during pick-up and drop-off periods, and yielding to southbound traffic.
- c) Drop-off and Pick-up procedures
- d) Alternative transit options including busing, carpooling, and vanpooling,
- e) Special Event Policies
- f) Emergency Evacuation policies developed in the Emergency Management Plan
- g) Enforcement Policy

The Traffic and Parking Handbook shall be reviewed once per year, and updated if applicable, to reflect the updated TDM Plan and the annual review. The updated Handbook shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.

16. Emergency Management Plan

Prior to the start of the next semester after Planning Approvals and Ongoing.

The project applicant shall develop an Emergency Management Plan ("EMP"), and submit to Planning and Zoning Division, Transportation Services Division, OPD-Traffic Safety, and the

Fire Marshall, for review and consultation. The Applicant shall implement the final EMP. The EMP shall include at least the following components:

**a) Fire Protection Bureau Occupancy Review
Ongoing**

The School shall cooperate and coordinate with the Fire Services Department to conduct yearly occupancy and fire safety inspections of the school, fire drills and unannounced future site visits. The resulting Fire Department report(s), and any follow-ups, shall be sent to the Planning and Zoning Division for review.

b) Emergency Preparedness Plan for Hiller Highlands

Bentley School shall commence development of an Emergency Preparedness Plan in coordination with the seven Hiller Highland Neighborhood Associations and Kaiser School, no later than the beginning of the first semester after this approval and shall complete the plan no later than the first year after this approval. The completed plan shall be submitted to the Planning and Zoning Division and the Fire Protection Bureau for review and consultation. The approved plan shall be implemented and the school shall submit progress on the plan to the Planning and Zoning Division and the Fire Protection Bureau for review within the first school year after approval.

c) Fire Department Site Visits

The project applicant shall coordinate with the Oakland Fire Marshal's Office to make periodic unannounced visits to the school per semester (the frequency, timing, and types of visits should be at the Fire Marshal's discretion based on need for visits and compliance by the school) to verify that adequate emergency vehicle access is being maintained during peak pick-up and drop-off periods. The Fire Marshal should consult with the Rules Enforcer(s) to identify modifications to the circulation rules, if emergency access problems are identified.

d) Emergency Evacuation Plan During School and Special Events

The project applicant shall prepare an emergency evacuation plan that addresses fire and earthquake conditions, no later than the beginning of the first semester after this approval, for review and consultation by Planning and Zoning Division and the Fire Protection Bureau. The final plan shall be implemented. The plan must provide at least the following:

- i) Continue the AlertNow system
- ii) Evacuation routes
 - a. Conduct at least two yearly drills each for earthquake and fire with advance written notification 1 week before the drill, to the Oakland Fire Marshal's Office, the Planning and Zoning Division, and the OPD to ensure that correct evacuation policies are being implemented. Drivers may be cited by the OPD or CHP per the California Vehicle Code. The school shall fund these City evacuation services per Condition #10.
 - b. Instructions that parents/guardians must not come to the site but instead provide at least one off-site location for these parents. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The plan must describe strict consequences for those parents/guardians that violate the policy by coming to the school property.
 - c. A policy that in the event that an emergency requires a fire truck/ambulance to enter Hiller Drive, motorists accessing the school must comply with the

California Vehicle Code and pull over to the right to yield a clear path for emergency vehicles. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The project applicant shall coordinate a yearly fire drill with the Oakland Fire Marshall's Office and the OPD

e) Maintenance of evacuation route adjacent to along school property

The project applicant shall maintain a clear and safe route adjacent to the school property to the designated pedestrian safety area in case of an emergency evacuation situation. The project applicant shall coordinate with Caltrans to clear the area of any debris rockslide, landslide, dirt, etc. that cover the existing sidewalk and shoulder of the road, and provide regular maintenance along the route adjacent to school property. The school shall obtain any permits necessary before the beginning of the school or within one month of the project approval if this occurs mid-school year.

17. Mandatory Meetings with Parents/Guardians

The project applicant shall require responsible parents/guardians of all students attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook. Planning and Zoning staff will attend these meetings if necessary. The parent/guardian will need to provide written acknowledgement of receipt of the Handbook, attendance of the meeting, and acceptance of the Handbook policies. The meeting will educate parents/guardians specifically regarding the following:

- a) Demonstration of correct pick-up and drop-off procedure
- b) The no unsafe crossing policy during both Bentley and Kaiser School's drop-off and pick-up hours
- c) The left turn policy from the driveway exit during both Bentley and Kaiser School's drop-off and pick-up hours
- d) The U-turn policy during both Bentley and Kaiser School's drop-off and pick-up hours
- e) The yield policy to southbound traffic during both Bentley and Kaiser School's drop-off and pick-up hours
- f) Penalties for violation of the Handbook including additional traffic training sessions for violators.

The project applicant shall submit an annual disclosure report to Planning staff acknowledging households in receipt of the handbooks and those who contract to take public transportation.

18. School Board Institutionalize Traffic Safety

The Board of Trustees shall appoint a Traffic Coordination Committee with school board members, no later than 30 days after this approval, to be responsible for overseeing and enforcing the school's traffic and circulation Conditions of Approval. An update on the traffic situation will be an ongoing item on the Board's agenda. The appointed member shall receive the monthly reports from the Rule Enforcer(s) regarding the effectiveness of implemented traffic measures, provide updates on bus ridership, carpooling, and vanpooling efforts and subsidy program, work with the rule enforcer(s) and school staff to correct problems, ensure the TDM and the Traffic and Parking Handbook is up-to-date and effective, schedule and attend the traffic orientation and additional training sessions for violators, and ensure that adequate funding is allocated to maintain and enhance all transportation programs. The project applicant shall submit the name of the appointee to the City of Oakland's Transportation Services Division and Planning and Zoning Division and provide an update and appropriate documentation on the traffic situation once a semester to the City

until deemed necessary by Transportation Services Division and Planning and Zoning Division staff.

19. Restriping Southbound Hiller Drive To Accommodate dual Approach Lanes for State Route 13

Prior to the start of the next semester after Planning Approvals

The project applicant shall hire in consultation with the City and Caltrans, a qualified, independent Traffic Engineering Consultant to assess the feasibility of restriping Hiller Drive to accommodate dual approach lanes (1 for southbound SR13 and 1 for northbound SR13) at the intersection of Hiller Drive and Tunnel Road. If the City determines restriping feasible and desirable, the project applicant shall pay for restriping.

20. School Enrollment /Hours of Operations/Full-Time Employees

The maximum school enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K-8th grade to K-5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a maximum of ~~62~~ 71 full-time employees.

Modification approved at the October 21, 2009 public hearing.

Modification approved at the April 7, 2010 public hearing.

21. Daycare Hours

The school shall be permitted to operate before and after school daycare for the students of the school only. The daycare hours shall be limited to 7:30-8:30 a.m. and 2:40-6:00 p.m., Monday-Friday.

22. Special Event Day and Hours

The school shall be permitted to hold Special Events at the Hiller Drive campus in accordance with the following:

- a) The school shall be permitted a maximum of 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/ community meetings. All event participants shall have left the campus no later 9:00 p.m.
- b) The school shall be permitted a maximum of 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m. No Sunday events are permitted.
- c) The school shall be permitted a maximum of two single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays.
- d) The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer.
- e) The school is not permitted to rent out the facility for any use.

23. Neighborhood Liaison Committee/Point of Contact/Complaints

Ongoing

a) The Project Applicant shall initiate a Neighborhood Liaison Committee ("Committee") in order to resolve conflicts and maintain communications between the school and the surrounding neighborhoods. The School should initiate the Committee formation no later

than first month after Planning Approvals and the first meeting of the Committee should be held no later than two months after initiation. The Committee shall include one member from each of the seven Hiller Highlands Home Owners Associations, with members selected by the Home Owners' Association Boards, and additional groups may be added if requested. The Committee shall meet at least once a semester to discuss issues related to Bentley's activities in the neighborhood. However, the Committee shall hold additional meetings as recommended by the neighborhood participants. Bentley School Administrative staff and the Traffic Board member shall participate in the neighborhood liaison committee meetings. City Planning and Zoning staff will attend these meetings as necessary. The meetings will have an agenda which will be forwarded to Planning and Zoning staff.

b) The Project Applicant shall designate a representative, or series of representatives, on-site, to act as the primary point(s) of contact and as the Complaint Manager. The Complaint Manager shall develop a list of procedures and protocols to track and timely respond to complaints/concerns raised by neighbors, or others relating to the school's operations, including but not limited to traffic, noise, etc. These procedures and protocols shall be submitted to the Planning and Zoning Division, Building Services Division, and OPD for review and comment, no later than the first month after this approval. The procedures and protocols shall include timely review of complaints and the procedures and resolutions by which the Committee will timely resolve the issues. One of the purposes of this condition is to have the project applicant timely respond and resolve complaints prior to involvement by Building Services Code Compliance Division, unless the complaint is related to imminent threats to public health or safety.

c) Copies of reports submitted to the City shall be provided at the same time to the Neighborhood Liaison Committee.

Modification approved at the October 21, 2009 public hearing.

**24. Master Plan Required for Student Enrollment Increase or "Future Construction"
Ongoing**

The Project Applicant shall apply for a permit (Major Conditional Use Permit or Planned Unit Development Permit) for any student enrollment increase or "Future Construction" that includes as part of that application a Master Plan for the "Site" for the next 10 years. Site is defined for this condition as: all property included in the CUP Project description, including acreage in both the City of Oakland and City of Berkeley. The Master Plan shall include, at a minimum, how the school will accommodate additional student growth, a comprehensive development plan for the campus site, including addressing on-site parking, sports fields (if applicable) and traffic-related and vehicle access issues. Future Construction is defined for this condition as: new, wholly reconstructed, or relocated school buildings, expansion of floor area (as defined by Planning Code), new enclosed buildings or portions of buildings (i.e., storage shed, garage, attic on an existing building). Future construction per this condition does **not** include features such as unenclosed decks/balconies, stairs, walkways, patios, courtyards, fences, walls and retaining walls, at grade play areas or play equipment, trellises or other landscape features, at grade parking spaces/pavement, interior remodeling of an existing building, or repair of existing building features. The last enrollment form submitted to the state shall be required as part of the application documents. See Condition of Approval #3 regarding the scope of major or minor changes to the Conditions of Approval.

26. Lower Parking on Campus Lot

a. The Project Applicant shall submit an application to the City of Berkeley to legalize the lower parking lot for school parking purposes. The school must submit a complete application, along with appropriate fees, within 30 days after this approval and make reasonable, good faith efforts to diligently pursue the application to decision. The Applicant shall provide the City with regular, written updates (no less than once every two months) as to the status of the parking lot application and if a decision has been made within 6 months. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority. If after six months no decision on the parking lot has been made or if the parking lot is denied, the project applicant shall secure 20 off-street parking spaces for these employees. The applicant could also choose to increase the percentage of faculty and staff taking alternative transportation above and beyond the percentages set forth in condition 14d or some combination thereof.

b. The school must maintain at all times 23 legal spaces on the Oakland campus for faculty and staff and, if approved, 20 legal spaces on the Berkeley property or the minimum required by the Planning Code which ever is greater. The Applicant shall provide the City with regular, written updates (no less than once every three months and whenever a decision is made) as to the status of the parking lot application.

Modification approved at the October 21, 2009 public hearing.

27. Bentley School Hiller Administration

Postpone compliance with Condition 27 until the TDM is reviewed and approved by the Oakland City Planning Commission. However, in the interim, the project applicant shall provide proof/evidence within 30 days (May 7, 2010) that the five administrators (Director of Development and Communications, Development Data Base Manager, Business Manager, Accounts Payable Coordinator, and Accounts Receivable Coordinator) are parking off campus, not on Hiller Drive or within Hiller Highlands.

The Project Applicant shall move all of the all school administration offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program to the other campus in Lafayette, no later than the beginning of the first semester after this approval. At a minimum these include: Office of the Head of School, Development, Finance, Admissions, and Parent Association.

Modification approved at the April 7, 2010 public hearing.

Modification approved at the July 21, 2010 public hearing

28. No U-Turns

The project applicant shall hire in consultation with the City, a qualified, independent Traffic Engineering Consultant to assess the feasibility of posting No U-Turn signs at the intersection of North Hill Court and Hiller Drive. The City shall be reimbursed for any and all costs associated with evaluating the feasibility of such signs. If the City determines such signs feasible and desirable, the project applicant shall pay all costs associated with installation of the signs in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.

Modification approved at the October 21, 2009 public hearing.

Bentley Conditions of Approval
March 7, 2012

APPROVED BY: City Planning Commission: 10/21/09 (date) 6 ayes, 0 noes, 1 absent (vote)

APPROVED BY: City Planning Commission: 04/07/10 (date) 5 ayes, 0 noes, 2 absent (vote)

APPROVED BY: City Planning Commission: 07/21/10 (date) 5 ayes, 0 noes, 2 absent (vote)

APPROVED BY: City Planning Commission: 03/07/12 (date) 4 ayes, 1 noes, 1 absent (vote)

Applicant and/or Contractor Statement

I have read and accept responsibility for the Conditions of Approval, as approved by Planning Commission actions on March 7, 2012 and all previous actions. I agree to abide by and conform to these conditions, as well as to all provisions of the Oakland Zoning Code and Municipal Code pertaining to the project.

Signature of Owner/Applicant: _____(date)

Attachment B



Planning and Zoning Services Division
Attention: Heather Klein
Dalziel Building
250 Frank Ogawa Plaza, Suite 3315
Oakland, CA 94612-2032

Dear Planning Commission Staff,

March 10, 2010

Having received the determination letter of March 8 wherein, for the first time, the City clarified the definition of school staffing levels, we are requesting endorsement of staffing levels at the time of the CUP hearing on the October 21, 2009. As the school employs a mix of full and part-time faculty and staff, we seek codification of 62 FTE with employee cap of 71, which reflects our staffing levels at the time of the October hearing. Our bases for this request are:

- The Environmental Impact Review (EIR) stated that, “school staffing would be limited to a maximum of 62 full time equivalent (FTE) employees”
- Prehearing Conditions of Approval 1 (vii) stated, “Fulltime faculty not to exceed 62 staff” (Note: this condition was revised to read “Faculty and staff not to exceed 62,” instantly revising our occupancy levels beyond prehearing levels. A similar revision was made to Condition 21).
- Gary Patton’s letter on January 26, 2010, asserts that Planning Staff “wanted the Hiller Campus to maintain adequate staffing levels. Planning Staff did not want to be in the position of dictating what adequate staffing was for the school. Planning Staff did want to limit use of the Hiller Campus...to address the intensity of use.”

We feel that our Traffic Demand Management (TDM) plan reflects the ways in which the school would address intensity of use for our existing staffing levels (see below for revised sections 14(a) and 14(d) of the TDM language reflecting 62 FTEs/71 employees). We ask Planning Staff for the opportunity to demonstrate in the remaining months of this school year by way of our traffic current execution on Hiller Drive that the charge from the Planning Commission to operate as a school with a smaller footprint is in full effect and thereby addresses intensity of use concerns.

Sincerely,

Duncan Lyon
Assistant Head of School

ATTACHMENT B

HILLER CAMPUS STAFFING

FULL / PART TIME FACULTY (47) – those teaching children (hours: FT:8-4, PT: variable)
FULL / PART TIME CHILD CARE (8) – those supervising children (hours: split shifts)
MAINTENANCE (3) – two custodial staff (hours: 4-11 p.m.)
ADMINISTRATIVE STAFF (12) – see job title details below
1. <i>Director of Development and Communications*</i> (neighborhood liason)
2. Development Data Base Manager*
3. <i>Business Manager*</i>
4. <i>Accounts Payable Coordinator*</i>
5. <i>Accounts Receivable Coordinator*</i>
6. <i>Head of School</i> (1/2 time Lafayette)
7. <i>Head of Lower School**</i>
8. <i>Head of Middle School/Assistant Head**</i>
9. <i>Assistant to the Lower and Middle School Heads*</i>
10. <i>Director of Admissions K-8*</i>
11. Admissions Assistant/Assistant to the Head of School*
12. Receptionist

NOTES:

* Indicates those able to assist traffic (i.e. not supervising children)

**Heads of Lower and Middle Schools available for traffic when not teaching

Bold indicates those pertinent to Condition 27

Italics indicates key team leader for Emergency Management Plan

REVISED SECTIONS 14(a) and 14(d) of TDM REFLECTING 62 FTEs/71 EMPLOYEES

14 (a). PARKING MANAGEMENT STRATEGIES

The School shall provide assigned parking spaces to all full and part time faculty and staff. All of these spaces must be used before on street spaces for staff can be used. Spaces will not be assigned to volunteers or visitors. For the start of the 2010-2011 school year, the School will implement a "Carpool to School" program that includes, but is not limited to, parking space prioritization for carpoolers, transit stipends, carpool stipends, and eligibility into a "Carpool to School" raffle each trimester

In addition, the School will organize a carpool-matching system for staff and faculty. The School currently has 47 on-site parking spaces available for faculty and staff (23 spaces in the upper lot located off of Hiller Drive, 20 spaces in the lower lot located off of Tunnel Road, and four parking spaces located at the top of the campus driveway). All of these are assigned to full time faculty and staff. Parking for an additional 15 vehicles is available between 8:30 a.m. and 2:30 p.m. along the west side of Hiller Drive between the School's driveway and Tunnel Road. This is the flat portion of Hiller Drive that does not abut any residences. *Details regarding parking and transit for staffing levels of 62 FTEs/71 employees are outlined in section 14(d) which contains language pertaining to alternative transit options and Single Occupancy Vehicle reduction targets for faculty and staff.*

The School will monitor the demand for parking generated by full and part time faculty and staff and the success of the School's transit and carpool efforts. If it is determined that additional on-site parking spaces are needed for full and part time faculty and staff, the School will extend a good faith effort to secure additional on-site spaces, pending physical, environmental and other constraints. Near term areas for additional on-site parking include: the Head of School Residence and the top of campus driveway. If additional on-site spaces are necessary, the School will phase in additional spaces over time and will evaluate the success of the transit and carpool programs. The School will provide written documentation to the City of Oakland on an annual basis regarding full and part time faculty and staff parking demand, carpool use and transit use, as well as potential efforts to expand on-site parking supply. Documentation will commence in October 2010.

14 (d). REDUCTION OF SINGLE STUDENT OCCUPANT VEHICLES DRIVEN According to the City of Oakland's Conditions of Approval:

The School shall reduce the number of single occupancy vehicles (SOV) driven by 25% of 431 (360 students and 62 FTEs/71 employees) by the beginning of the fall trimester 2010 and by 35% by the beginning of the fall trimester 2012. The School shall utilize a variety of options including AC Transit and private shuttle busing, vanpooling, carpooling, walking, and bicycling to achieve this reduction. In the interim, the School shall retain the current use of AC Transit and the private shuttle bus and make reasonable good faith efforts to increase bus ridership until the mandatory reductions become effective. The Transportation Demand Management Plan shall specifically discuss (i) all

alternative transit options and make recommendations regarding how to achieve the trip reduction; (ii) how the school will monitor and report the numbers to the city; (iii) how the city can determine compliance; and (iv) recommend appropriate enforcement options including, a cure period, enrollment reductions, etc. Once city staff has conditionally approved the plan (after review and comment), it shall be noticed on the Planning Commission agenda for review and approval.

Alternative Transportation Options:

The School's efforts to reduce the number of vehicles dropping off and picking students and the number of vehicles dropping off or picking up just one student will consist of the following approaches:

- **Carpools:** A key aspect of the School's alternative transportation option program will be an ongoing emphasis on carpooling. Since the approval of the School's Conditional Use Permit in October 2009, the increase in carpooling among School parents and employees is substantial. To build on this momentum, the School will form a parent-driven community carpool program to enable casual and regularly established carpools. The School will support the parent committee by facilitating communications and providing data services including mapping and internet tools. The carpooling program will include a GIS carpool matching system. The system's development will include participation by the School's students. A trip match directory will be developed each year.
- **Public Transit:** The School will continue to promote the use of transit, including the AC Transit Subsidy Program, private buses and shuttles. Additionally, the School may institute additional bus/shuttle programs to cope with temporary situations including holidays, kindergarten walk-ups (early fall trimester), etc. The School will continue to offer a private bus service for all students on both campuses.
- **Walking and Bicycling to School:** The School will continue to promote its walking and bicycling program for older students and staff. Additionally, the School will continue to advocate for pedestrian and bicyclists infrastructure improvements in local traffic projects (including the Forth Bore project).
- **Education and Encouragement:** The School will request inclusion in Alameda County's Safe Routes to School program. The SR2S program is a comprehensive and proven approach to getting more children walking and bicycling safely to school. It gives children and parents skills, encouragement, and inspiration through a range of activities, events and lessons, while also addressing local pedestrian and personal safety concerns, as well as environmental considerations.

For the start of the 2010-2011 school year, the School will promote vehicle trip reduction strategies for faculty and staff by providing parking space prioritization for carpoolers, transit stipends, carpool stipends, and eligibility into a "Carpool to School" raffle each trimester. In addition, the School will organize a carpool-matching system for staff and faculty.

The School will continue to survey the community to gauge acceptance of transportation options and solicit additional opportunities for improvement, as appropriate. Additionally, the School will continue to communicate to the community about alternatives through in-person meetings and online communications every trimester, as well as through our Sustainability Leadership Program.

Monitoring and Reporting Trip Reduction

In order to meet the City of Oakland's targets, the School will need to reduce one-way vehicle trips by the values shown below.

Table 2. Vehicle Trip Monitoring

Period Vehicle Trips
(Drop-off or Pick-up)

Baseline 431*

Fall 2010 323**

Fall 2012 280***

*(360 Student Enrollment + 62 FTE/71 employees = 431)

**(431 x .75 = 323)

***(431 x .65 = 280)

Note Relating to Condition 27: The School will reduce its vehicle trip targets, as listed above, to 317 in fall 2010 and to 274 in fall 2012 if allowed until fall 2010 to demonstrate by way of the vehicle trip monitoring metric above that the existing staffing levels (inclusive of six K-12 administrators) enhance monitoring and do not intensify current site use.

Note Relating to early implementation and reporting: *The School will implement its TDM and begin Independent Rule Enforcer (IRE) reporting of its listed vehicle trip targets within two weeks upon TDM approval rather than beginning reporting in fall 2010, as currently specified.*

Reporting and Compliance

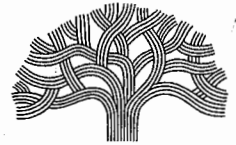
The School's performance will be reported via the Independent Rule Enforcer (IRE) monitoring report. Please see Section H for further information. Compliance will be based on the IRE monitoring reports.

Enforcement Options

In the event that the School does not meet the targeted number of vehicle trips, the School will be granted a Cure Period of one trimester, during which the School will take necessary actions to achieve compliance. If the School fails to reach the target reduction following the Cure Period the School will be required to submit a revised Transportation Demand Management Plan to City staff for approval. Subsequent failure will require Planning Commission to revisit condition 14 (d) for additional repair.

Attachment C

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 2114 • OAKLAND, CALIFORNIA 94612-2032

Department of Planning and Building
Zoning Division

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

NOTICE OF DETERMINATION

VIA EMAIL AND US MAIL

May 29, 2015

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA 94618

RE: Case File No. CM04-411; REV10-0003, ER07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road -----Determination Regarding Bentley School Compliance Plan

Dear Ms. Hogan,

On May 21, 2014 the Bureau of Planning made a formal determination that Bentley School (School) was non-compliant with its Conditional Use Permit's Conditions of Approval, specifically, Condition 1 and 20 regarding the number of faculty and staff permitted on the campus.

While the School appealed the City's determination on May 30, 2014, a Compliance Plan was submitted on November 17, 2014 which noted that the School had 82 employees during the 2013-2014 academic year. Furthermore, the November 17, 2014 letter also noted that the School had 83 employees at the start of the 2014-2015 academic year.

On January 15, 2015, the School submitted a revised Compliance Plan along with responses to the City's December 19, 2014 letter requesting additional information. The January 15, 2015 Compliance Plan noted that the School relocated seven (-7) administrators, eliminated one (-1) part-time staff person at the front desk, and relocated two (+2) custodians from Lafayette to the Hiller Campus. Per the January 15, 2015 letter, the School had 77 employees. The Compliance Plan noted that to comply with the 71 maximum of faculty and staff at the Hiller Campus six (6) childcare worker positions would be eliminated and these duties transferred to Teaching Assistant Positions.

On May 26, 2015, the School submitted a letter revising the January 15, 2015 Compliance Plan. Per this letter and as of July 1, 2015, five (5), as opposed to six (6), childcare worker contracts will not be renewed and one music instructor position will be terminated. This would reduce the number of employees to 71 as of July 1, 2015 and the School will obtain full compliance with its Conditions of Approval.

Attachment C

The City has reviewed all the documentation submitted by the School including the staff lists and responses to the City's and the neighbors' questions. City staff also reviewed documentation submitted by the neighbors. Based on review of all the information:

1. The City has determined that the School currently has 77 employees which meet the definition of faculty and staff.
2. It is expected that a business the size of the Hiller and Lafayette campuses, and within close proximity to each other, would share resources and staffing. For example, the School would not have two Facilities Directors, two Technology Coordinators or two Business Managers, with one for each campus. As such, Lafayette staff may need to visit the Hiller campus on a periodic or even semi-regular basis and vice versa. City staff has reviewed the Lafayette personnel and number of hours spent on the Hiller campus. The City has determined that the Lafayette staff visiting the Hiller campus does not meet the definition of faculty and staff per Condition 1 or 20 due to the limited number of hours spent on the Bentley campus.
3. The vendors or suppliers of good and services are not faculty or staff and are not counted towards the maximum 71 employees.
4. The City has accepted the January 15, 2015 Compliance Plan as revised per the May 22, 2015 letter (Attachment A and B) with further conditions as described in Attachment C. If the School agrees to the Compliance Plan as conditioned, please sign the Bentley School Compliance Plan Schedule and Conditions and return the document to the attention of Heather Klein, Planner III no later than 4:00 pm on June 8, 2015.

This determination may be appealed pursuant to the administrative appeal procedure in Oakland Planning Code Chapter 17.132. If you, or any interested party, seek to challenge this decision, an appeal **must** be filed by no later than ten (10) calendar days from the date of this letter, **by 4:00 pm on June 8, 2015**. An appeal shall be on a form provided by the Bureau of Planning of the Department of Planning and Building, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2214, to the attention of **Heather Klein, Planner III**. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion by the City or wherein the City's decision is not supported by substantial evidence. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record, which supports the basis of the appeal. The appeal must include payment of **\$1,352.91** in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal will be limited to issues and/or evidence presented to the City prior to the close of the previously noticed public comment period on the matter.

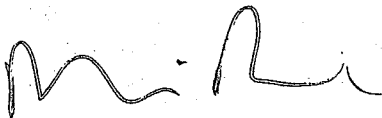
If you choose to proceed with an Appeal, please be aware that the Planning Commission will only be considering whether there was error or abuse of discretion or wherein this interpretation/determination is not supported by substantial evidence.

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

Sincerely,



Heather Klein
Planner III



Darin Ranelletti
Deputy Director
Bureau of Planning

- Attachment A: Bentley School Compliance Plan, dated January 15, 2015
- Attachment B: Letter from the School dated May 22, 2015
- Attachment C: Bentley School Compliance Plan Schedule and Conditions



BENTLEY SCHOOL

January 15, 2015

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Klein,

This is in response to your letter of December 19, 2014 concerning Bentley's plan to come into compliance with the 71 employee limit imposed by Conditions 1 and 20 of its Conditional Use Permit. Below you will find the information you requested for the City's review and consideration of Bentley School's Employee Compliance Plan. The following responses address your questions point by point:

1. The names and titles of all full- and part-time employees at the School's Oakland campus. (See Appendix A.) Please note that Appendix A lists 77 employees for 2014-2015, while the list attached to the school's November 17, 2014 compliance plan showed 83 employees. This reduction reflects the immediate relocation of seven administrators to the Lafayette campus (-7) as of January 5, 2015, the elimination of one of the part-time people staffing the front desk (-1), and the relocation of 2 custodians from Lafayette to Oakland (+2).
2. The names, titles and numbers of hours per week that employees at the School's Lafayette campus spend at the Oakland campus.

Ken Berman, Upper School Jazz Director, is assigned to the Lafayette campus, but spends up to two hours four times per week (a total of up to 8 hours per week) at the Oakland campus.

Andres Nunez, Facilities Director, oversees all of the school's physical assets and his office is located on the Lafayette campus. He spends on average five hours per week on the Oakland campus.

Rover Spotts, Technology Coordinator, comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there.

3. A detailed explanation of the positions and staff who are noted on the document submitted by Susan Piper to the City Administrator, dated December 2, 2014, who are not included on the School's staff list submitted with the compliance plan on November 17, 2014.

Bentley has provided comments and corrections on the document submitted by Ms. Piper, including correcting employee numbers to reflect recent staff reductions. (See Appendix B.) As noted above, Bentley currently has 77 employees (see Appendices A and B).

4. A detailed list of the names and/or companies who come to the campus that the School considers vendors, suppliers or independent contractors (not employees), and the purpose of their time on the Oakland campus.

The vendors, suppliers, and independent contractors are listed in Appendix C.

5. A detailed explanation of how much time the staff identified in the compliance plan moving to the Lafayette campus will spend at the Oakland campus.

Since submitting the original compliance plan on November 19, 2014, the school has relocated the Business and Development Office staff (seven employees) to the Lafayette campus. This move, effective as of January 5, 2015, is permanent. Their offices, conference space, and school documents are now all in Lafayette. Two staff members from the Business and Development Office will attend weekly senior administrative team meetings once a week for 90 minutes on the Oakland campus. There are no other formal meetings that will require their presence in Oakland.

6. A detailed explanation as to where the additional faculty and staff are currently parking.

When faculty and staff from the Lafayette campus visit the Oakland campus, they park in empty faculty parking spaces in our two parking lots. Some Lafayette faculty ride bicycles or motorcycles to Oakland, and they park outside the administration building on campus. When necessary, Lafayette staff members also utilize streets other than Hiller, such as Vicente Road in Berkeley.

7. A detailed description of what will happen to the five childcare staff who are currently employed at the campus if the five teaching assistants are going to have a combined job (teaching assistant and childcare staff). What will be their titles and roles at the Oakland campus? Will they continue working or visiting the campus in any function? If so, how much time will they spend at the Oakland campus? Also, provide a detailed explanation as to how relocating these persons to the Lafayette campus will result in a net decrease of five physical people at the Oakland campus.

In order to reduce the current number of faculty and staff on the Oakland campus from 77 to 71 (a reduction of six), our current ten-person childcare staff will be reduced to four. The remaining duties will be taken up by teaching assistants whose roles will expand to include childcare after school. The six childcare staff members who will be replaced by the teaching assistants will be fired, not relocated. They will no longer have titles or roles at the Oakland campus or anywhere at Bentley School. They will not continue working or visiting Bentley School in any function. This compliance plan will preclude their continued employment at Bentley.

8. A detailed explanation of why the School believes it will need until the 2015-16 school year to come into full compliance with Conditions 1 and 20. The explanation should further comment on the feasibility of achieving full compliance within 60 days as well as full compliance prior to the start of the next academic year (2015-16).

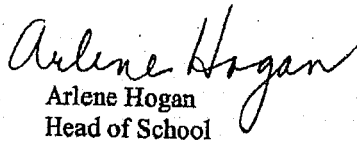
As discussed above, Bentley School has already reduced the number of staff on campus as follows: seven Business and Development Office employees are now located at our Lafayette campus. We have reduced the front desk staff from two to one. We are now at a bare minimum to provide the services to meet our obligations, including most importantly, safety of the children on our campus. We cannot further reduce staff without considerable risk to the welfare of our students.

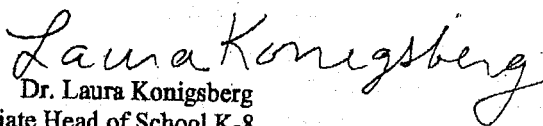
To maintain compliance with the use permit, we also will be firing six after-school childcare workers; for the reasons explained below, five will be fired at the end of this year and one will be fired at the end of the following school year. None of the childcare workers can be fired in 60 days because their contracts extend to the end of this school year. In addition, firing these employees without replacing them would create an unsafe environment for the children now under their supervision.

The fired after-school childcare workers will be replaced by current Bentley teaching assistants, whose jobs would be expanded to include after-school childcare. Of Bentley's seven teaching assistants, five can work full time beginning in the 2015-2016 school year. The other two are students pursuing masters in teaching who have classes in the afternoon, and thus cannot work full time. As is common in many schools, Bentley has masters students work part time as teaching assistants to help them fulfill their degree requirement of having two years of in-classroom experience. Bentley entered into two-year employment contracts with its two student teaching assistants in June 2014 to allow them to meet their degree requirement. To come into compliance with its use permit by the 2015-2016 school year, Bentley would have to break its contract with one of its student teaching assistants, which would jeopardize that person's ability to timely obtain her degree. Bentley therefore needs until June 2016, which is when the two-year contracts end and one of the student teaching assistants will be replaced with a non-student teaching assistant who also can work in the after-school childcare program, to meet its employment cap. With this replacement, Bentley would fire a sixth after-school child care worker, thereby reducing its employees to 71 by the beginning of the 2016-2017 school year. (see Appendix D.)

Should you have any questions, please let Arlene Hogan or Laura Konigsberg know by email (afhogan@bentleyschool.net or lkonigsberg@bentleyschool.net) as well as by mail.

Sincerely,


Arlene Hogan
Head of School


Dr. Laura Konigsberg
Associate Head of School K-8

enc: Appendices A, B, C and D

cc: Anne E. Mudge, Cox, Castle & Nicholson LLP
Mark Wald, Deputy City Attorney
Neighbors for Safety in Hiller Highlands

Bentley School Faculty/Staff 2014-15: Appendix A

HILLER FACULTY		
2	Kindergarten Teacher	Fischer, Hedges
2	Teaching Assistant: Kindergarten	Gravelle, O'Gorman
2	Grade 1 Teacher	Crawford, Parrish
2	Teaching Assistant: Grade 1	Robertson, Schmitt
2	Grade 2 Teacher	Crowley, Page
2	Teaching Assistant: Grade 2	Balbo, Von Ew
2	Grade 3 Teacher	Mayer, Rendon
1	Teaching Assistant: Grade 3	Crofton
2	Grade 4 Teacher	Bellanti, Harrigan
2	Grade 5 Teacher	Green, Visser
1	Grade 6 Humanities	Gailmard
2	Middle School Mathematics Teachers	Webb, Zink
1	Mathematics Specialist	Garrison
2	Middle School Science Teachers	Lowe, Scott
1	Director of STEM Education	Palange
1	Middle School History Teacher	Schug
1	Middle School English Teacher	Layton
1	Humanities Chair and English Teacher	Duffield
1	Director of Counseling K-8	Young
1	Learning Specialist: Lower School	Hyde
1	Learning Specialist: Middle School	Scanlon
1	Dean of Teaching and Learning	Filippini
1	Director of Music	Feltman
1	Music Teacher	Timmons
2	Art Teacher	Kendall, Korican
1	Librarian	Ilyin
1	Latin Teacher	Chow
2	French Teacher	Parsons-McClain, Wolski
2	Spanish Teacher	Bonvini, Guillen
2	Mandarin Teacher	Hsu, Wu
1	PE Teacher	Schaufele
1	Dance Teacher	Kirby
1	Athletic Director	Lawson
1	Director of Performing Arts	Austin
2	Strings Teacher	Pascucci, Young
2	Prefects	Buechner, Leland
HILLER ADMINISTRATION AND STAFF		
1	Front Desk	Do
1	Registrar	Raible
1	Assistant to the Head of School (formerly Operations and Compliance Coordinator)	Thomas
1	Admissions Director	Berardi
1	Admissions Associate	Danby
1	IT Associate	Meyersahm
1	Director of Middle School	Hackford
1	Director of Lower School	Lummis O'Neil
1	Associate Head of School	Konigsberg
1	Head of School	Hogan
HILLER CHILDCARE STAFF		
10	After School Program Childcare Staff	Brown, Coben, DeLeon, Nepomuceno, Papafrangou, Perez, Phillips, Ramirez, Reagan, Sare
1	After School Program Director	Gujar
HILLER MAINTENANCE		
1	Groundskeeper	Munoz
2	Custodian	Alvarado, Gonzalez
77	TOTAL EMPLOYEES	

Positions and Staff Noted on Document Submitted by Susan Piper (dated 12.2.14): Appendix B

Row #	Piper #	Corr. #	Fuller Faculty	By Name	Bentley's Response
1	2	2	Kindergarten Teachers	Fisher, Hughes	sp. Fischer
2	2	2	Teaching Assistants	??	O'Gorman, Gravelle
3	2	2	Grade 1 Teachers	Parrish, Crawford	
4	2	2	Teaching Assistants, 1st Grade	??	Roberts, Schmitt
5	2	2	Grade 2 Teachers	Layton?	Crowley, Page
6	2	2	Teaching Assistants, 2nd Grade	??	Von Ewig, Balbo
7	2	2	Grade 3 Teachers	Maler, Rendon	sp. Mayer
8	1	1	Teaching Assistant, 3rd Grade	Crofton	
9	2	2	Grade 4 Teachers	Bellant, Geller, Harrigan	Bellant, Harrigan (Geller, retired 2012)
10	2	2	Grade 5 Teachers	Crowley, Visser	Green (Crowley; see above)
11	1	1	Grade 6 Humanities	Gallmar	
12	2	2	Mathematics Teachers, MS	Webb, Zink	
13	1	1	Math Specialist	Gerry	Garrison (Gerry; left Bentley 2011)
14	2	2	Science Teachers	Lowe, Scott	
15	1	1	Elementary Science Teacher	Palange	Director of STEM Education
16	1	1	MS History Teacher	Shug	
17	1	1	MS English & Debate Teacher	Gershenthorn	Layton (Gershenthorn; left Bentley 2014)
18	1	1	MS English & History Teacher	Duffield	Humanities Chair/English Teacher
19	3	3	Counselors	Young, only one accounted for	1 Counselor, Young
20	1	1	Learning Director	Alipoliti	Dean of Teaching and Learning K-8
21	2	2	Music Teachers	Feltman, Timmons	Director of Music: Feltman, Music Teacher: Timmons
22	2	2	Art Teachers	Kendall, Koriban	
23	1	1	Librarian	Winn	sp. Ilyin
24	1	1	Lath Teacher	Chow	
25	2	2	French Teachers	Parsons-McClein, Wolski	
26	2	2	Spanish Teachers	Borvini, Guillen	
27	2	2	Mandarin Teachers	Hsu, Wu	
28	2	2	PE Teachers	Schaufele	sp. Mandarin
29	1	1	K-8 Athletic Director	Lawson	1 PE teacher (Schaufele) and 1 Dance Teacher (Kirby)
30	1	1	Drama Teacher	Austin	Director of Performing Arts

KEY
rows with green background = positions currently at Oakland

85?						Based at Upper School Campus; at Oakland campus 5 hours per week
86?	<input type="checkbox"/> Director of Facilities (both campuses)					Position does not exist
87?	<input type="checkbox"/> Head Custodian (both campuses)					
88?	Groundskeeper working 10/13/14 & 10/25/14					Munoz, accounted for above (row 84)
89?	Groundskeeper working 10/13/14 & 10/25/15					Munoz, accounted for above (row 84)
90?	Daytime custodian (working 9/16/14)					Position does not exist; custodian accounted for below (row 92)
91?	Daytime custodian (working 9/1/14)					Position does not exist; custodian accounted for below (row 92)
92?	Evening custodian (working most weekdays)					There is no "daytime" and "evening" custodian. There are two custodians who generally work from after school hour until about 9 pm. The two custodians are Gonzalez and Alvarado. The custodians also help Munoz in daily groundskeeping activities.
93?	Evening custodian (working most weekdays)					Custodians listed above (row 92)
94						
95 Note:	My wife and I observed Maintenance workers on campus in the evening so far this year as follows:					
96						
97	November 24 (two Janitors observed between 4 and 5 p.m.);					
98	October 29 (a Janitor turning out the lights at 9 p.m.);					Custodians (Gonzalez and Alvarado) (row 92)
99	October 27 (a Janitor working between 8 and 9 p.m.)					Custodian (either Gonzalez or Alvarado) (row 92)
100	October 25 (2 Groundskeepers working during daytime hours);					Custodian (either Gonzalez or Alvarado) (row 92)
101	October 24 (a Janitor working in the evening);					Munoz (row 84) and one of the custodians (row 92)
102	October 23 (a Janitor working in the day and evening hours);					Custodian (either Gonzalez or Alvarado) (row 92)
103	October 22 (a Janitor working in the evening);					Custodian (either Gonzalez or Alvarado) (row 92)
104	October 21 (two Janitors working in the evening);					Custodians (Gonzalez and Alvarado) (row 92)
105	October 15 (two Janitors working in the evening);					Custodians (Gonzalez and Alvarado) (row 92)
106	October 13 (two Groundskeepers blowing and sweeping in the morning); and					Munoz (row 84) and one of the custodians (row 92)
107	September 4 (a custodian in the evening rolling trash down to dumpster).					Custodian (either Gonzalez or Alvarado) (row 92)

Vendors, Suppliers, Independent Contractors: Appendix C

Vendor	Description
Allen Lam	Sound engineering for auditorium
AMERICAN DISCOUNT SECURITY	Security guard
Andrea Hess	Literacy coaching
Armano LLP	Auditor: summer work (7 days)
Bay Alarm Company	Alarm service
Bay Cities Pyrotecior	Fire alarm service
Berkeley Chess School	After School Program vendor
Comcast	Internet and phone
Cresco Equipment Rentals & Affiliates	Construction equipment rental (summer)
Darius Kraus Electric Inc	Electric material supplier (summer)
DKS Associates, Inc.	Traffic monitor vendor
Durham School Services	School bus (serves campus but does not come onto campus)
EBMUD Payment Center	Waste removal
Excellent Packaging and Supply	Supplier for admission event
Federal Express	Pick up and drop off packages only
HAKO'S TREE SERVICE	Tree and garbage cleaning service
Konica Minolta Business Solutions	Printer maintenance service
MMM GENERAL CONTRACTOR	Construction company
New Era Foods Co.	Lunch vendor
Nit Pixies LLC	Lice check (three times per year)
Office Depot	Pick up and drop off packages only
Pacific Gas & Electric	Public utility
Pallen's Martial Arts	After School Program vendor
Plimney Bowes Global Fin Svcs LLC	Mailing machine: occasional maintenance
Pizza Rustica	Wednesday pizza lunch delivery
Roto Rooter	Plumber
Sarah's Science	After School Program vendor
Shred-It	Shredding company: comes once in summer
Sutter Care at Home Flu & Wellness Program	Flu shots: once per year
TechniClean Products	Cleaner company supplies delivery
The Balloon Man	Event vendor for promotion ceremony only
The Humen Termite & Pest Control, Inc	Occasional pest control
Tiny Techs Club	After School Program vendor
United Parcel Service	Pick up and drop off packages only
Village Market	Caterer for admission event
Waste Management of Alameda County	Pick up and drop off containers for waste management
William I. Higgins Tennis Pro Inc	After School Program vendor



BENTLEY SCHOOL

Appendix D: Revised Compliance Plan for Bentley School (1/15/15)

RE: Bentley School; Case File No. CM04-411; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

Overview

Bentley's Conditional Use Permit contains a cap of 71 on the number of full and part time employees. Included in this cap are full-time and part-time employees, each such employee counting as "1" toward the cap of 71. Excluded from the cap are vendors, consultants, volunteers and employees who are assigned to the Lafayette campus and work predominantly at the Lafayette campus.

During the 2013-2014 academic year, the school had 82 employees. At the start of the 2014-2015 academic year, the school had 83 employees. This count did not include two custodians who report first daily to the Lafayette campus, are supervised from the Lafayette campus and are driven by van to the Oakland campus but work predominantly at the Oakland campus. Since submitting the original compliance plan in November 2014, Bentley has reduced its employee count by permanently moving seven administrators to its Lafayette campus and eliminating one of its front desk employees. After conferring with planning staff, the School also reclassified the two custodians mentioned above to be counted as Oakland employees. As a result of these changes, Bentley's current employee count for the 2014-2015 school year is 77 employees.

By following the compliance plan below, Bentley School shall reduce the number of employees from 77 to 71 before the beginning of the 2016-2017 academic year:

Year 1 (2014-2015): Action:

- 5 Childcare Program Staff employees will be fired at the end of Year 1. School will renegotiate employment agreements for Year 2 and combine 5 of the 7 Teaching Assistant positions with afterschool Childcare Program Staff positions.

Required Compliance Milestone:

- Employee count at end of Year 1: 72

Monitoring:

- School shall report 2014-2015 revised employee count to Planning Department on July 1, 2015

Year 2 (2015-2016): Action:

- One additional Childcare Program Staff employee will be fired at the end of Year 2. School will renegotiate one employment agreement for Year 3 to combine 1 of the 2 remaining Teaching Assistant only positions with the open afterschool Childcare Program Staff position, eliminating the ability of that Teaching Assistant position to be held by a masters student.

Required Compliance Milestone:

- Employee count at end of Year 2: 71

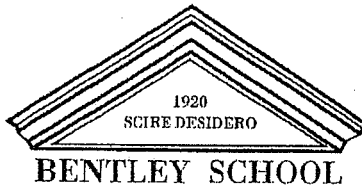
Monitoring:

- School will report 2015-2016 revised employee count to Planning Department on July 1, 2016 and again on October 15, 2016

Date:

January 15, 2015

Arlene Hogan
Arlene Hogan
Head of School



May 22, 2015

VIA E-MAIL

Ms. Heather Klein
Planner III
City of Oakland
250 Frank Ogawa Plaza
Oakland, CA 94612

Re: Response to May 7, 2015, Letter from Veneruso & Moncharsh Concerning Bentley School

Dear Ms. Klein:

The concerns raised by Ms. Moncharsh's letter dated May 7, 2015 were fully addressed in the letter we sent to you on March 13, 2015. We nonetheless provide additional clarification in the table attached as **Exhibit A**.

On June 30, 2015, contracts for five childcare workers will expire and they will not be renewed. As explained in the Compliance Plan, this will reduce the number of employees to 72 as of July 1, 2015. In previous correspondence, we had requested permission to maintain 72 employees through the 2015-2016 to allow one of our teaching assistants to complete her two-year clinical teaching requirements and timely earn her masters' degree. We have now (with regret) found a way to maintain this relationship but nonetheless reduce employees to 71 in 2015 rather than 2016 by firing one of the music instructors. Thus, as of July 1, 2015, Bentley will be in compliance with the 71 employee cap and will provide a revised list of positions by name and title on or before July 1, 2015.

Bentley requests written confirmation that this proposed course of action puts the issue of compliance with the employee cap to rest.

Sincerely,

Arlene Hogan
Arlene Hogan

AEM/lck

Attachment: Exhibit A: Additional responses

EXHIBIT A: ADDITIONAL RESPONSES

Lafayette-based employees	# of hours and # of times/week on Hiller Campus (Bentley's response in blue.)	Comments from Leila H. H. Moncharsh
1. Andres Nunez, Director of Facilities	Andres Nunez spends an average of five hours a week on the Oakland campus.	
2. Rover Spotts, Technology Support Specialist	Rover Spotts is the Technology Coordinator, and comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there	
3. Steve Netniss, Technology Support Specialist	Steve Netniss is a Technology Support Specialist whose office is located in Lafayette. He never works on the Oakland campus.	
4. Unidentified additional groundskeeper on 3/14/15	There is no "additional" groundskeeper. Munoz is the groundskeeper. He sometimes is aided by the custodians.	
5. Additional maintenance staff on a regular basis— daytime and nighttime hours	There are no "additional" maintenance employees. Bentley has two custodians who work on their Oakland campus: Gonzalez and Alvarado.	
6. Ina Stahl, controller	Ina Stahl works on the Lafayette campus. She comes to the Oakland campus one time every other week for a one hour meeting.	
7. Tham Truong, Business Office Associate	Tham Truong works on the Lafayette campus only.	

8. Tenzin Wooser, Business Office Associate	Tenzin Wooser works on the Lafayette campus only.	
9. Ken Berman, MS/HS music teacher	Ken Berman is the Upper School Jazz Director. Starting July 1, he will no longer come to the Oakland campus.	
Unverified employees	Date of separation from Bentley (Bentley addressed the employment status of all of these former employees in its March 2015 letter to the City.)	
Christy Kyong, Strings Academy 2009-present on Linked In	Christy Kyong does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Judy Geller listed on Bentley website	Judy Geller retired from the Bentley faculty and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Michael Carmody listed on Bentley website	Michael Carmody does not work at Bentley and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Caroline Dellapenna listed on Bentley website	Caroline Dellapenna does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Wayne Franklin listed on Bentley website	Date of separation is irrelevant. Wayne Franklin does not work at Bentley and is not listed in the online faculty and staff directory.	

Brandon Dugan listed on Bentley website	Brandon Dugan does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Laura Gershenhorn, English Teacher 2014 on Linked In	Laura Gershenhorn does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Uncounted employees	# of hours and # of times /week on Hiller Campus	
Carol Kueffer-Moore-interim Dance Teacher & Performing Arts-LS/MS	Carol Kueffer-Moore has replaced Ashley Kirby, the dance teacher listed on early employee charts, while Ms. Kirby is out on maternity leave. Ms. Kueffer-Moore has been accounted for in the employee count.	Listed on Bentley website
Dorothy Roberts	Dorothy Roberts is a teaching assistant for first grade, as noted in previous reports of employees to the City.	Listed on Bentley website
Cyndee Taylor, Interim Front Desk	Cyndee Taylor is a temporary worker who staffs the front desk on the Oakland campus. As already explained, she will be joining Bentley as a permanent worker when the Learning Specialist leaves. The Learning Specialist, who is out on maternity leave was included in the March 2015 letter.	Not counted on March, 2015 letter

Bentley School Compliance Plan - Schedule and Conditions

Date: May 29, 2015

Site Address: Bentley School, 1 Hiller Drive, Oakland, CA 94608-2843

Parcel# 015-1298-009-00

The purpose of this Compliance Plan is to ensure compliance with Bentley School's Conditions of Approval

A. On the date(s) and by the signature(s) affixed below, the Owner(s) of this property and this business, whether singularly or jointly, agree(s) to perform faithfully each part and all terms of the January 15, 2015 Compliance Plan, as amended pursuant to the May 22, 2015 letter from the School.

B. Concurrent with execution of this Compliance Plan. Owner(s) shall pay a Compliance Plan fee of \$1,356.34 per the Master Fee Schedule, which includes administration fees (i.e. Compliance Plan Type, Record/Tech Fees) and two hours each for review of the documents submitted below.

C. *No later than July 1, 2015*, the School shall report to the City the revised employee count which will show a maximum of 71 faculty and staff. Furthermore, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus.

D. *No later than October 15, 2015*, the School shall submit to the City 1) the annual Compliance Matrix with the employee count and 2) the employee count as part of their Private School affidavit submittal to the California Department of Education. Furthermore, and going forward every year, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus.

BY _____
Owner(s) Signature

Date _____

Attachment D

Employee list, submitted in December 2017

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND	
2017-2018 School Year	
Molina	Admissions
Nester*	Admissions
Boyes	After School
Deleon	After School
Nepomuceno	After School
Now	After School
Phillips	After School
Kendall	Art
Korican	Art
Freed	Athletics/PE
Alvarado	Custodian
Navarro	Custodian
West*	Dance
Smith	After School - Director
Lummis Oneill	Lower School - Director
Wolski	Middle School - Director
Austin	Performing Arts
Palange	K-8 Faculty
Leland	Middle School Faculty
Parsons-McLain	Middle School Faculty
Bryant	Front Desk, Office Staff
Crawford*	Grade 1
Sykes*	Grade 1
Marks	Grade 1 and After School
Salazar*	Grade 1 and After School
Bennett*	Grade 2
Crowley	Grade 2
Brandenberg	Grade 2 and After School
Bitzer*	Grade 2 and After School
Mayer	Grade 3
Rendon	Grade 3
Nussbaum*	Grade 3 and After School
Babcock	Grade 4
Harrigan	Grade 4
Visser	Grade 5
von euw	Grade 5
Munoz	Groundskeeper
Swainson	Head of K-8
Hogan	Head of School
Berardi	Operations
Brown	IT
Gailmard	Middle School Faculty
Berardi	Operations and Office Staff

Anderson*	Student Support
Buechner	Student Support
Montgomery*	K-8 Faculty
Fischer	Kindergarten
Hedges	Kindergarten
Kittle*	Kindergarten and After School
O'Hanrahan*	Kindergarten and After School
Street	Middle School Faculty
Miller	Student Support
Ilyin	Librarian
Calderbank*	Lower School Faculty
Hsu	Middle School Faculty
Wu	Lower School Faculty
Layton	Middle School Faculty
Schug	Middle School Faculty
Shu*	Middle School Faculty
Almeida	Middle School Faculty
Webb	Middle School Faculty
Zink	Middle School Faculty
Scott	Middle School Faculty
Pannell	Music
Timmons	Music
Shaufele	Lower School Faculty
Bonvini	Lower School Faculty
Guillen	Middle School Faculty
Hiring in process	Faculty
Hiring in process	Faculty
Navarro*	After School (previously "Hiring in process")
*denotes new employee: replace departed faculty/staff or new role assignment.	
# of employees	71
BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE	
Approx. Hours Worked on Oakland Campus	
Kopelevich	3 hours per week
Netniss	6 hours per week
Nunez	3 hours per week
*December 2017	



Private School Affidavit Confirmation 2017-18

(covers the period October 1, 2017 through September 30, 2018)

Thank you for submitting your Private School Affidavit online. This is your Private School Affidavit Confirmation. Please print this page, and maintain a hardcopy for a period of three years. **Do NOT mail a copy to the California Department of Education.**

Form Submitted:	10/5/2017 12:10:58 PM
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From <u>Education Code Section 48222</u> : This is "... a private full-time...school... [that]...offer[s] instruction in the several branches of study required to be taught in public schools of the state,...[that offers this] instruction...in English [, and that keeps]...attendance [records]..." *	Yes
--	-----

School Information

1. Name of School	Bentley School
2. CDE-assigned 14 digit CDS code if one was previously assigned	01612596967475
3. County in which school is located	Alameda
4. Public school district in which school is located	Oakland Unified
5. Street Address (P.O. Box is not acceptable)	One Hiller Drive
6. City	Oakland, CA 94618 -
7. School Telephone Number	510-843-2512
8. Optional School Fax Number	510-843-5162
9. School E-mail Address	akopelevich@bentleyschool.net
10. Optional School E-mail Address	
11. Optional School Web Site Address	
12. Mailing Address (only if different from #5 above)	1000 Upper Happy Valley Road
13. Mailing City (only if #12 has response)	Lafayette, CA 94549 -
14. Type of School	Coeducational
15. School Accommodations	Day Only
16. Does the school provide special education services?	No
17. Grade Span offered	Lowest: K Highest: 8

18. High School Diploma Offered	No
19. Classification of school	Non-Religious

Prior Year School Information

20. Has this school ever filed a Private School Affidavit under a different school name?	No
21. Former name of school (if "Yes" answered to previous question)	
22. Has the public school district changed since filing last year's PSA?	No
23. Former public school district (if "Yes" answered to previous question)	

Statistical Information

24. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	Youngest: 5 years, 1 months Oldest: 14																																		
25. Specify the enrollment counts by grade on or around the date the affidavit is filed. * (NOTE: Do not report pre-school enrollment; pre-schools that do not offer kindergarten should not file this PSA.)	<table border="1"> <thead> <tr> <th>Grade</th> <th>Number of Pupils</th> </tr> </thead> <tbody> <tr><td>Kindergarten</td><td>30</td></tr> <tr><td>First Grade</td><td>36</td></tr> <tr><td>Second Grade</td><td>38</td></tr> <tr><td>Third Grade</td><td>36</td></tr> <tr><td>Fourth Grade</td><td>40</td></tr> <tr><td>Fifth Grade</td><td>34</td></tr> <tr><td>Sixth Grade</td><td>42</td></tr> <tr><td>Seventh Grade</td><td>46</td></tr> <tr><td>Eighth Grade</td><td>47</td></tr> <tr><td>Ninth Grade</td><td>0</td></tr> <tr><td>Tenth Grade</td><td>0</td></tr> <tr><td>Eleventh Grade</td><td>0</td></tr> <tr><td>Twelfth Grade</td><td>0</td></tr> <tr><td>Ungraded Elementary</td><td>0</td></tr> <tr><td>Ungraded Secondary</td><td>0</td></tr> <tr><td>Total Enrollment</td><td>349</td></tr> </tbody> </table>	Grade	Number of Pupils	Kindergarten	30	First Grade	36	Second Grade	38	Third Grade	36	Fourth Grade	40	Fifth Grade	34	Sixth Grade	42	Seventh Grade	46	Eighth Grade	47	Ninth Grade	0	Tenth Grade	0	Eleventh Grade	0	Twelfth Grade	0	Ungraded Elementary	0	Ungraded Secondary	0	Total Enrollment	349
Grade	Number of Pupils																																		
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Eleventh Grade	0																																		
Twelfth Grade	0																																		
Ungraded Elementary	0																																		
Ungraded Secondary	0																																		
Total Enrollment	349																																		
26. Number of Twelfth Grade Graduates in 2016-2017 School Year	0																																		
27. Number of School Staff	<table border="1"> <thead> <tr> <th>Staff Type</th> <th>Number of Staff</th> </tr> </thead> <tbody> <tr><td>Full-time Teachers</td><td>37</td></tr> <tr><td>Part-time Teachers</td><td>2</td></tr> <tr><td>Administrators</td><td>4</td></tr> <tr><td>Other Staff</td><td>25</td></tr> </tbody> </table> <p>"Other Staff" includes instructional aides, therapists, secretaries, etc.</p>	Staff Type	Number of Staff	Full-time Teachers	37	Part-time Teachers	2	Administrators	4	Other Staff	25																								
Staff Type	Number of Staff																																		
Full-time Teachers	37																																		
Part-time Teachers	2																																		
Administrators	4																																		
Other Staff	25																																		

Administrative Staff

28. Site Administrator	Ms. Arlene Hogan
29. Site Administrator Title	Head of School
30. Site Administrator E-mail Address	afhogan@bentleyschool.net
31. Director or Principal Officer Name	Ms. Carol Swainson
32. Director or Principal Officer Position	Other

33. Director or Principal Officer Address	1 Hiller Drive
34. Director or Principal Officer City	1 Hiller Drive, CA 94618 -
35. Director or Principal Officer E-mail Address	cswainson@bentleyschool.net

School Records

The person named as Custodian of Records below maintains attendance records required by *EC Section 48222* and the records of courses of study, names, addresses, and educational qualifications of the faculty, as required by subdivisions (f)(2) and (3) of *EC Section 33190*. Such records are true and accurate and are accessible at the place or through the person listed here.

36. Name of Individual who is Custodian of Records	Ms. Julie Bryant
37. Address (Location of Records)	1 Hiller Drive
38. City	Oakland, CA 94618 -
39. E-mail Address	jbryant@bentleyschool.net

Tax Status of School

40. Tax-exempt, nonprofit status under Section 501(c)(3) of the 1954 U.S. *Internal Revenue Code* - **YES**
41. Tax-exempt, nonprofit status under Section 23701d of the *California Revenue and Taxation Code* - **NO**
42. Property tax exemption under Section 214 of the *California Revenue and Taxation Code* - **NO**
43. None of the above - **NO**

Acknowledgements and Statutory Notices

"YES" indicates your understanding of the statement and your school's compliance.

44. YES All Private School Affidavits are public documents viewable by the public.
45. YES The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting **full-time day school** at the elementary or high school level for students between the ages of six and eighteen years of age.
46. YES Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office.
47. YES The Affidavit is not a license or authorization to operate a private school.
48. YES The Private School Affidavit does not indicate approval, recognition, or endorsement by the state. Filing of this Affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see *EC Section 33190*).
49. YES Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to private schools.
50. YES When a school ceases operation, every effort should be made to give a copy of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records **retain the records permanently** so that former pupils may obtain copies when needed for future education, employment, or other purposes.
51. YES Retain a copy of this document for a period of three years.
52. YES Filing a Private School Affidavit is not equivalent to obtaining accreditation. A Private School Affidavit does not signify that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or courses offered by the school.
53. YES A private school shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district pursuant to *EC Section 44237*. This school is in compliance with *EC Section 44237* to the extent that it applies.
54. YES The students enrolled in this private school and included in the school's enrollment total are full-time students in this school and are not enrolled in any other public or private elementary or secondary school on a full-time basis.

Electronic Signature

By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.

Name of owner or other head of school	Arlene Hogan
Title	Head of School
Telephone Number	510-843-2512
Electronic Signature - Birth Month	***** Not displayed for security purposes
Electronic Signature - Birthday	***** Not displayed for security purposes
Electronic Signature - Question	What is your favorite color?
Electronic Signature - Answer	***** Not displayed for security purposes

Form Submitted:	10/5/2017 12:10:58 PM
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Confirmation message sent to akopelevich@bentleyschool.net.

Confirmation message sent to jbryant@bentleyschool.net.

Confirmation message sent (CC) to afhogan@bentleyschool.net.

[Return to the Private School Affidavit information page](#)

[Questions: Private Schools Office](#)

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

Bentley School (1 Hiller Drive, Oakland) - 2016-2017 School Year Compliance Matrix
 Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

COA #	Sub set	CONDITION OF APPROVAL	SY 2015-2016 (UPDATE SCHOOL YEAR)	Exhibit #
1	Approved Use		Approved by Oakland Planning Commission on October 21, 2009.	
A.	The project shall be operated in accordance with the authorized use as described in the application materials, and the staff report, and as amended by the following conditions.		Approved by Oakland Planning Commission on October 21, 2009. Compliance on-going.	
B.	This action by the City Planning Commission ("this Approval") includes the approvals set forth below for the Bentley School, under Oakland Planning Code Section 17.134:..	i. A Major Conditional Use Permit to increase the school enrollment to a maximum of 360 students. ii. Childcare operations for school students only from 7:30-8:30 a.m. and 2:40-6:00 p.m. iii. School operations from 8:30 a.m.-3:30 p.m., Monday through Friday iv. Physical Education activities from 7:30 a.m. to 3:30 p.m. v. Extracurricular Sport Classes from 3:00 p.m. to 6:00 p.m. vi. Change in grade levels from K-8th to K-5th Grade vii. Faculty and staff not to exceed 71 employees viii. Events: 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/community meetings; 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m., no Sunday events permitted; 2 single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays. The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer and the school is not permitted to rent out the facility for any other use.	Approved by Oakland Planning Commission on October 21, 2009. In compliance.	
C.	The CUP supersedes and extinguishes the 1969 CUP.		Approved by Oakland Planning Commission on October 21, 2009.	
2		Effective Date, Expiration, Extensions and Extinguishment: Unless a different termination date is prescribed, this Approval shall expire two years from the approval date, unless within such period all necessary permits for construction or alteration have been issued, or the authorized activities have commenced in the case of a permit not involving construction or alteration.	In compliance. Authorized activities were timely commenced.	
3		Scope of this Approval: Major and Minor Changes. The project is approved pursuant to the Planning Code only. Minor changes to approved plans, conditions of approval, facilities or use may be approved administratively by the Director of City Planning or designee and brought to the City Planning Commission as a noticed, informational Director's Report within 30 days. Minor changes include, but are not limited to, the reporting criteria or the number of monitoring personnel in Conditions of Approval 16, and 19. Major changes to approved plans, conditions of approval, facilities or use shall be reviewed by the City Planning Commission as a revision to the Major CUP. Major changes include, but are not limited to, the following: an increase in staff, increase in hours of operation (day care, school hours, or events), increase in the number or days of special events, or termination/revocation of the MOU by OPD. See Condition of Approval #25 regarding other changes to that would require preparation and approval of a permit for a Master Plan.	In compliance.	
4		Conformance with other Requirements: The project applicant shall comply with all other applicable federal, state, regional and/or local laws/codes, requirements, regulations, and guidelines, including but not limited to those imposed by the City's Building Services Division, the City's Fire Marshal, and the City's Public Works Agency. Compliance with other applicable requirements may require changes to the approved use and/or plans. These changes shall be processed in accordance with the procedures contained in Condition of Approval 3.	In compliance. No determination of non-compliance with any applicable federal, state, or local law.	
5	A.	Conformance of Approved Plans; Modification of Conditions or Revocation: Site shall be kept in a blight/nuisance-free condition. Any existing blight or nuisance shall be abated within 60-90 days of approval, unless an earlier date is specified elsewhere.	In compliance. Ongoing maintenance provided by Applicant. No determinations of blight or nuisance.	
B.	Violation of any term, Conditions or project description relating to the Approvals is unlawful, prohibited, and a violation of the Oakland Municipal Code. The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approvals or alter these Conditions if it is found that there is violation of any of the Conditions or the provisions of the Planning Code or Municipal Code, or the project operates as or causes a public nuisance. This provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions.		In compliance. No enforcement or abatement proceedings are pending.	

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COA #	Sub set	CONDITION OF APPROVAL	SY 2015-2016 (UPDATE SCHOOL YEAR)	Exhibit #
6		Signed and Recorded Copy of the Conditions: A copy of approval letter and Conditions shall be signed by the property owner, properly notarized and recorded against the property. A file endorsed copy shall be returned to the City 30 days after project approval.	In compliance.	
7	A.	Indemnification: To the maximum extent permitted by law, the applicant shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the City of Oakland Redevelopment Agency, the Oakland City Planning Commission and its respective agents, officers, and employees (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect) action, causes of action, or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "Action") against the City to attack, set aside, void or annul, (1) an approval by the City relating to a development-related application or subdivision or (2) implementation of an approved development-related project. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys' fees.	Condition has not been triggered. Rights under this condition are ongoing.	
	B.	Within ten (10) calendar days of the filing of any Action as specified in subsection A above, the applicant shall execute a Letter Agreement with the City, acceptable to the Office of the City Attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the approval. Failure to timely execute the Letter Agreement does not relieve the applicant of any of the obligations contained in this condition or other requirements or conditions of approval that may be imposed by the City.	Condition has not been triggered. Rights under this condition are ongoing.	
8		Compliance with Conditions of Approval: The project applicant shall be responsible for compliance with the recommendations in any submitted and approved technical report and all the Conditions of Approval set forth below at its sole cost and expense, and subject to review and approval of the City of Oakland. The City shall be reimbursed for any and all costs associated with monitoring (including review of ongoing reports, attending meetings, site inspections) and/or enforcing these conditions of approval, in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.	In compliance. The rights and obligations under this condition are ongoing.	
9		Severability: Approval of the project would not have been granted but for the applicability and validity of each and every one of the specified conditions, and if one or more of such conditions is found to be invalid by a court of competent jurisdiction this Approval would not have been granted without requiring other valid conditions consistent with achieving the same purpose and intent of such Approval.	Condition has not been triggered. Rights under this condition are ongoing.	
10		Special Inspector/Inspections, Technical Review, Project Coordination Compliance Management, Monitoring: The project applicant may be required to pay for special inspector(s)/inspections and any after hours inspections, as needed. The project applicant shall also be required to cover the full costs of technical review and other types of peer (or City) review, monitoring and inspection, including without limitation, review of reports, site visits, neighborhood meetings, and inspections/enforcement of confirmed violations of Conditions of Approval. Within thirty days after project approval, the project applicant shall establish and maintain a deposit to initially cover 3 days of staff time per the Master Fee Schedule with the Building Services Division, as directed by the Building Official, Director of City Planning or designee.	In compliance. No special inspections triggered.	
11	A.	Annual Compliance Matrix Review: The project applicant shall submit to the Planning and Zoning Division and the Building Services Division, within thirty days after project approval, a Conditions compliance matrix that lists each condition of approval, the City agency or division responsible for review, and how/when the project applicant has met or intends to meet the conditions. Ongoing conditions will specify a date for the document to be submitted, if applicable. A completed compliance matrix will be submitted to the City, demonstrating compliance with each condition, once a year after project approval prior to the beginning of each school semester for review by Planning and Zoning staff. The applicant shall notify Planning and Zoning, Building Services and the Committee within one month if the applicant has missed a compliance deadline listed on the Matrix. If necessary the Director of City Planning, in his/her sole discretion, shall refer review of compliance with the conditions of Approval to the Planning Commission, except for the initial compliance review as stated below. See Condition #5 regarding conformance with Conditions of Approval.	In compliance. Compliance Matrix submitted August 2016	
	B.	Project applicant shall notify Planning and Zoning staff in December of 2010, of the need to return to the Planning Commission for review of compliance with conditions of approval under a noticed, informational Director's Report, along with the completed compliance matrix required above.	Completed.	

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12		<p>Operation Noise-General: Noise levels from the activity, property, or any mechanical equipment on site shall comply with the performance standards of Section 17.120 of the Oakland Planning Code and Section 8.18 of the Oakland Municipal Code. If noise levels exceed these standards, the activity causing the noise shall be abated until appropriate noise reduction measures have been installed and compliance verified by the Planning and Zoning Division and Building Services.</p>	<p>In compliance.</p>	
13	A.	<p>Vegetation Management Plan: The project applicant shall submit a vegetation management plan to the Planning and Zoning Division and, Fire Services Division that includes if deemed appropriate, but not limited to the, following measures:</p> <ul style="list-style-type: none"> i. Removal of dead vegetation overhanging roof and chimney areas; ii. Removal of leaves and needles from roofs; iii. Planting and placement of fire-resistant plants around the house and phasing out flammable vegetation; iv. Trimming back vegetation around windows; v. Removal of flammable vegetation on hillside slopes greater than 20%; vi. Pruning the lower branches of tall trees; vii. Clearing out ground-level brush and debris; viii. Stacking woodpiles away from structures. 	<p>In compliance. Vegetation Management Plan was submitted on 3/5/2010, and Inspector Clark reviewed and approved the plan. The plan continues to be implemented and vegetation maintenance is ongoing.</p>	
	B.	<p>The project applicant shall enter into a maintenance agreement with the City that ensures that landscaping will be maintained and adhere to measures listed above (13A).</p>	<p>Completed. The School entered into a maintenance agreement with the City in March 2010. Agreement is ongoing.</p>	
14		<p>Parking and Transportation Demand Management: The applicant shall retain a qualified traffic consultant ("Traffic Consultant") with prior TDM experience, based on a City approved scope of work, and submit for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff, a Transportation Demand Management (TDM) plan containing strategies to reduce on-site parking demand and single occupancy vehicle travel. The applicant shall implement the approved TDM plan. The TDM shall include strategies to increase pedestrian, transit, and carpools/vanpool use. The TDM strategies below shall, at a minimum, be incorporated in the TDM plan:</p>	<p>In compliance. The applicant retained Parisi Associates as the Traffic Consultant, which drafted a TDM Plan that meets the conditions listed below, and which the City approved. DKS was the Independent Rules Enforcer and documented compliance with TDM Plan.</p>	Exhibit 1
A.		<p>Parking management strategies: Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors. Staff that contract with the school to carpool shall be given priority spaces in order to reduce single occupancy vehicles. Any transit subsidies shall include school staff. All of these spaces must be used before on-street spaces for staff can be used. The school shall send the contracts to Planning and Zoning staff at the beginning of the school year. The TDM shall investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City. A good faith effort shall include pursuing additional spaces on campus such as stacked spaces at the lower parking lot in Berkeley spaces at the Head Master's Residence, and spaces adjacent to the auditorium, etc. The project applicant shall submit the alternative on-site parking options within 90 days on October 19, 2010. The School shall also maintain the parking agreement with the Claremont Hotel and shall make a good faith effort to increase the number of spaces by October 19, 2010. The School shall provide written documentation of all such good faith efforts to the City. Staff shall forward the options to the Planning Commission for review and approval.</p> <p>In addition to finding additional parking spaces on or off-site, the school is immediately prohibited from parking any faculty and staff on Hiller Drive including North Hills Court for more than 30 minutes.</p>	<p>In compliance. Faculty and staff parking locations were assigned on 8/15/2016. The 2016-2017 Monitoring Report (submitted to the City by DKS on June 23, 2017) shows that there are no changes or improvements recommended. Priority spaces are given to carpools. The application Bentley submitted for a use permit to allow faculty and staff parking at the Headmaster's house was approved by the City of Berkeley's Zoning Adjustments Board (ZAB) in March 2013. The School is no longer permitted to use the Claremont Hotel and Spa for parking, and the City was informed in January 2015, and the School has provided alternate parking for Oakland faculty and staff at its Lafayette campus.</p>	Exhibit 2
B.		<p>Detailed explanation of the pick-up and drop-off process: Develop detailed, written instruction of the pick-up and drop-off process, which include rules, maps, times, etc., which will be incorporated into the Traffic and Parking Handbook.</p>	<p>In compliance. Instructions are in the Traffic and Safety Handbook available on the School's website: https://bentleyschool.myschoolapp.com/tpimages/418/download/download_1596652.pdf, and in the Family Handbook. Images of drop off/pick up process are provided for parents in their MyBentley accounts, and are included in exhibit 3.</p>	Exhibit 3

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	C.	<p>Staggered timeframes for drop-off and pick-up: The project applicant shall, if feasible, establish at least two staggered drop-off times in the morning and shall continue the four staggered drop-off times in the afternoon, coordinated with Kaiser School to ensure maximum staggering of students coming to and from the area prior to the beginning of each school year one month after school starts to the Oakland Planning and Zoning Division for review and approval. If infeasible the project applicant shall provide written documentation to the Planning and Zoning Division demonstrating to the satisfaction of the City the infeasibility of the two staggered morning drop-off times based solely on established state school requirements and coordination with Kaiser School. Documentation regarding infeasibility shall include the outcome of meetings with Kaiser School.</p>	<p>In compliance. Refer to Traffic and Safety Handbook noted in COA 14b.</p>	
	D.	<p>Total Vehicle Reductions: The project applicant shall cause to be counted all vehicles associated with the School's students, faculty, and staff, as previously defined by the Planning Commission with approval of the TDM on July 21, 2010, during a one-hour monitoring period in both the morning and the afternoon. Furthermore, visitors, vendors, suppliers, the AC Transit bus or other multi-occupant vehicles chartered by the School shall not be included in the vehicle count. The morning monitoring period shall begin at 7:30 am and shall end at 8:30 am. The afternoon monitoring period shall begin at 2:45 pm and end at 3:45 pm. One trip shall equal one vehicle either arriving at or departing from an on-campus drop-off, or at an on-campus parking location, but not both arriving and departing from these locations, or one vehicle parking for less than 30 minutes on Hiller Drive within a single monitoring period. For example, if a vehicle is counted when it arrives at an on-campus drop-off, the vehicle is not counted again when the vehicle departs from the on-campus drop-off during the same monitoring period. The school shall be considered out of compliance with this condition if the trimester report prepared by the independent Rule Enforcers per the approved TDM concludes that the total counted vehicles during any one-hour monitoring period averaged over the trimester exceeds 242 vehicle trips.</p>	<p>In compliance. The July 2017 Trimester Report from DKS indicates that during the fall trimester there was an average of 236.3 vehicle trips in the morning and 130.0 in the afternoon. Winter trimester there was an average of 223.0 vehicle trips in the morning and 137.0 in the afternoon. Spring trimester was an average of 241.3 vehicle trips in the morning and 117.5 vehicle trips on average in the afternoon. The City has these reports.</p>	
	E.	<p>Number of persons to assist traffic: During all morning drop-off and all afternoon pick-up periods (such periods to be approved by City and stated on official City signs to be posted at drop-off/pick-up locations) the project applicant shall continue to assign at least nine persons, including the flag person, to ensure efficient traffic circulation. The nine persons have been assigned as follows: 1. The flag person at the driveway as trained per the MOD with the OPD 2. One traffic assistant at the lead of the drop off lane 3. One traffic assistant within the driveway loop 4. One traffic assistant near the exit point of the driveway loop 5. Five traffic assistants that are assigned in the driveway loop, exit point, and in the drop-off lane to assist with vehicles. The school shall have a sufficient number of qualified alternates on campus during every morning and afternoon drop-off time to ensure that the minimum number of traffic personnel is always met. All traffic assistants will wear colored safety vests.</p>	<p>In compliance. The traffic monitoring reports from DKS consistently indicate that School was in compliance during the entire school year; there were at least nine persons to assist with traffic. The City has these reports.</p>	
14.	F.	<p>Use of traffic safety warning devices: The project applicant shall coordinate with the City of Oakland's Transportation Services Division and the Oakland Police Department. Traffic Safety Division starts to purchase, install, maintain and properly use acceptable traffic safety warning devices in the drop-off and pick-up zone on Hiller Drive as defined in the Traffic Management Plan. These traffic safety warning devices can be traffic cones, temporary and removable delineators, power flares, or other devices approved, before they are installed, by the City of Oakland's Transportation Services Division and the Oakland Police Department. Traffic Safety Division. The devices shall be placed one-half hour before drop-off and pick up times and removed no later than one-half hour after drop-off and pick up times. At least one monitor will be present during the period that traffic safety warning devices are in the roadway.</p>	<p>In compliance. City of Oakland approved Bentley's request (December 10, 2012) to switch from using power flares to removable delineators on May 17, 2013. Applicant is using removable delineators.</p>	
	G.	<p>Transit Subsidy Program: The project applicant shall develop a Transit Subsidy Plan that includes continuing to provide free AC Transit bus passes to students and faculty and continue to sponsor the operation of Michael's Transportation Service (or an equivalent service).</p>	<p>In compliance Per DKS Monitoring Reports, AC Transit service to School is inconsistent and the School has a free bus services with Durham School Services.</p>	

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H.		<p>Independent Rule Enforcers: The project applicant shall hire, in consultation with the City of Oakland Transportation Services Division and Zoning Division, at least three independent Rule Enforcers, unless the project applicant can demonstrate to the City's satisfaction that adequate monitoring and enforcement can occur with less Rule Enforcers. At a minimum, the applicant will hire and engage at least one Rule Enforcer as a permanent condition. The Enforcers shall monitor the following:</p> <ol style="list-style-type: none"> 1) Traffic strategies contained in Condition #14, items b, c, e, f, i and j. 2) Vehicle queue lengths in the morning and afternoon (numbers should be reported every 5 minutes and include peak period queue length) 3) Identification of excessive queues (northbound queues on Hiller Drive extending to the signalized intersection of Hiller Drive and Tunnel Road and/or blockage of southbound traffic on Hiller Drive north of the school driveway) 4) Changes in traffic management that have been implemented to reduce or eliminate excessive queues/potential for blockage of emergency vehicles. 5) Traffic strategies contained in Condition #16, 17, and 18. 6) Traffic strategies contained in Condition #14, items a, d and g. 7) Rule Enforcers must be available to observe traffic and parking during any hours of operations including day, evening and special events. <p>All three Rule Enforcers shall submit written monitoring reports analyzing the results of the duties described above to the Transportation Services Division, Planning and Zoning Division, and the school's Traffic Coordination Committee. Reports should be submitted once a month during the entire current school year following planning approval to Transportation Services Division and Planning and Zoning Division.</p> <p>Transportation Services Division and Planning and Zoning Division will review the reports. In addition a report shall be submitted quarterly to the OPD Traffic Safety Division.</p>	<p>In compliance.</p> <p>Applicant has retained DKS as the Independent Rule Enforcer and has demonstrated through the reports prepared by DKS that three Independent Rule Enforcers are not required. All trimester reports show compliance. The City has these reports.</p>	Exhibit 4
I.		<p>Events Traffic: The project applicant shall establish an alternative transportation procedure and TDM plan for Special Events if the on-site parking is not sufficient for the number of guests expected (i.e. graduation, funding-raising events, etc.) For events anticipating over 75 cars, an off-site alternative, with a possible shuttle system, is required. The plan shall include that events be placed on the school calendar and the Neighborhood Liaison Committee shall be notified one month in advance of the event. No events shall be held that have not been published on the school calendar for one month in advance or emailed to immediate neighbors one month in advance.</p>	<p>In compliance.</p>	
J.		<p>Memorandum of Understanding with the Oakland Police Department: (a) The Project Applicant shall continue to be in good standing with the MOU with the OPD, as it may be revised. (b) The project applicant shall develop a traffic drop-off alternative that doesn't rely on the MOU and submit that to the City planning and Zoning Division, Transportation Services Division and the Oakland Police Traffic Safety Division staffs for review and approval. The project applicant shall submit the alternative to the MOU options within 90 days on October 19, 2010. Staff shall forward the options to the Planning Commission for review and approval. Should the Applicant become substantially out of compliance with the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to CUP (see condition #3).</p>	<p>In compliance.</p> <p>As reported in the July 2017 Monitoring Report from DKS, the MOU has not changed since the 2010-2011 school year and "is deemed current and satisfactory."</p>	

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14.	K.	<p>Ongoing monitoring of recommended conditions: The overall TDM Plan shall be reviewed at least once per year, and updated if necessary, based on the results of the ongoing monitoring. The review, and update if applicable, shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval. Page 16 of the TDM shall be revised as follows:</p> <p>Enforcement (Sections A, C, D, G, H, and I)</p> <p>If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission to determine whether Bentley School's approvals should be revoked per the procedure in the Planning Code or come directly before the Planning Commission, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.</p>	<p>In compliance.</p> <p>Monitoring reports show consistent compliance with the TDM Plan (The City has DKS reports). DKS performed a review of the TDM Plan as part of the trimester report and recommends that the TDM Plan be revised to require fewer traffic assistants. Update and recommendations to TDM is included.</p>	Exhibit 5
15		<p>Garbage Pick-Up: The project applicant shall make reasonable good faith efforts to ensure that garbage pickup does not unreasonably interfere with the school's pick-up and drop-off situation by either moving the garbage pick-up to Tunnel Road, if approved by Caltrans, or arranging with Waste Management that pick-up does not occur between peak AM hours (8:00-8:30) and peak PM hours (2:40-3:30). If staff receives complaints that garbage pick-up is still interfering with peak drop-off and pick-up periods, staff can revise these hours as a minor change. Furthermore, staff will re-review the garbage pick-up hours after the school submits documentation complying with Condition 14c regarding staggered drop-off and pick-up times. The school shall submit documentation to the City of Oakland Planning and Zoning staff within 3 months of project approval demonstrating compliance with this condition, which includes providing an agreement or other approvals from Caltrans or Waste Management, or if no agreement was reached, that the applicant has exhausted all available administrative remedies and that they have petitioned and been denied the requests from both Caltrans and Waste Management. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority.</p>	<p>In compliance.</p> <p>The School arranged for Waste Management to pick up outside of peak AM and PM hours, and sent confirmation of that arrangement to the City on January 7, 2010. The School has not received complaints about garbage pickup.</p>	
16		<p>Traffic and Parking Handbook: The project applicant shall retain Traffic Consultant, based on a City approved scope of work, and submit a Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff. The Traffic and Parking Handbook shall include but not be limited to the following.</p> <ul style="list-style-type: none"> a) Separate contracts with responsible parents/guardians who agree to participate in public transportation options for their children and those who will not. b) School traffic rules including "Good Neighbor Rules" per Recommended measure TRANS-4 regarding unsafe crossings and appropriate crossing locations, U-turns on Hiller Drive, prohibitions on left turns from the driveway exit during pick-up and drop-off periods, and yielding to southbound traffic. c) Drop-off and Pick-up procedures d) Alternative transit options including busing, carpooling, and vanpooling. e) Special Event Policies f) Emergency Evacuation policies developed in the Emergency Management Plan g) Enforcement Policy <p>The Traffic and Parking Handbook shall be reviewed once per year, and updated if applicable, to reflect the updated TDM Plan and the annual review.</p> <p>The updated Handbook shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.</p>	<p>In compliance.</p> <p>See link in COA #14b for 2016-2017 handbook.</p>	Exhibit 5
17		<p>Emergency Management Plan: The project applicant shall develop an Emergency Management Plan ("EMP"), and submit to Planning and Zoning Division, Transportation Services Division, OPD-Traffic Safety, and the Fire Marshal, for review and consultation. The Applicant shall implement the final EMP. The EMP shall include at least the following components:</p>	<p>In compliance. See content in Handbook link located in COA #14b, and additionally https://www.bentleyschool.net/page/about/directions-and-transportation/emergency-plan</p>	Exhibit 9

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	A.	Fire Protection Bureau Occupancy Review: The School shall cooperate and coordinate with the Fire Services Department to conduct yearly occupancy and fire safety inspections of the school, fire drills and unannounced future site visits. The resulting Fire Department report(s), and any follow-ups, shall be sent to the Planning and Zoning Division for review.	In compliance. School had fire and other emergency drills on the following dates: Fire (9/6/16, 10/24/16, 11/14/16, 12/12/16, 6/2/17), Earthquake (10/20*16, 4/26/17), Central Shelter in Place (9/15/16, 5/15/17-Observed by OPD), Code Red (1/13/17), Shelter in Place (12/6/16), Bomb Threat (2/28/17), Site Evacuation (3/14/17).	
	B.	Emergency Preparedness Plan for Hiller Highlands: Bentley School shall commence development of an Emergency Preparedness Plan in coordination with the seven Hiller Highland Neighborhood Associations and Kaiser School, no later than the beginning of the first semester after this approval and shall complete the plan no later than the first year after this approval. The completed plan shall be submitted to the Planning and Zoning Division and the Fire Protection Bureau for review and consultation. The approved plan shall be implemented and the school shall submit the plan to the Planning and Zoning Division and the Fire Protection Bureau for review within the first school year after approval.	In compliance. The School first submitted the EMP to Oakland in March 2010. See information in COA #17.	
	C.	Fire Department Site Visits: The project applicant shall coordinate with the Oakland Fire Marshal's Office to make periodic unannounced visits to the school per semester (the frequency, timing, and types of visits should be at the Fire Marshal's discretion based on need for visits and compliance by the school) to verify that adequate emergency vehicle access is being maintained during peak pick-up and drop-off periods. The Fire Marshal should consult with the Rules Enforcer(s) to identify modifications to the circulation rules, if emergency access problems are identified.	In compliance. The School coordinated with the Oakland Fire Department; Enrique Orduña visited June 2017 for a fire drill. No violations were noted. The City of Oakland receives email notices for any drill conducted on campus that the Fire Marshal is invited to observe.	
	D.	Emergency Evacuation Plan During School and Special Events: The project applicant shall prepare an emergency evacuation plan that addresses fire and earthquake conditions, no later than the beginning of the first semester after this approval, for review and consultation by Planning and Zoning Division and the Fire Protection Bureau. The final plan shall be implemented. The plan must provide at least the following: i) Continue the AlertNow system ii) Evacuation routes; (a) Conduct at least two yearly drills each for earthquake and fire with advance written notification 1 week before the drill, to the Oakland Fire Marshal's Office, the Planning and Zoning Division, and the OPD to ensure that correct evacuation policies are being implemented. Drivers may be cited by the OPD or CHP per the California Vehicle Code. The school shall fund these City evacuation services per Condition #10; (b) Instructions that parents/guardians must not come to the site but instead provide at least one off-site location for these parents. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The plan must describe strict consequences for those parents/guardians that violate the policy by coming to the school property; (c) A policy that in the event that an emergency requires a fire truck/ambulance to enter Hiller Drive, motorists accessing the school must comply with the California Vehicle Code and pull over to the right to yield a clear path for emergency vehicles. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The project applicant shall coordinate a yearly fire drill with the Oakland Fire Marshal's Office and the OPD.	In compliance. City approved the emergency evacuation plan. The School uses the AlertNow system. Provisions regarding the off-site locations, strict consequences for violating the rule not to come to the school, and the requirement to yield to emergency vehicles are in the Traffic and Parking Handbook and EMP. See COA #14 and #17.	
	E.	Maintenance of evacuation route adjacent to along school property. The project applicant shall maintain a clear and safe route adjacent to the school property to the designated pedestrian safety area in case of an emergency evacuation situation. The project applicant shall coordinate with Caltrans to clear the area of any debris, rocks, landslide, dirt, etc. that cover the existing sidewalk and shoulder of the road, and provide regular maintenance along the route adjacent to school property. The school shall obtain any permits necessary before the beginning of the school year or within one month of the project approval if this occurs mid-school year.	In compliance. The school has a fully executed Right of Way contract with Caltrans, dated 9/12/2014, ensuring a safe route to the safety area. Caltrans will contact the school with commencement dates for construction. A project to clear a mudslide from the property began in 2012 and was completed in 2014.	

Bentley School (1 Hiller Drive, Oakland) - 2016-2017 School Year Compliance Matrix
 Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

COA #	Sub set	CONDITION OF APPROVAL	SY 2015-2016 (UPDATE SCHOOL YEAR)	Exhibit #
18		<p>Mandatory Meetings with Parents/Guardians: The project applicant shall require responsible parents/guardians of all students attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook. Planning and Zoning staff will attend these meetings if necessary. The parent/guardian will need to provide written acknowledgement of receipt of the Handbook, attendance at the meeting, and acceptance of the Handbook policies. The meeting will educate parents/guardians specifically regarding the following:</p> <ul style="list-style-type: none"> a) Demonstration of correct pick-up and drop-off procedure b) The no unsafe crossing policy during both Bentley and Kaiser School's drop-off and pick-up hours c) The left turn policy from the driveway exit during both Bentley and Kaiser School's drop-off and pick-up hours d) The V-turn policy during both Bentley and Kaiser School's drop-off and pick-up hours e) The yield policy to southbound traffic during both Bentley and Kaiser School's drop-off and pick-up hours f) Penalties for violation of the Handbook including additional traffic training sessions for violators. <p>The project applicant shall submit an annual disclosure report to Planning staff acknowledging households in receipt of the handbooks and those who contract to take public transportation.</p>	<p>In compliance. Met with parents on 9/12/16, 9/14/16, 9/15/16, 11/9/16, 2/8/17 and conveyed the Transportation and Parking Handbook. Parent acknowledgments were distributed on 8/19/16 and collected by 8/30/16.</p>	
19		<p>School Board Institutionalize Traffic Safety: The Board of Trustees shall appoint a Traffic Coordination Committee with school board members, no later than 30 days after this approval, to be responsible for overseeing and enforcing the school's traffic and circulation Conditions of Approval. An update on the traffic situation will be an ongoing item on the Board's agenda. The appointed member shall receive the monthly reports from the Rule Enforcers(s) regarding the effectiveness of implemented traffic measures, provide updates on bus ridership, carpooling, and vanpooling efforts and subsidy program, work with the rule enforcer (s) and school staff to correct problems, ensure the TDM and the Traffic and Parking Handbook is up-to-date and effective, schedule and attend the traffic orientation and additional training sessions for violators, and ensure that adequate funding is allocated to maintain and enhance all transportation programs. The project applicant shall submit the name of the appointee to the City of Oakland's Transportation Services Division and Planning and Zoning Division and provide an update and appropriate documentation on the traffic situation once a semester to the City until deemed necessary by Transportation Services Division and Planning and Zoning Division staff.</p>	<p>In compliance. Mitt Capsimalis was/is the board member named to the Traffic Coordination Committee for the school year.</p>	
20		<p>Restriping Southbound Hiller Drive To Accommodate dual Approach Lanes for State Route 13: The project applicant shall hire in consultation with the City and Caltrans, a qualified, independent Traffic Engineering Consultant to assess the feasibility of restriping Hiller Drive to accommodate dual approach lanes (1 for southbound SR13 and 1 for northbound SR13) at the intersection of Hiller Drive and Tunnel Road. If the City determines restriping feasible and desirable, the project applicant shall pay for restriping.</p>	<p>In compliance. School hired Parisi and Associates to assess the feasibility of restriping Hiller Drive. The City received this analysis in January 2011 and has not made a determination on restriping.</p>	
21		<p>School Enrollment/Hours of Operations/Employees: The maximum school enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K to 8th grade to K to 5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday, unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a maximum of 71 employees.</p>	<p>In compliance. The School has not changed its grade levels. School enrollment during the 2016-2017 school year was 388. Employee count was 71. The list of employees sent to H. Klein on October 14, 2016, 2017-2018 employee list is included (Exhibit 8). Going forward every year, the [faculty] count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Oakland campus.</p>	Exhibit 6 and 8
22		<p>Daycare Hours: The school shall be permitted to operate before and after school daycare for the students of the school only. The daycare hours shall be limited to 7:30-8:30 a.m. and 2:40-6:00 p.m., Monday-Friday.</p>	<p>In compliance.</p>	

Bentley School (1 Hiller Drive, Oakland) - 2016-2017 School Year Compliance Matrix
 Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

CONDITION OF APPROVAL		SY 2015-2016 (UPDATE SCHOOL YEAR)	Exhibit #
23	<p>Special Events Day and Hours: The school shall be permitted to hold Special Events at the Hiller Drive campus in accordance with the following:</p> <p>a) The school shall be permitted a maximum of 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood community meetings. All event participants shall have left the campus no later 9:00 p.m.</p> <p>b) The school shall be permitted a maximum of 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m. No Sunday events are permitted.</p> <p>c) The school shall be permitted a maximum of two single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays.</p> <p>d) The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer.</p> <p>e) The school is not permitted to rent out the facility for any use.</p>	<p>In compliance.</p> <p>School special events are posted to the master calendar on the Bentley website and sent to the neighbors. The School has held 9 Saturday events, 18 weekday evening events, and 2 summer events.</p>	Exhibit 4
24	<p>A. Neighborhood Liaison Committee/Point of Contact/Complaints: a) The Project Applicant shall initiate a Neighborhood Liaison Committee ("Committee") in order to resolve conflicts and maintain communications between the school and the surrounding neighborhoods. The School should initiate the Committee formation no later than first month after Planning Approvals and the first meeting of the Committee should be held no later than two months after initiation. The Committee shall include one member from each of the seven Hiller Highlands Home Owners Associations, with members selected by the Home Owners' Association Boards, and additional groups may be added if requested. The Committee shall meet at least once a semester to discuss issues related to Bentley's activities in the neighborhood. However, the Committee shall hold additional meetings as recommended by the neighborhood participants. Bentley School Administrative staff and the Traffic Board member shall participate in the Neighborhood Liaison Committee meetings. City Planning and Zoning staff will attend these meetings as necessary. The meetings will have an agenda which will be forwarded to Planning and Zoning staff.</p> <p>B. The Project Applicant shall designate a representative, or series of representatives, on-site, to act as the primary point(s) of contact and as the Complaint Manager. The Complaint Manager shall develop a list of procedures and protocols to track and timely respond to complaints/concerns raised by neighbors, or others relating to the school's operations, including but not limited to traffic, noise, etc. These procedures and protocols shall be submitted to the Planning and Zoning Division, Building Services Division, and OPD for review and comment, no later than the first month after this approval. The procedures and protocols shall include timely review of complaints and the procedures and resolutions by which the Committee will timely resolve the issues. One of the purposes of this condition is to have the project applicant timely respond and resolve complaints prior to involvement by Building Services Code Compliance Division, unless the complaint is related to imminent threats to public health or safety.</p>	<p>In compliance.</p> <p>Meetings conducted on 9/22/16, 3/9/17 and 5/25/17.</p> <p>In compliance.</p> <p>Bentley has designated Wendi Betardi as its Complaint Manager. The Complaint Manager developed a list of procedures and protocols to track and timely respond to complaints, including logging complaints in the communication log and setting up an email address for complaints (cuphotline@bentleyschool.net), which has been shared with the neighbors.</p>	Exhibit 7
	<p>C. Copies of reports submitted to the City shall be provided at the same time to the Neighborhood Liaison Committee.</p>	<p>In compliance.</p> <p>Liaison Committee receives reports from the City of Oakland.</p>	
25	<p>Master Plan Required for Student Enrollment Increase or "Future Construction": The Project Applicant shall apply for a permit (Major Conditional Use Permit or Planned Unit Development Permit) for any student enrollment increase or "Future Construction" that includes as part of that application a Master Plan for the "Site" for the next 10 years. Site is defined for this condition as: all property included in the CUP Project description, including acreage in both the City of Oakland and City of Berkeley. The Master Plan shall include, at a minimum, how the school will accommodate additional student growth, a comprehensive development plan for the campus site, including addressing on-site parking, sports fields (if applicable) and traffic-related and vehicle access issues. Future Construction is defined for this condition as: new, wholly reconstructed, or relocated school buildings, expansion of floor area (as defined by Planning Code), new enclosed buildings or portions of buildings (i.e., storage shed, garage, attic on an existing building). Future construction per this condition does not include features such as unenclosed decks, balconies, stairs, walkways, patios, courtyards, fences, walls and retaining walls, at grade play areas or play equipment, trellises or other landscape features, at grade parking spaces/pavement, interior remodeling of an existing building, or repair of existing building features. The last enrollment form submitted to the state shall be required as part of the application documents. See Condition of Approval #3 regarding the scope of major or minor changes to the Conditions of Approval.</p>	<p>In compliance.</p> <p>No "Future Construction" proposed.</p>	

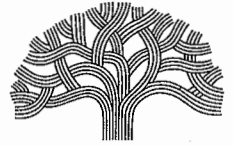
Bentley School (1 Hiller Drive, Oakland) - 2016-2017 School Year Compliance Matrix
 Case File No. CM04-411, ER07-006; 1 HILLER DRIVE, 251 TUNNEL ROAD, 245 TUNNEL ROAD, AND 261 TUNNEL ROAD

COA #	Sub set	CONDITION OF APPROVAL	SY 2015-2016 (UPDATE SCHOOL YEAR)	Exhibit #
26	A.	Parking on Campus: The Project Applicant shall submit an application to the City of Berkeley to legalize the lower parking lot for school parking purposes. The school must submit a complete application, along with appropriate fees, within 30 days after this approval and make reasonable, good faith efforts to diligently pursue the application to decision. The Applicant shall provide the City with regular, written updates (no less than once every two months) as to the status of the parking lot application and if a decision has been made within 6 months. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority. If after six months no decision on the parking lot has been made or if the parking lot is denied, the project applicant shall secure 20 off-street parking spaces for these employees. The applicant could also choose to increase the percentage of faculty and staff taking alternative transportation above and beyond the percentages set forth in condition 14d or some combination thereof.	In compliance. The lower parking lot was legalized by the City of Berkeley in 2013.	
	B.	The school must maintain at all times 23 legal spaces on the Oakland campus for faculty and staff and, if approved, 20 legal spaces on the Berkeley property or the minimum required by the Planning Code which ever is greater.	In compliance.	Exhibit 2
28*		No U-Turns: The project applicant shall hire in consultation with the City, a qualified, independent Traffic Engineering Consultant to assess the feasibility of posting No U-Turn signs at the intersection of North Hill Court and Hiller Drive. The City shall be reimbursed for any and all costs associated with evaluating the feasibility of such signs. If the City determines such signs feasible and desirable, the project applicant shall pay all costs associated with installation of the signs in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.	In compliance. School is awaiting a response from the City to determine whether to go forward with the signs. (Refer to Exhibit 18 from 2012-2013 Compliance Matrix)	

*Condition 27 was deleted

Attachment E

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 2114 • OAKLAND, CALIFORNIA 94612-2032

Department of Planning and Building
Zoning Division

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

NOTICE OF DETERMINATION

VIA EMAIL AND US MAIL

January 18, 2019

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA 94618

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Hogan,

On April 9, 2018 (Attachment A), the City sent a Notice of Determination regarding the School's compliance with the Bentley School's Condition of Approval. This Determination noted that City staff could not determine compliance with Condition 1B (Approved Use and Condition 21(School Enrollment/ Hours of Operation/ employees) regarding the number of employees. Specifically, the City noted

These Conditions limits the number of faculty and staff that School may employ at the Hiller campus to 71. Staff has reviewed the August 30, 2017 submittal and has compared that to the list staff developed for the 2016-2017 school year. Several names are new and several names that were on the preceding list are gone. To determine compliance, the School has 30 days from the date of this letter to provide a response to staff's matrix as to confirmation of the replacements as well as the new hires since August 2017.

On August 21, 2018 (Attachment B), City sent another letter noting that:

Per Condition of Approval #8, the School shall be responsible for compliance with the recommendations in any submitted and approved technical report and all the Conditions of Approval. While the Conditions of Approval only require a compliance matrix be submitted once a year, the School must be in compliance with the Conditions at all times. If information is submitted that questions compliance, staff can request additional information to determine actual compliance at any time.

In the August 21st letter, staff requested that the information noted in the April 9th letter be submitted by September 20, 2018, and that failure to provide this information could result in enforcement actions per Condition of Approval #5(b).

Attachment E

On August 31, 2018, Bentley School filed an Appeal (REV100003-A01) of the August 21, 2018 Determination Letter regarding the requirement to submit requested information to determine compliance at any time and specifically staff changes during the school year. On September 19, 2018, the School submitted the requested information regarding the number of staff and responses to staff's questions regarding the number of employees.

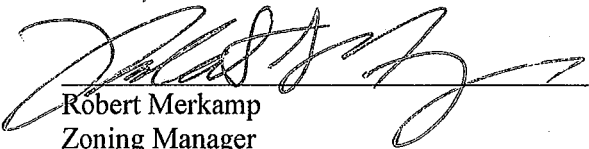
Staff has reviewed the information submitted and determined that Bentley School was in compliance with the maximum staffing requirements in Condition 1B and Condition 21 during the 2017-2018 school year.

This Determination may be appealed pursuant to the administrative appeal procedure in Oakland Planning Code Chapter 17.132. If you, or any interested party, seeks to challenge this decision, an appeal must be filed by no later than ten calendar (10) days from the date of this letter, by 4:00 pm on January 28, 2019. An appeal shall be on a form provided by the Bureau of Planning, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2114, to the attention of Heather Klein, Planner IV. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion or wherein the decision is not supported by substantial evidence and must include payment of \$1,622.57 in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record which supports the basis of the appeal; failure to do so may preclude you, or any interested party, from raising such issues during the appeal and/or in court. However, the appeal will be limited to issues and/or evidence presented to the City prior to the close of the previously noticed public comment period on the matter.

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandca.gov if you have any questions regarding this letter.

Sincerely,

Heather Klein
Planner IV



Robert Merkamp
Zoning Manager
Bureau of Planning

Attachments:

A: April 9, 2018 Letter
B: August 21, 2018 Letter

cc: William Gilchrist (wgilchrist@oaklandca.gov)
Courtney Ruby, Oakland City Auditor (broberts@oaklandca.gov)
Joe Wang, Department of Transportation (jwang@oaklandca.gov)
Paul Cirolia, OPD, Traffic (pcirolia@oaklandca.gov)
Erin Vaca, DKS Associates (erin.vaca@dksassociates.com)
Alex Kopelevich, Bentley School (akopelevich@bentleyschool.net)
Neighbors for Safety in Hiller Highlands (neighbors.safety.hiller.highlands@gmail.com)

Anne Mudge, Cox, Castle & Nicholson LLP (amudge@coxcastle.com)

Anne Mudge
Cox, Castle & Nicholson LLP
50 California Street, Suite 3200
San Francisco, CA 94111

Attachment F



**CITY OF OAKLAND
 APPEAL FORM
 FOR DECISION TO PLANNING COMMISSION, CITY
 COUNCIL OR HEARING OFFICER**

PROJECT INFORMATION

Case No. of Appealed Project: CM 04411; ER 07-006; ESU 10-003
 Project Address of Appealed Project: 1 Hiller Drive
 Assigned Case Planner/City Staff: Heather Klein

APPELLANT INFORMATION:

Printed Name: Gordon & Susan Piper Phone Number: 510 843-3828
 Mailing Address: 33 Hiller Drive Alternate Contact Number: 370 494-8923
 City/Zip Code: Oakland, 94618 Representing: Neighbors for Safety in Hiller Highlands
 Email: Susana.piper@gmail.com
Neighbors.Safety.Hiller.Highlands@gmail.com

An appeal is hereby submitted on:

AN ADMINISTRATIVE DECISION (APPEALABLE TO THE CITY PLANNING COMMISSION OR HEARING OFFICER)

YOU MUST INDICATE ALL THAT APPLY:

- Approving an application on an Administrative Decision
- Denying an application for an Administrative Decision
- Administrative Determination or Interpretation by the Zoning Administrator
- Other (please specify) _____

Please identify the specific Administrative Decision/Determination Upon Which Your Appeal is Based Pursuant to the Oakland Municipal and Planning Codes listed below:

- Administrative Determination or Interpretation (OPC Sec. 17.132.020)
- Determination of General Plan Conformity (OPC Sec. 17.01.080)
- Design Review (OPC Sec. 17.136.080)
- Small Project Design Review (OPC Sec. 17.136.130)
- Minor Conditional Use Permit (OPC Sec. 17.134.060)
- Minor Variance (OPC Sec. 17.148.060)
- Tentative Parcel Map (OMC Section 16.304.100)
- Certain Environmental Determinations (OPC Sec. 17.158.220)
- Creek Protection Permit (OMC Sec. 13.16.450)
- Creek Determination (OMC Sec. 13.16.460)
- City Planner's determination regarding a revocation hearing (OPC Sec. 17.152.080)
- Hearing Officer's revocation/impose or amend conditions (OPC Sec. 17.152.150 &/or 17.156.160)
- Other (please specify) _____

(Continued on reverse)

Attachment F

(Continued)

- A DECISION OF THE CITY PLANNING COMMISSION (APPEALABLE TO THE CITY COUNCIL)** Granting an application to: **OR** Denying an application to:

YOU MUST INDICATE ALL THAT APPLY:

Pursuant to the Oakland Municipal and Planning Codes listed below:

- Major Conditional Use Permit (OPC Sec. 17.134.070)
- Major Variance (OPC Sec. 17.148.070)
- Design Review (OPC Sec. 17.136.090)
- Tentative Map (OMC Sec. 16.32.090)
- Planned Unit Development (OPC Sec. 17.140.070)
- Environmental Impact Report Certification (OPC Sec. 17.158.220F)
- Rezoning, Landmark Designation, Development Control Map, Law Change (OPC Sec. 17.144.070)
- Revocation/impose or amend conditions (OPC Sec. 17.152.160)
- Revocation of Deemed Approved Status (OPC Sec. 17.156.170)
- Other (please specify) _____

FOR ANY APPEAL: An appeal in accordance with the sections of the Oakland Municipal and Planning Codes listed above shall state specifically wherein it is claimed there was an error or abuse of discretion by the Zoning Administrator, other administrative decisionmaker or Commission (Advisory Agency) or wherein their/its decision is not supported by substantial evidence in the record, or in the case of Rezoning, Landmark Designation, Development Control Map, or Law Change by the Commission, shall state specifically wherein it is claimed the Commission erred in its decision. The appeal must be accompanied by the required fee pursuant to the City's Master Fee Schedule.

You must raise each and every issue you wish to appeal on this Appeal Form (or attached additional sheets). Failure to raise each and every issue you wish to challenge/appeal on this Appeal Form (or attached additional sheets), and provide supporting documentation along with this Appeal Form, may preclude you from raising such issues during your appeal and/or in court. However, the appeal will be limited to issues and/or evidence presented to the decision-maker prior to the close of the public hearing/comment period on the matter.

The appeal is based on the following: *(Attach additional sheets as needed.)*

See Attached

Supporting Evidence or Documents Attached. *(The appellant must submit all supporting evidence along with this Appeal Form; however, the appeal will be limited to evidence presented to the decision-maker prior to the close of the public hearing/comment period on the matter.)*

(Continued on reverse)

(Continued)

Gordon Piper

Signature of Appellant or Representative of
Appealing Organization

January 28, 2019

Date

To Be Completed By Staff Based on Appeal Type and Applicable Fee

APPEAL FEE: \$ _____

Fees are subject to change without prior notice. The fees charged will be those that are in effect at the time of application submittal. All fees are due at submittal of application.

Below For Staff Use Only

Date/Time Received Stamp Below:

Cashier's Receipt Stamp Below:

Neighbors for Safety in Hiller Highlands Appeal of January 28, 2019 Notice of Determination Case No CM04-411; ER07-006; REV10-0003

Appeal Issues:

- 1. Rescind the Notice of Determination of January 28, 2019 because there are at least 26 staff members for the 2017-2018 School Year we've identified who have not been independently vetted for their positions and hours of work at the Oakland campus.**
- 2. Use Condition 10 to independently verify the attached information to determine if there have been CUP violations of Condition 1B and 21 in the 2017-18 School Year and to require the use of an independent auditor for future review of compliance reports from Bentley School on Condition 1B and 21 and other CUP conditions mandated by the Planning Commission.**
- 3. Address the issue of staff vs. vendor or contracted employee, which impacts the staff count as well as generates traffic and parking impacts on the neighborhood that the CUP is supposed to limit.**

Background:

When the Planning Commission approved Bentley School's Conditional Use Permit in 2009, it included a number of conditions that applied to enrollment and employment on the Oakland Campus.¹ When the school returned for approval of their Transportation Demand Management Program in 2010, the Planning Commission increased the staff limit from 69 to 71 at the school's request, and the school affirmed that they could live with that limit.

Neighbors for Safety in Hiller Highlands have been monitoring Bentley School's compliance reports since the beginning because of long concerns about the school's impact on the residential neighborhood. Each year since the City's CUP approval we have found evidence that the school's accounting of their staff was incomplete, based on our review of their annual and special compliance reports, the Bentley website, Linked-In and other online listings, and direct observation of their campus that showed staff that exceeded the 71 limit. In 2014, when we asserted that there were 15-20 additional staff members that were not being counted,² the Planning Department found the school out of compliance because the school had counted two part-time employees as one, when the CUP required each employee—part time or full time—to be counted individually.³ When the school filed its compliance plan, it turned out that they had 82 employees, not 71. As part of that compliance plan, the City added Condition 21 a requirement that the school list the names, position and the number of hours Lafayette-based employees spend on the Oakland campus with each report.^{4,5}

Compliance with Conditions 1B and 21 is integral to limiting the impact of the private school on the neighborhood—the number of staff coming and going to the campus impacts traffic and parking on our residential streets. There is also a direct relationship between the number of staff and the enrollment, which under the CUP is capped at 360. Given Bentley School's past history, increases in staffing leads to concerns about increases in enrollment, so both must be continually monitored for compliance with the CUP.

Neighbors for Safety in Hiller Highlands relies on Bentley's own website, its newsletter and on-line directory, Google searches and information posted on Linked-In, Zoom Info, InDeed,

¹ City of Oakland Approval Letter, Case No. CM04-411;ER07-006; October 29, 2009

² Email to Darin Ranalletti, Deputy Director of Planning, from Gordon & Sue Piper, July 28, 2014

³ Notice of Determination Case No. CM04-411;ER07-006; REV10-0003, December 19, 2014

⁴ Compliance Plan for Bentley School, November 17, 2014

⁵ Bentley Response to Above Notice of Determination, January 15, 2015

Neighbors for Safety in Hiller Highlands Appeal of January 28, 2019 Notice of Determination Case No CM04-411; ER07-006; REV10-0003

Facebook and other sites listed on the Bentley school social-media link (<https://www.bentleyschool.org/page/social-media>) to ferret out the names of individuals working on Bentley's Oakland campus, their position and their years or dates of employment. Bentley itself considers Linked-In a credible source as it provides a direct link to that website on its Directory page. The information on Linked-In is often posted by the individual, and while we recognize that people may not update their profiles regularly, it still is a useful resource. Initially, there are brief 3 line summaries about individuals. The Premium Linked-In Service provides a more detailed profile of the individual, including job titles, location of work, years worked and dates of employment in different jobs at various locations. Linked-In also sorts listings by category—when we sort for Bentley School we find more than 125 individuals listed. A few are Board members, most are staff.⁶ Often these listings state Oakland or Lafayette as the work base, and in some cases it just says "Linked-In member". If there is information that suggests that these individuals are working in Oakland, they need to be interviewed in order to verify whether Bentley has appropriately counted and reported them as staff and complied with the CUP limit. There appears to be more than 30 individuals out of the 125 without a name or job title that might also be working in Oakland and to determine if there are additional people that are working on the Oakland campus, and whether or not they have been reported either under Condition 1B or Condition 21.

Year after year Neighbors for Safety in Hiller Highlands has filed detailed complaints to Planning about discrepancies in the Compliance Report accounting, both for the number of staff in Oakland and the number of employees from Lafayette working in Oakland and their hours. We provided detailed questions about specific individuals not being accounted for. Yet the Planning Staff continues to only rely on the school's self-reporting to determine compliance and refuses to do further investigation or to invoke Condition 10 to use an outside auditor.^{7,8,9}

Furthermore, the Compliance Reports are not consistent in how information is presented. In the past we were able to track staff from year to year through specific job titles; as of 2017-18, the reports provide generic titles such as middle school faculty or K-12 Administrator. We believe that the situation can only be resolved by a more thorough review, beyond just relying on what Bentley chooses to reveal. Following up on the information from their Directory, Linked-In and perhaps through personal interviews will create a much more accurate picture of the number of people working on the Oakland campus. Therefore, we are appealing the January 18, 2019 Notice of Determination that found Bentley School in compliance with Condition 1B and Condition 21 regarding the number of employees.

Basis for Request to Rescind Determination of Compliance

The January 28, 2019 Notice of Determination deals specifically with the staff roster for the 2017-2018 School Year. Beyond the 71 people listed in the School's 2017-2018 Annual

⁶ List of 125 from Linked-In Bentley sort

⁷ Letter & Binder to City Auditor Brenda Roberts from Gordon and Susan Piper re Ongoing questions concerning Bentley School's compliance with its CUP, April 28, 2017

⁸ Letter from Neighbors for Safety in Hiller Highlands (NSHH) to Planning Department requesting Independent Code Compliance Investigation of Violations of CUP Conditions by Bentley School, January 29, 2018

⁹ April 26, 2018 Letter from NSHH to Planner Heather Klein regarding Bentley School Noncompliance Notification Dated 4/9/18 and Bentley Response Letter Dated 4/24/18

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Compliance Matrix¹⁰ we have found at least 26 people who we believe should be vetted to verify their place of work.

- **Those listed on the Bentley School Directory by either alphabetical or grade sort but not showing up on the 1B list or Condition 21 list ¹¹**
 1. Jon Moore—Middle School Physical Education Teacher – Linked-In lists work history as 1 year in 2018. He is not on the 1B list, nor is he listed on the Condition 21 list. How many actual hours is he working in Oakland with middle school students?
 2. Jason Scott—Computer Science, Middle School Science Teacher—according to Linked In, middle school science teacher and science curriculum coordinator from July 2014-present, 4 years, 11 months
 3. Kimberly Fradelis—MS/US Debate Coach and Dance Club Advisor—Newsletter shows she works with middle school students. Zoom Info also confirms this. How many hours does she work on Oakland campus? Should at least be on the Condition 21 list
 4. Julia Newell—Director of Counseling-K-8 but not on Condition 21 list nor 1B list
 5. Nicholas Pukstas—MS and US Latin Teacher, not on 1B nor Condition 21 list
 6. Elizabeth Myers—Interim Asst. Athletic Director 6-12, not on 1B list nor on Condition 21 list
 7. Lindsey Almeida—MS Dean of Student Life and Middle School, Zoom Info says she has been teaching at Bentley since 2016
 8. Rob Rafeh—Director of Athletics 6-12 -how much of the athletic program is based in Oakland, who is teaching it and when? How many hours do he work in Oakland a year?
 9. Kelly Thomas—Director of Athletics 6-12 --how much of the athletic program is based in Oakland, who is teaching it and when? How many hours does she work in Oakland a year?
 10. Elizabeth Myers—Interim Assist. Athletic Director 6-12 how much of the athletic program is based in Oakland who is teaching it and when? How many hours do she work in Oakland a year?
- **Those listed on the Directory without identification of which grade they teach, but their Linked-In bio appears to show them as middle school teachers at Bentley¹²**
 1. Aram Mukasian—Visual Arts Teacher—Linked-In shows he has been employed as a Photography/ Visual Arts Teacher from August 2008 to present. An on-line description refers to Middle School visual arts classes that meet four times per week. The Oakland campus offers 4 visual arts classes a week and a gardening club without naming the instructors. His Bio suggests he is teaching a number of visual arts classes and gardening. If he is based in Lafayette and teaching in Oakland, he should be listed on the Condition 21 list
 2. Marie-Sophie De Carrier—World Languages
- **Those listed on Linked-In, Zoom Info or other on line lists who are not showing up on the 1B list or in the Bentley Directory¹³**
 1. Emily Morrison—Director of Performing Arts, 2010 to present—
 2. Lorraine Rawlinson—Student Accounts Coordinator-Linked-In shows July 2009-present ¹⁴ but she has never appeared on the Annual Compliance List.
 3. Ondine Young—Music teacher, previously on the 1B List (2015-16 1B list), Linked-In still shows her working in Oakland, listed in 2014 as Lower School Performing Arts teacher.

¹⁰ Exhibit 8 Employee List from 2017-18 & 2018-19 Annual Compliance Matrix Report, September 29, 2018

¹¹ Print Outs from Linked-In A

¹² Print Outs from Linked-In B

¹³ Print Outs from Linked-In C

¹⁴ Spokeo Listing shows Oakland as work location for Rawlinson and Uyehara

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4. Crystal Pascucci—Cello teacher, July 2013 to present, previously on the 1B List (2015-16 IB list as Strings Academy; 2017-18 Linked-In listing calls her "our Cello Teacher") and lists Oakland as her work place for 5 years 7 months.
5. Cheryl Uyehara—Register, Assistant to Middle and Lower School Heads—Zoom Info last updated 12/20/2017; Spokeo shows her work address as 1 Hiller Drive⁹. She has never been reported in any of the Compliance Reports.
6. Steve Netniss—Linked-In, Director of Technology and Department Chair of Educational Technology K-12, not in the Bentley Directory but shows up on Bentley's Summer Academy and on the 2017-18 Condition 21 list as 6 hours a week on the Oakland Campus. An earlier on-line search shows him as an All School Administrator. When search on Google, he describes that he works at an independent school in Oakland where he lives.
7. Jessica Beatty—Teaching Associate (no grade level)—Linked-In shows her teaching September 2017 to present and a list for San Francisco Day School shows her as a Teaching Assistant for 5th grade
8. Vincent Jurgens—Linked-In lists him as Webmaster and photographer, November 2013-September 2018, 4 years 3 months, based in Oakland. If based in Lafayette, he should have been listed under Condition 21.
9. Melissa Healey—Teaching Associate, August 2016 to present, 2 years 6 months, in Oakland.
10. In addition to those named above, Linked-In Bentley School shows 125 people with a short profile and a more detailed profile that spells out dates of employment, campus and duties. Some are Board members, some are Upper School staff, but more information needs to be reviewed to see how many were Oakland based and when to determine if they were properly accounted for and reported each year.⁷

• **Other staff based in Lafayette either working part-time in Oakland or teaching in the After School Program at Oakland campus that should be listed under Condition 21¹⁵**

The listing for 2017-18 under Condition 21 only shows 4 employees working part-time in Oakland, yet we observe facilities staff and other administrative support staff such as communications, music, athletic and facilities staff. Furthermore, the actual hours spent on the Oakland campus listed under Condition 21 need to be verified.

1. Elysee Wilson-Egolf—10th grade Mathematics Teacher whose Bentley Directory bio states she delights in teaching problem solving students at the lower school math circle—listed in 2017-18 and currently. Promotional material on Bentley's website for 2017 Math Circle lists her as the contact.¹⁶
2. Nicholas Scheepers—not in the Directory but Linked-In shows post-production/editorial assistant after school child care-January 2013-present, 6 years 1 month. His bio says supervising K-8, assist with homework. Need to verify if what his actual dates of employment were and if he worked during the 2017-2018 School Year.
3. Vincent Jurgens—Linked-In states he worked as web master/photographer in Oakland from November 2013 to September 2018.
4. Ken Berman—Jazz Band teacher—listed on Bentley Director as Jazz Band Director. Need to verify what hours he worked on the Oakland campus for classes or lessons.

The actual number of hours worked on the Oakland campus should be verified for each of these staff.

The Issue of Staff vs. Vendor or Contracted Employeee

¹⁵ Print Out from Linked-In D

¹⁶ Print out of online promotion for Math Circle 2017

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and there is lingering doubt about Bentley School's Compliance with its CUPs and its legal obligations for accounting and reporting accurately.

There may be more staff members that have not been accurately reported than the 26 named above. A thorough review of the on-line listings, along with personal interviews and employment record reviews, should clarify the actual number of staff working on the Oakland campus, and the names, positions and hours of those based in Lafayette working on the Oakland campus that should have been counted and reported. By looking at previous years as well as the 2018-19 report, an audit will document how long and how large the discrepancies have occurred and provide an important benchmark for accurate reporting in the 2018-2019 and future Compliance Reports. As it has not been done to date, we believe an independent auditor would be necessary to verify the questions we have raised.

The Planning Department has stated that the School should be in compliance with Condition 1B at all times. We believe the number of staff working on the Oakland campus was substantially more than 71 in 2017-18, as well as in prior years and the 2018-19 Report. If any one of the above were found to have been overlooked in the official tally of Oakland-based staff or Lafayette-based staff working part-time in Oakland, the School would not be in compliance with its CUP. The Planning Department needs to implement Condition 10 and use an independent monitor to ascertain that Bentley is complying with Condition 1B and 21 year-round, rather than the once-a-year Annual Compliance Matrix filing from the school itself, because the issues highlighted in this appeal for 2017-18 are reappearing in the 2018-19 Annual Compliance Matrix. Our past experience is that it takes almost the entire school year to deal with review of the Annual Compliance Matrix (note that the letter of Notice of Determination for 2017-18 is dated January 19, 2019). We believe that the number of staff working on the Oakland campus is substantially more than 71, and needs to be monitored year round.

We ask that the Commission rescind the January 19, 2019 Notice of Determination pending further investigation as provided for under Condition 10, which allows the Planning Department to bring in an experienced independent auditor at the expense of the school to conduct the necessary research through employment record reviews, interviews and other verification.

We also ask that the Commission adopt the Merriam-Webster definition of staff to address the issue of staff vs. vendor or independent contractor, as the current situation allows for a loophole in the accounting process.

It should be noted that a finding that any of these individuals in question should have been counted in the 2017-18 1B or 21 lists could also impact previous years' reporting for compliance with the staff limit of 71. To ensure compliance at all times, all changes in assignments (new hires, terminations, substitutions) at the Oakland Campus should be reported on a monthly basis, like the School is required to submit for traffic reports.

To avoid having a continuing issue with the validity of the reports--which is frustrating to the school, the planning department as well as the neighbors--we request that Condition 1B and 21 be amended to invoke Condition 10 immediately and henceforth, and require an independent audit of any future compliance reports concerning the number of staff working on the Oakland campus. There should be a zero tolerance of noncompliance, with appropriate enforcement and repercussions.

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When the Planning Commission ruled on Condition 1B, the criteria was full and part time staff. Sometime in 2014, the Planning Department administratively ruled that vendors are not employees, without opportunity for public input. When the school was caught with 82 staff in 2014, it made cuts to its after school program to come into compliance with 1B. Since then, it has continued to increase its after school programs using instructors who are either staff from Lafayette or vendors, who we believe should be counted as staff. Whether the instructors receive a W-2 or 1099 form, they continue to generate traffic and parking impacts on the neighborhood, which is one of the justifications for capping staff at the Oakland campus.

Section 13 of the Binder included with this appeal contains copies of pages promoting enrichment and after school programs on the Oakland Campus. Fees are collected, the programs are held at the school, and the programs are promoted as classes. According to the Merriam-Webster Dictionary, *staff is "a group of people who work for an organization or business." A worker is "person who does a particular job to earn money." Whereas, an employee refers to "a person who works for another person or for a company for wages or a salary."* We urge the Planning Commission to adopt the Merriam-Webster Dictionary definition of staff, because when the Commission set the 71 staff limit, it used the term "staff", not "employee".

Even the vendors seem to fall under the definition of staff and should be counted because instructors, facilities and athletic staff work for Bentley at this site, the school controls their hours and duties, and the school collects the funds for these instructors. The school also has 4 high school students enrolled in a Senior Internship with after school duties on the Oakland campus.¹⁷ Students appear to be part-time staff, according to the dictionary definition. Either way, they and other after school staff still generates traffic in the neighborhood and some have been observed parking on the street for several hours.

Tools of Enforcement and Condition 10

The Planning Department has said it uses the State of California Department of Education Report filed by Bentley each year to corroborate Bentley's Annual Compliance Report on the number of students and employees. However, that report is also a self-report by Bentley, and in fact, in 2016 we identified that Bentley reported more than 71 employees at the Oakland site on their 2015 DOE Report. Review and enforcement of the CUP needs to be based on more than just documents of self-report.

We asked if the Planning Department reviewed employment records or interviewed the employees we questioned to determine the total number of employees and which campus for the years 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 and again for 2018-19. We continue to be told that the Planning Department is not going to do that research that we believe would verify the staff count. They have chosen not to use their capabilities under Condition 10¹ of the CUP that allows the department to engage an experienced independent auditor at the expense of the school to do the necessary in depth research to verify these complaints against what has been reported to the City and whether it was consistent to what was reported to the Department of Education. Consequently, we come to the Planning Commission on an appeal to the 2017-18 Notice of Determination because without more in depth review, the same issues—and often the same people—come up year after year, escalating the frustration on everyone's part because the situation is left hanging

¹⁷ 2018 Senior Internship Report from Bentley School Website

ATTACHMENT 1

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 3315 • OAKLAND, CALIFORNIA 94612-2032

Community and Economic Development Agency
Planning & Zoning Services Division

(510) 238-3941
FAX (510) 238-6538
TDD (510) 238-3254

October 29, 2009

Arlene Hogan
Bentley School
1 Hiller Drive
Oakland, CA 94618

RE: Case File No. CM04-411, ER07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road

Dear Ms. Hogan,

Your application as noted above was **APPROVED** at the City Planning Commission meeting of **October 21, 2009**. The Commission's action is indicated below. This action becomes final ten (10) days after the date of this letter unless an appeal to the City Council is filed by **November 9, 2009**.

This decision is appealable to the Oakland City Council and such appeals must be filed by no later than ten (10) days from the date of the announcement of the decision (no later than 4:00 pm on Monday, November 9, 2009). An appeal shall be on a form provided by the Planning and Zoning Division of the Community and Economic Development Agency, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2114, to the attention of **Heather Klein**. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion by the Planning Commission or wherein its decision is not supported by substantial evidence and must include payment of \$ **1181.93** in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record which supports the basis of the appeal; failure to do so may preclude you, or any interested party, from raising such issues during the appeal and/or in court.

A signed Combined Notice of Exemption and Determination was hand delivered to you certifying that the project has been found to be exempt from CEQA review, and although not legally required, an Environmental Impact Report was prepared for the project. You have advised me that you have recorded this document.

If you have any questions, please contact the case planner, **Heather Klein** at (510) 238-3659 or hklein@oaklandnet.com.

(X) Granted with required conditions. (Vote: 6 ayes (Boxer, Colbruno, Gibbs, Huntsman, Troung and Zayas-Mart) 0 noes, 1 absent Galvez,))

Very Truly Yours,

GARY V. PATTON
Deputy Director of Planning and Zoning

cc: Neighbors for Safety Hiller Highlands
Leila Moncharsh
Ray Derania, Building Services Division
Bill Quesada, Inspection Services
Jon Ewigleben, Engineering Services/Permit Processing

Modifications to the conditions of approval as directed by the City Planning Commission at the **October 21, 2009** meeting are indicated in underlined type for additions and ~~cross-out type~~ for deletions.

STANDARD CONDITION OF APPROVAL

1. Approved Use

Ongoing

- a) The project shall be operated in accordance with the authorized use as described in the application materials, and the staff report, and as amended by the following conditions.
- b) This action by the City Planning Commission ("this Approval") includes the approvals set forth below for the Bentley School, under Oakland Planning Code Section 17.134:
 - i. A Major Conditional Use Permit to increase the school enrollment to a maximum of 360 students,
 - ii. Childcare operations for school students only from 7:30-8:30 a.m. and 2:40-6:00 p.m.
 - iii. School operations from 8:30 a.m.-3:30 p.m., Monday through Friday
 - iv. Physical Education activities from 7:30 a.m. to 3:30 p.m.
 - v. Extracurricular Sport Classes from 3:00 p.m. to 6:00 p.m.
 - vi. Change in grade levels from K-8th to K-5th Grade
 - vii. Fulltime-Faculty and staff not to exceed 62 staff
 - viii. Events: 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/ community meetings; 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m.. no Sunday events permitted; 2 single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays. The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer and the school is not permitted to rent out the facility for any other use.
- c) The CUP supersedes and extinguishes the 1969 CUP.

2. Effective Date, Expiration, Extensions and Extinguishment

Ongoing

Unless a different termination date is prescribed, this Approval shall expire two years from the approval date, unless within such period all necessary permits for construction or alteration have been issued, or the authorized activities have commenced in the case of a permit not involving construction or alteration.

3. Scope of This Approval; Major and Minor Changes

Ongoing

The project is approved pursuant to the Planning Code only. Minor changes to approved plans, conditions of approval, facilities or use may be approved administratively by the Director of City Planning or designee and brought to the City Planning Commission as a noticed, informational Director's Report within 30 days. Minor changes include, but are not limited to, the reporting criteria or the number of monitoring personnel in Conditions of Approval #14d, ~~14e~~, 14g, ~~14h~~, ~~14k~~, 16, and 19. Major changes to approved plans, conditions of approval, facilities or use shall be reviewed by the City Planning Commission as a revision to the Major CUP. Major changes include, but are not limited to, the following: an increase in ~~full-time positions~~ staff, increase in hours of operation (day care, school hours, or events), increase in the number or days of special events, or termination/revocation of the MOU by OPD. See Condition of Approval #25 regarding other changes to that would require preparation and approval of a permit for a Master Plan.

4. Conformance with other Requirements

- a) The project applicant shall comply with all other applicable federal, state, regional and/or local laws/codes, requirements, regulations, and guidelines, including but not limited to those imposed by the City's Building Services Division, the City's Fire Marshal, and the City's Public Works Agency. Compliance with other

applicable requirements may require changes to the approved use and/or plans. These changes shall be processed in accordance with the procedures contained in Condition of Approval 3.

5. Conformance to Approved Plans; Modification of Conditions or Revocation

Ongoing

- a) Site shall be kept in a blight/nuisance-free condition. Any existing blight or nuisance shall be abated within 60-90 days of approval, unless an earlier date is specified elsewhere.
- b) Violation of any term, Conditions or project description relating to the Approvals is unlawful, prohibited, and a violation of the Oakland Municipal Code. The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approvals or alter these Conditions if it is found that there is violation of any of the Conditions or the provisions of the Planning Code or Municipal Code, or the project operates as or causes a public nuisance. This provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions.

6. Signed and Recorded Copy of the Conditions

Thirty (30) days after project approval

A copy of the approval letter and Conditions shall be signed by the property owner, properly notarized and recorded against the property. A file-endorsed copy shall be returned to the City 30 days after project approval.

7. Indemnification

Ongoing

- a) To the maximum extent permitted by law, the applicant shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Oakland, the Oakland City Council, the City of Oakland Redevelopment Agency, the Oakland City Planning Commission and its respective agents, officers, and employees (hereafter collectively called City) from any liability, damages, claim, judgment, loss (direct or indirect) action, causes of action, or proceeding (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "Action") against the City to attack, set aside, void or annul, (1) an approval by the City relating to a development-related application or subdivision or (2) implementation of an approved development-related project. The City may elect, in its sole discretion, to participate in the defense of said Action and the applicant shall reimburse the City for its reasonable legal costs and attorneys' fees.
- b) Within ten (10) calendar days of the filing of any Action as specified in subsection A above, the applicant shall execute a Letter Agreement with the City, acceptable to the Office of the City Attorney, which memorializes the above obligations. These obligations and the Letter of Agreement shall survive termination, extinguishment or invalidation of the approval. Failure to timely execute the Letter Agreement does not relieve the applicant of any of the obligations contained in this condition or other requirements or conditions of approval that may be imposed by the City.

8. Compliance with Conditions of Approval

Ongoing

The project applicant shall be responsible for compliance with the recommendations in any submitted and approved technical report and all the Conditions of Approval set forth below at its sole cost and expense, and subject to review and approval of the City of Oakland. The City shall be reimbursed for any and all costs associated with monitoring (including review of ongoing reports, attending meetings, site inspections) and/or enforcing these conditions of approval, in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.

9. Severability

Ongoing

Approval of the project would not have been granted but for the applicability and validity of each and every one of the specified conditions, and if one or more of such conditions is found to be invalid by a court of competent jurisdiction this Approval would not have been granted without requiring other valid conditions consistent with achieving the same purpose and intent of such Approval.

10. Special Inspector/Inspections, Technical Review, Project Coordination Compliance Management, Monitoring
Thirty (30) days after project approval and ongoing

The project applicant may be required to pay for special inspector(s)/inspections and any after hours inspections, as needed. The project applicant shall also be required to cover the full costs of technical review and other types of peer (or City) review, monitoring and inspection, including without limitation, review of reports, site visits, neighborhood meetings, and inspections/enforcement of confirmed violations of Conditions of Approval. Within thirty days after project approval, the project applicant shall establish and maintain a deposit to initially cover 3 days of staff time per the Master Fee Schedule with the Building Services Division, as directed by the Building Official, Director of City Planning or designee.

11. Annual Compliance Matrix and Review

Thirty (30) days after project approval and prior to the beginning of each school year.

A. The project applicant shall submit to the Planning and Zoning Division and the Building Services Division, within thirty days after project approval a Conditions compliance matrix that lists each condition of approval, the City agency or division responsible for review, and how/when the project applicant has met or intends to meet the conditions. Ongoing conditions will specify a date for the document to be submitted, if applicable. A completed compliance matrix will be submitted to the City, demonstrating compliance with each condition, once a year after project approval prior to the beginning of each school semester for review by Planning and Zoning staff. The applicant shall notify Planning and Zoning, Building Services and the Committee within one month if the applicant has missed a compliance deadline listed on the Matrix. If necessary the Director of City Planning, in his/her sole discretion, shall refer review of compliance with the conditions of Approval to the Planning Commission, except for the initial compliance review as stated below. See Condition #5 regarding conformance with Conditions of Approval.

B. Project applicant shall notify Planning and Zoning staff in December of 2010, of the need to return to the Planning Commission for review of compliance with conditions of approval under a noticed, informational Director's Report, along with the completed compliance matrix required above.

12. Operational Noise-General

Ongoing.

Noise levels from the activity, property, or any mechanical equipment on site shall comply with the performance standards of Section 17.120 of the Oakland Planning Code and Section 8.18 of the Oakland Municipal Code. If noise levels exceed these standards, the activity causing the noise shall be abated until appropriate noise reduction measures have been installed and compliance verified by the Planning and Zoning Division and Building Services.

13. Vegetation Management Plan

<http://www.oaklandnet.com/wildfireprevention/docs/WPADistrictMap.pdf>

Prior to the beginning of the next school semester and Ongoing

- a) The project applicant shall submit a vegetation management plan to the Planning and Zoning Division and Fire Services Division that includes if deemed appropriate, but not limited to the, following measures:
- i. Removal of dead vegetation overhanging roof and chimney areas;
 - ii. Removal of leaves and needles from roofs;
 - iii. Planting and placement of fire-resistant plants around the house and phasing out flammable vegetation;
 - iv. Trimming back vegetation around windows;
 - v. Removal of flammable vegetation on hillside slopes greater than 20%;
 - vi. Pruning the lower branches of tall trees;

- vii. Clearing out ground-level brush and debris;
- viii. Stacking woodpiles away from structures.

- b) The project applicant shall enter into a maintenance agreement with the City that ensures that landscaping will be maintained and adhere to measures listed above

14. Parking and Transportation Demand Management

Prior to the start of the next semester Within 120 days after Planning Approvals and Ongoing.

The applicant shall retain a qualified traffic consultant ("Traffic Consultant") with prior TDM experience, based on a City approved scope of work, and submit for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff, a Transportation Demand Management (TDM) plan containing strategies to reduce on-site parking demand and single occupancy vehicle travel. The applicant shall implement the approved TDM plan. The TDM shall include strategies to increase pedestrian, transit, and carpools/vanpool use. The TDM strategies below shall, at a minimum, be incorporated in the TDM plan:

a) Parking management strategies:

Bentley School shall provide assigned spaces to all full and part time faculty and staff and not volunteers or visitors. Staff that contract with the school to carpool shall be given priority spaces in order to reduce single occupancy vehicles. Any transit subsidies shall include school staff. All of these spaces must be used before on-street spaces for staff can be used. The school shall send the contracts to Planning and Zoning staff at the beginning of the school year. The TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City.

b) Detailed explanation of the pick-up and drop-off process:

Develop detailed, written instruction of the pick-up and drop-off process, which include rules, maps, times, etc., which will be incorporated into the Traffic and Parking Handbook.

c) Staggered timeframes for drop-off and pick-up:

The project applicant shall, if feasible, establish at least two staggered drop-off times in the morning and shall continue the four staggered drop-off times in the afternoon, coordinated with Kaiser School to ensure maximum staggering of students coming to and from the area prior to the beginning of each school year one month after school starts to the Oakland Planning and Zoning Division for review and approval. If infeasible the project applicant shall provide written documentation to the Planning and Zoning Division demonstrating to the satisfaction of the City the infeasibility of the two staggered morning drop-off times based solely on established state school requirements and coordination with Kaiser School. Documentation regarding infeasibility shall include the outcome of meetings with Kaiser School.

d) Minimum bus ridership requirement:

The project applicant shall reduce the number of single occupancy vehicles (SOV) driven by 25% of 422 (360 students and 62 faculty and staff) by the beginning of the fall trimester 2010 and by 35% by the beginning of the fall trimester 2012. The applicant shall utilize a variety of options including AC Transit and private shuttle busing, vanpooling, carpooling, walking, and bicycling to achieve this reduction. In the interim, the applicant shall retain the current use of AC Transit and the private shuttle bus and make reasonable good faith efforts to increase bus ridership until the mandatory reductions become effective. The TDM plan shall specifically discuss (i) all alternative transit options and make recommendations regarding how to achieve the trip reduction; (ii) how the school will monitor and report the numbers to the city; (iii) how the city can determine compliance; and (iv) recommend appropriate enforcement options including, a cure period, enrollment reductions, etc. Once city staff has conditionally approved the plan (after review and comment), it shall be noticed Planning Commission agenda item for review and approval. maintain the minimum level of bus ridership per AC Transit's requirements on both

~~of the current school tripper lines (currently the 604 & 689), even if AC Transit raises the minimum ridership level. If AC Transit discontinues the service, the school will provide a private shuttle service to serve the minimum requirement. A minimum of 22% on average of the approved student enrollment (or 79 students) shall be required to use the bus or school shuttle. The applicant shall monitor bus and/or shuttle ridership everyday for one month in the beginning of each semester and submit a report no later than the second month to both AC Transit and the City of Oakland Transportation Services Division and Planning and Zoning Division for review.~~

e) Number of persons to assist traffic:

During all morning drop-off and all afternoon pick-up periods (such periods to be approved by City and stated on official City signs to be posted at drop-off/pick-up locations) the project applicant shall continue to assign at least nine persons, including the flag person, to ensure efficient traffic circulation. The nine persons have been assigned as follows:

1. The flag person at the driveway as trained per the MOU with the OPD
2. One traffic assistant at the lead of the drop off lane
3. One traffic assistant within the driveway loop
4. One traffic assistant near the exit point of the driveway loop
5. Five traffic assistants that are assigned in the driveway loop, exit point, and in the drop off lane to assist with vehicles.

The school shall have a sufficient number of qualified alternates on campus during every morning and afternoon drop-off time to ensure that the minimum number of traffic personnel is always met. All traffic assistants will wear colored safety vests.

f) Use of the traffic safety warning devices:

The project applicant shall coordinate with the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs to purchase, install, maintain and properly use acceptable traffic safety warning devices in the drop-off and pick-up zone on Hiller Drive as defined in the Traffic Management Plan. These traffic safety warning devices can be traffic cones, temporary and removable delineators, power flares, or other devices approved, before they are installed, by the City of Oakland's Transportation Services Division and the Oakland Police Department Traffic Safety Division. The devices shall be placed one-half hour before drop-off and pick up times and removed no later than one-half hour after drop-off and pick up times. At least one monitor will be present during the period that traffic safety warning devices are in the roadway.

g) Transit Subsidy Program:

The project applicant shall develop a Transit Subsidy Plan that includes continuing to provide free AC Transit bus passes to students and faculty and continue to sponsor the operation of Michael's Transportation Service (or an equivalent service).

h) Independent Rule Enforcers:

The project applicant shall hire, in consultation with the City of Oakland Transportation Services Division and Planning and Zoning Division, at least three Independent Rule Enforcers, unless the project applicant can demonstrate to the City's satisfaction that adequate monitoring and enforcement can occur with less Rule Enforcers. At a minimum, the applicant will hire and engage at least one Rule Enforcer as a permanent condition.

The Enforcers shall monitor the following:

- 1) Traffic strategies contained in Condition #14, items b, c, e, f, i and j.
- 2) Vehicle queue lengths in the morning and afternoon (numbers should be reported every 5 minutes and include peak period queue length)

- 3) Identification of excessive queues (northbound queues on Hiller Drive extending to the signalized intersection of Hiller Drive and Tunnel Road and/or blockage of southbound traffic on Hiller Drive north of the school driveway)
- 4) Changes in traffic management that have been implemented to reduce or eliminate excessive queues/potential for blockage of emergency vehicles.
- 5) Traffic strategies contained in Condition #16, 17, and 18.
- 6) Traffic strategies contained in Condition #14, items a, d and g.
- 7) Rule Enforcers must be available to observe traffic and parking during any hours of operations including day, evening and special events.

All three Rule Enforcers shall submit written monitoring reports analyzing the results of the duties described above to the Transportation Services Division, Planning and Zoning Division, and the school's Traffic Coordination Committee. Reports should be submitted once a month during the entire current school year following planning approval to Transportation Services Division and Planning and Zoning Division. Transportation Services Division and Planning and Zoning Division will review the reports. In addition a report shall be submitted quarterly to the OPD Traffic Safety Division.

i) Events Traffic:

The project applicant shall establish an alternative transportation procedure and TDM plan for Special Events if the on-site parking is not sufficient for the number of guests expected (i.e. graduation, funding-raising events, etc.) For events anticipating over 75 cars, an off-site alternative, with a possible shuttle system, is required. The plan shall include that events be placed on the school calendar and the Neighborhood Liaison Committee shall be notified one month in advance of the event. No events shall be held that have not been published on the school calendar for one month in advance or emailed to immediate neighbors one month in advance.

j) Memorandum of Understanding with the Oakland Police Department

- a. The Project Applicant shall continue to be in good standing with the MOU with the OPD, as it may be revised.
- b. The project applicant shall develop a traffic drop-off alternative that doesn't not rely on the MOU and submit that to the City planning and Zoning Division, Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs for review and approval.

Should the Applicant become substantially out of compliance with the MOU, and such noncompliance cannot be cured within a reasonable time, resulting in OPD revoking the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to CUP (see condition # 3).

k) Ongoing monitoring of recommended conditions.

The overall TDM Plan shall be reviewed at least once per year, and updated if necessary, based on the results of the ongoing monitoring. The review, and update if applicable, shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.

PROJECT SPECIFIC CONDITIONS

15. Garbage Pick-Up

Thirty (30) days after project approval

The project applicant shall make reasonable good faith efforts to ensure that garbage pickup does not unreasonably interfere with the school's pick-up and drop-off situation by either moving the garbage pick-up to Tunnel Road, if approved by Caltrans, or arranging with Waste Management that pick-up does not occur between peak AM hours (8:00-8:45) and peak PM hours (2:15-2:45). The school shall submit documentation to the City of Oakland Planning and Zoning staff within 3 months of project approval demonstrating compliance with this condition, which includes providing an agreement or other approvals from Caltrans or Waste Management, or if no agreement was reached, that the applicant has exhausted all available administrative remedies and that they have petitioned and been denied the

requests from both Caltrans and Waste Management. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority.

16. Traffic and Parking Handbook

Prior to the start of the next semester after Planning Approvals and Ongoing.

The project applicant shall retain Traffic Consultant, based on a City approved scope of work, and submit a Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety staff. The Traffic and Parking Handbook shall include but not be limited to the following.

- a) Separate contracts with responsible parents/guardians who agree to participate in public transportation options for their children and those who will not.
- b) School traffic rules including "Good Neighbor Rules" per Recommended measure TRANS-4 regarding unsafe crossings and appropriate crossing locations, U-turns on Hiller Drive, prohibitions on left turns from the driveway exit during pick-up and drop-off periods, and yielding to southbound traffic.
- c) Drop-off and Pick-up procedures
- d) Alternative transit options including busing, carpooling, and vanpooling,
- e) Special Event Policies
- f) Emergency Evacuation policies developed in the Emergency Management Plan
- g) Enforcement Policy

The Traffic and Parking Handbook shall be reviewed once per year, and updated if applicable, to reflect the updated TDM Plan and the annual review. The updated Handbook shall be submitted to Planning and Zoning Division, Transportation Services Division, and OPD-Traffic Safety for review and approval.

17. Emergency Management Plan

Prior to the start of the next semester after Planning Approvals and Ongoing.

The project applicant shall develop an Emergency Management Plan ("EMP"), and submit to Planning and Zoning Division, Transportation Services Division, OPD-Traffic Safety, and the Fire Marshall, for review and consultation. The Applicant shall implement the final EMP. The EMP shall include at least the following components:

a) Fire Protection Bureau Occupancy Review

Ongoing

The School shall cooperate and coordinate with the Fire Services Department to conduct yearly occupancy and fire safety inspections of the school, fire drills and unannounced future site visits. The resulting Fire Department report(s), and any follow-ups, shall be sent to the Planning and Zoning Division for review.

b) Emergency Preparedness Plan for Hiller Highlands

Bentley School shall commence development of an Emergency Preparedness Plan in coordination with the seven Hiller Highland Neighborhood Associations and Kaiser School, no later than the beginning of the first semester after this approval and shall complete the plan no later than the first year after this approval. The completed plan shall be submitted to the Planning and Zoning Division and the Fire Protection Bureau for review and consultation. The approved plan shall be implemented and the school shall submit progress on the plan to the Planning and Zoning Division and the Fire Protection Bureau for review within the first school year after approval.

c) Fire Department Site Visits

The project applicant shall coordinate with the Oakland Fire Marshal's Office to make periodic unannounced visits to the school per semester (the frequency, timing, and types of visits should be at the Fire Marshal's discretion based on need for visits and compliance by the school) to verify that adequate emergency vehicle access is being maintained during peak pick-up and drop-off periods. The Fire Marshal should consult with the Rules Enforcer(s) to identify modifications to the circulation rules, if emergency access problems are identified.

d) Emergency Evacuation Plan During School and Special Events

The project applicant shall prepare an emergency evacuation plan that addresses fire and earthquake conditions, no later than the beginning of the first semester after this approval, for review and consultation by Planning and Zoning Division and the Fire Protection Bureau. The final plan shall be implemented. The plan must provide at least the following:

- i) Continue the AlertNow system
- ii) Evacuation routes
 - a. Conduct at least two yearly drills each for earthquake and fire with advance written notification 1 week before the drill, to the Oakland Fire Marshal's Office, the Planning and Zoning Division, and the OPD to ensure that correct evacuation policies are being implemented. Drivers may be cited by the OPD or CHP per the California Vehicle Code. The school shall fund these City evacuation services per Condition #10.
 - b. Instructions that parents/guardians must not come to the site but instead provide at least one off-site location for these parents. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The plan must describe strict consequences for those parents/guardians that violate the policy by coming to the school property.
 - c. A policy that in the event that an emergency requires a fire truck/ambulance to enter Hiller Drive, motorists accessing the school must comply with the California Vehicle Code and pull over to the right to yield a clear path for emergency vehicles. This policy shall also be added to the Traffic and Parking Handbook and discussed at the traffic meeting at the beginning of the school year. The project applicant shall coordinate a yearly fire drill with the Oakland Fire Marshall's Office and the OPD

e) Maintenance of evacuation route adjacent to along school property

The project applicant shall maintain a clear and safe route adjacent to the school property to the designated pedestrian safety area in case of an emergency evacuation situation. The project applicant shall coordinate with Caltrans to clear the area of any debris rockslide, landslide, dirt, etc. that cover the existing sidewalk and shoulder of the road, and provide regular maintenance along the route adjacent to school property. The school shall obtain any permits necessary before the beginning of the school or within one month of the project approval if this occurs mid-school year.

18. Mandatory Meetings with Parents/Guardians

The project applicant shall require responsible parents/guardians of all students attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook. Planning and Zoning staff will attend these meetings if necessary. The parent/guardian will need to provide written acknowledgement of receipt of the Handbook, attendance of the meeting, and acceptance of the Handbook policies. The meeting will educate parents/guardians specifically regarding the following:

- a) Demonstration of correct pick-up and drop-off procedure
- b) The no unsafe crossing policy during both Bentley and Kaiser School's drop-off and pick-up hours
- c) The left turn policy from the driveway exit during both Bentley and Kaiser School's drop-off and pick-up hours
- d) The U-turn policy during both Bentley and Kaiser School's drop-off and pick-up hours
- e) The yield policy to southbound traffic during both Bentley and Kaiser School's drop-off and pick-up hours
- f) Penalties for violation of the Handbook including additional traffic training sessions for violators.

The project applicant shall submit an annual disclosure report to Planning staff acknowledging households in receipt of the handbooks and those who contract to take public transportation.

19. School Board Institutionalize Traffic Safety

The Board of Trustees shall appoint a Traffic Coordination Committee with school board members, no later than 30 days after this approval, to be responsible for overseeing and enforcing the school's traffic and circulation Conditions of Approval. An update on the traffic situation will be an ongoing item on the Board's agenda. The appointed

member shall receive the monthly reports from the Rule Enforcer(s) regarding the effectiveness of implemented traffic measures, provide updates on bus ridership, carpooling, and vanpooling efforts and subsidy program, work with the rule enforcer(s) and school staff to correct problems, ensure the TDM and the Traffic and Parking Handbook is up-to-date and effective, schedule and attend the traffic orientation and additional training sessions for violators, and ensure that adequate funding is allocated to maintain and enhance all transportation programs. The project applicant shall submit the name of the appointee to the City of Oakland's Transportation Services Division and Planning and Zoning Division and provide an update and appropriate documentation on the traffic situation once a semester to the City until deemed necessary by Transportation Services Division and Planning and Zoning Division staff.

20. Restriping Southbound Hiller Drive To Accommodate dual Approach Lanes for State Route 13

Prior to the start of the next semester after Planning Approvals

The project applicant shall hire in consultation with the City and Caltrans, a qualified, independent Traffic Engineering Consultant to assess the feasibility of restriping Hiller Drive to accommodate dual approach lanes (1 for southbound SR13 and 1 for northbound SR13) at the intersection of Hiller Drive and Tunnel Road. If the City determines restriping feasible and desirable, the project applicant shall pay for restriping.

21. School Enrollment /Hours of Operations/Full-Time Employees

The maximum school enrollment at Bentley School Hiller Drive campus shall not exceed 360 students, including any enrollment fluctuations. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. The school shall also submit the enrollment numbers to the Neighborhood Liaison Committee at the same time. The school shall be allowed to change the grade distribution from K-8th grade to K-5th grade. School hours are 8:30 a.m.-3:30 p.m., Monday through Friday unless altered by state requirements or negotiated with Kaiser School as part of a staggered traffic plan. Physical education or extracurricular sport classes are permitted during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday. The school is allowed a maximum of 62 full-time employees.

22. Daycare Hours

The school shall be permitted to operate before and after school daycare for the students of the school only. The daycare hours shall be limited to 7:30-8:30 a.m. and 2:40-6:00 p.m., Monday-Friday.

23. Special Event Day and Hours

The school shall be permitted to hold Special Events at the Hiller Drive campus in accordance with the following:

- a) The school shall be permitted a maximum of 20 evening events per school year during the hours of 6:00 p.m.-9:00 p.m., not including neighborhood/ community meetings. All event participants shall have left the campus no later 9:00 p.m.
- b) The school shall be permitted a maximum of 10 Saturday events per school year during the hours of 9:00 a.m.-6:00 p.m. No Sunday events are permitted.
- c) The school shall be permitted a maximum of two single day summer events per year during the hours of 8:00 a.m.-6:00 p.m. and only on weekdays.
- d) The school is not permitted to hold summer classes, camps, sports, daycare or any other activity during the summer.
- e) The school is not permitted to rent out the facility for any use.

24. Neighborhood Liaison Committee/Point of Contact/Complaints

Ongoing

a) The Project Applicant shall initiate a Neighborhood Liaison Committee ("Committee") in order to resolve conflicts and maintain communications between the school and the surrounding neighborhoods. The School should initiate the Committee formation no later than first month after Planning Approvals and the first meeting of the Committee should be held no later than two months after initiation. The Committee shall include one member from each of the seven Hiller Highlands Home Owners Associations, with members selected by the Home Owners' Association

Boards, and additional groups may be added if requested. The Committee shall meet at least once a semester to discuss issues related to Bentley's activities in the neighborhood. However, the Committee shall hold additional meetings as recommended by the neighborhood participants. Bentley School Administrative staff and the Traffic Board member shall participate in the neighborhood liaison committee meetings. City Planning and Zoning staff will attend these meetings as necessary. The meetings will have an agenda which will be forwarded to Planning and Zoning staff.

b) The Project Applicant shall designate a representative, or series of representatives, on-site, to act as the primary point(s) of contact and as the Complaint Manager. The Complaint Manager shall develop a list of procedures and protocols to track and timely respond to complaints/concerns raised by neighbors, or others relating to the school's operations, including but not limited to traffic, noise, etc. These procedures and protocols shall be submitted to the Planning and Zoning Division, Building Services Division, and OPD for review and comment, no later than the first month after this approval. The procedures and protocols shall include timely review of complaints and the procedures and resolutions by which the Committee will timely resolve the issues. One of the purposes of this condition is to have the project applicant timely respond and resolve complaints prior to involvement by Building Services Code Compliance Division, unless the complaint is related to imminent threats to public health or safety.

c) Copies of reports submitted to the City shall be provided at the same time to the Neighborhood Liaison Committee.

25. Master Plan Required for Student Enrollment Increase or "Future Construction"

Ongoing

The Project Applicant shall apply for a permit (Major Conditional Use Permit or Planned Unit Development Permit) for any student enrollment increase or "Future Construction" that includes as part of that application a Master Plan for the "Site" for the next 10 years. Site is defined for this condition as: all property included in the CUP Project description, including acreage in both the City of Oakland and City of Berkeley. The Master Plan shall include, at a minimum, how the school will accommodate additional student growth, a comprehensive development plan for the campus site, including addressing on-site parking, sports fields (if applicable) and traffic-related and vehicle access issues. Future Construction is defined for this condition as: new, wholly reconstructed, or relocated school buildings, expansion of floor area (as defined by Planning Code), new enclosed buildings or portions of buildings (i.e., storage shed, garage, attic on an existing building). Future construction per this condition does not include features such as unenclosed decks/balconies, stairs, walkways, patios, courtyards, fences, walls and retaining walls, at grade play areas or play equipment, trellises or other landscape features, at grade parking spaces/pavement, interior remodeling of an existing building, or repair of existing building features. The last enrollment form submitted to the state shall be required as part of the application documents. See Condition of Approval #3 regarding the scope of major or minor changes to the Conditions of Approval.

26. Lower Parking on Campus Lot

a. The Project Applicant shall submit an application to the City of Berkeley to legalize the lower parking lot for school parking purposes. The school must submit a complete application, along with appropriate fees, within 30 days after this approval and make reasonable, good faith efforts to diligently pursue the application to decision. The Applicant shall provide the City with regular, written updates (no less than once every two months) as to the status of the parking lot application and if a decision has been made within 6 months. If denied, Bentley shall exhaust its administrative remedies and appeal the adverse decision to the highest, administrative decision-making authority. If after six months no decision on the parking lot has been made or if the parking lot is denied, the project applicant shall secure 20 off-street parking spaces for these employees. The applicant could also choose to increase the percentage of faculty and staff taking alternative transportation above and beyond the percentages set forth in condition 14d or some combination thereof.

b. The school must maintain at all times 23 legal spaces on the Oakland campus for faculty and staff and, if approved, 20 legal spaces on the Berkeley property or the minimum required by the Planning Code which ever is greater. The

~~Applicant shall provide the City with regular, written updates (no less than once every three months and whenever a decision is made) as to the status of the parking lot application.~~

27. Bentley School Hiller Administration

The Project Applicant shall move all of the all school administration offices and persons not directly associated with the Hiller Drive campus (Lower School and Middle School) academic program to the other campus in Lafayette, no later than the beginning of the first semester after this approval. At a minimum these include: Office of the Head of School, Development, Finance, Admissions, and Parent Association.

28. No U-Turns

The project applicant shall hire in consultation with the City, a qualified, independent Traffic Engineering Consultant to assess the feasibility of posting No U-Turn signs at the intersection of North Hill Court and Hiller Drive. The City shall be reimbursed for any and all costs associated with evaluating the feasibility of such signs. If the City determines such signs feasible and desirable, the project applicant shall pay all costs associated with installation of the signs in accordance with the rates/fees in the Master Fee Schedule per condition of approval #10.

Applicant and/or Contractor Statement

I have read and accept responsibility for the Conditions of Approval, as approved by Planning Commission action on October 21, 2009. I agree to abide by and conform to these conditions, as well as to all provisions of the Oakland Zoning Code and Municipal Code pertaining to the project.

Signature of Owner/Applicant: _____ (date)
Signature of Contractor _____ (date)

APPROVED BY: City Planning Commission: 10/21/09 (date) 6 ayes, 0 noes, 1 absent (vote)
City Council: _____ (date) _____ (vote)

ATTACHMENT 2

TO: Darin Ranelletti, Deputy Director, Bureau of Planning
FROM: Gordon and Sue Piper
SUBJECT: Determination of Non-Compliance, Code compliance Complaint, Bentley School; Appeal of Staff Determination of Non-Compliance in Case File No. CM04-411; REV10-0003, E\$07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road

DATE: July 29, 2014

On June 16, 2014 Gordon had the opportunity to review the files concerning Bentley School's response to the question about the 15 -20 people we observed coming to the Oakland campus who were not listed on their employee reports of 2012, 2013 or 2014. The school had submitted on April 24 , 2014 comments on the spreadsheet we provided for April 2012 and October 2013. There are a number of questions about their response:

- Concerning maintenance employees—in 2012 and 2013, the school claimed they only had one, in 2014 they said they had 2 sharing 1 position; we see as many as 8—and the school has never accurately addressed the number of maintenance employees working at the campus by name, job title and schedule.
- Comments concerning someone no longer being an employee don't address whether that person was working on the campus in 2012 and/or 2013, even if no longer working in 2014, nor why that person was not counted in the 71.
- It's impossible to evaluate the claim that certain individuals are accounted for in the 71 official count because the "employee lists" do not provide names and job titles for the positions that were listed. By our independent review, there are 15 to 20 people who did not appear to be listed among the 71, in either 2012, 2013, or 2014.

The real issue is that anyone who comes to campus to work—whether based in Lafayette, a vendor or an actual Hiller campus employee—creates traffic impact and should be counted. That has been the crux of our concern with the employee reports of 2012, 2013 and 2014 and the school has never provided transparent documentation so that the city and the public can understand that impact.

Because the information provided by the school and its attorneys lacks specificity, accuracy and transparency, we believe the school has actually been out of compliance with Condition 1B since 2012, if not earlier. There is a serious problem when the school and its attorneys continue to provide incomplete, inaccurate and misleading information concerning compliance with the CUP. The City cannot rely on the April 24 listing or Bentley's comments to our spreadsheet (Column D of Second Document to April 24, 10'4 email from Anne Mudge) because the school's self-reporting is suspect and does not accurately reflect the number of people

working on the campus. Even after the school reported on April 24 that it only had one gardener and two custodians sharing the one position, we observed:

- 2 gardeners on Saturday, May 31, 2014
- 2 custodians and the Director of Facilities on Wednesday, June 11 during the day, and another 2 custodians from 8 pm on
- 2 custodians on Thursday, June 12
- 2 custodians on Friday, June 13
- 2 custodians at dumpster at 3 pm on Tuesday, June 17
- 2 gardeners on Saturday, June 21

We request that the City do a fully comprehensive and independent code compliance investigation dating back to 2012 documenting actual workers by name, title, schedule and status so that there is an accurate, clear and transparent accounting of all who work on the campus. Because of the questions concerning the school's past representations, the investigation needs go beyond just what the school reports, but include interviews, records reviews of quarterly Employment Development Department employee reports to the State and contracts, online reviews (webpages, newsletters) and our documentation so that there is an accurate reconciliation between what we have observed and reported over the years and what the school has been reporting.

The investigation should also look at the school's failure to abide by the specified hours of work (Condition 1 ii, iii, iv & v) (we have observed and documented people working at night and on weekends) and the requirement to "provide assigned spaces to all full and part time faculty and staff and not volunteers and visitors", (Condition 14a). If there are indeed more than 71 workers, as we believe, the school has not been in compliance with Condition 14a.

And if the City should find that the school indeed has not included all the workers that should have been, the May 21, 2014 notice of non-compliance should be amended to include all of the non-compliant workers, not just the two job sharing workers, and non compliance with hours of work and off-street parking for faculty and staff. And the school should be found out of compliance on these conditions for 2012, and 2013, as well.

And, if the school is found to have been out of compliance for 2012, 2013 and 2014, the City should seriously consider whether these are grounds for revocation. That would send the message that an applicant can't lie, and violate conditions and not expect serious consequences.

This impacts the basis for the School's appeal, as well. The school is basing their appeal on the fact that they had only 71 or 72 positions – specifically that two maintenance workers were job sharing and not working on the same day. We have observed, and sent CUP Hotline complaints and emails to the Planning Department that document that there were two and as many as five maintenance workers

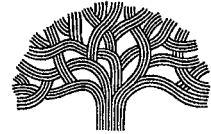
working on the same day. Furthermore, custodians were working at night and on weekends and not being counted.

Since the appeal will be coming to the Planning Commission for review, we believe that the Planning Department should include additional recommendations that would strengthen the CUP reporting and compliance process and reduce ambiguity:

- Adopt a standard definition of employee that includes all workers—full or part time teachers, administrators, staff who come to the campus as part of their work. (This would include vendors, independent contractors and Bentley employees based on other campuses.)
- The limit is absolute—the school cannot fluctuate in between reporting periods. (It is not 71 people at a time, as the school is interpreting; it is currently 71 people, period.)
- Regular reports needed from Bentley school on all people providing teaching or staff services at the Hiller Campus regardless as to where the staff is assigned or may have an office. This report should list people by name, job title and schedule.
- New monitoring procedures needed to ensure compliance with TDM staff parking requirements for off-street parking for all full time and part time faculty and staff. There should be a sanction for the school if faculty and staff are found in violation of the no parking on Hiller or North Hill Court agreement.
- Establish sanctions for false reporting. One way to ensure more accurate reporting to the City is to back up the reporting requirement with the use of written interrogatories that require a written response under the threat of perjury, as other enforcement agencies do. Given the long history of Bentley's pushing the boundaries, this would enhance transparency and go a long way to improving public confidence in the monitoring process.
- The CUP Hotline and Neighborhood Liaison Committee Process Revamped: Responses to CUP Hotline inquiries should be required within a specified period of time and monitored by the Planning Department. The Neighborhood Liaison Committee should comply with standard committee protocols, including the ability for committee members to amend and approve minutes. Currently, Bentley controls the minutes and does not allow for any amendments from those who attended the meeting.

ATTACHMENT 3

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 2114 • OAKLAND, CALIFORNIA 94612-2032

Department of Planning and Building
Zoning Division

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

NOTICE OF DETERMINATION

VIA EMAIL AND US MAIL

December 19, 2014

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA 94110

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Hogan,

The purpose of this letter is to inform you that the City has reviewed the Compliance Matrix Bentley School (School) submitted on October 29, 2014 and determined:

1. The School continues to be noncompliant with Conditions of Approval 1 and 20 related to the number of faculty and staff;
2. The City needs additional information to determine compliance with Conditions of Approval 14(A), 16(A), 16(C), and 16(D)(vii) and the School has thirty (30) days from the date of this letter, January 19, 2015, to provide the requested information; and
3. The School is compliant with all other Conditions of Approval not noted above.

Non-Compliance Determination (Conditions 1 and 20)

Pursuant to the City's Determination Letter dated May 21, 2014, the Bureau of Planning considered the School to be non-compliant with certain of its Conditional Use Permit's (CUP) Conditions of Approval (Attachment A). Although the School submitted an appeal of this Determination on May 30, 2014, the School acknowledged non-compliance with the Conditions of Approval and submitted a compliance plan on November 17, 2014, which would reduce staff at the campus to 71 persons. Please see the City's letter dated December 19, 2014 responding to the proposed compliance plan.

Additional Documentation needed for Compliance Determination

Condition 14(A): Parking Management Strategies

According to Exhibit 1 of the Compliance Matrix, the School has 59 parking spaces in the upper parking lot, lower parking lot, campus driveway, Headmaster's House and along Tunnel Road. Condition 14(A) requires the School to assign full and part-time faculty and staff on-site parking spaces. These spaces

must be used before on-street spaces may be used by faculty and staff. In addition, the applicant shall maintain the agreement with the Claremont Hotel for parking. The Compliance Matrix does not note whether the agreement with the Claremont Hotel is still in place. However, Exhibit 1 does note that three spots for the Business Office are at the Claremont Hotel. The School shall submit an updated agreement with the Hotel to the Bureau of Planning.

Condition 16(A): Fire Protection Bureau Occupancy Review

This Condition requires the School to coordinate with the Fire Services Department to conduct a yearly occupancy and fire safety inspection review. In order to be compliant with this Condition, the School must contact and attempt to schedule the yearly review and submit documentation of either the attempt to schedule the inspection or the date of the inspection to the Bureau of Planning.

Condition 16(C): Fire Department Site Visits

This Condition requires the School to coordinate with the Fire Services Department to make periodic announced visits to the School to verify adequate emergency access during peak drop-off and pick-up periods. In order to be compliant with this Condition, the School must contact and attempt to schedule periodic visits and submit documentation of the attempt to schedule the visits.

Condition 16(D)(ii): Emergency Evacuation During School and Special Events

This Condition requires the School to conduct at least two yearly drills each for earthquake and fire emergencies with advance notification one week before the drill to the Oakland Fire Marshall's Office, the Bureau of Planning and Oakland Police Department to ensure that correct evacuation policies are being implemented. The Compliance Matrix notes that fire drills were held on September 3, 2013 and September 24, 2013 and earthquake drills were held on October 18, 2013 and April 21, 2014. The Compliance Matrix does not note the dates the drills are planned for the 2014-2015 School calendar. In order to be compliant with this Condition, the School shall notify the City of Oakland departments listed above one week before the drills and submit documentation of the attempt to schedule the visits.

Compliance Determination

The City has reviewed the rest of the Conditions and Approval and has determined that the School is in compliance, unless noted above.

Additional City Comments on Compliance Matrix

Condition 14(I): Event Traffic

This Condition requires the School to establish an alternative transportation procedure for special events if on-site parking is not sufficient for the number of expected guests. The Transportation Demand Management (TDM) Plan approved on July 14, 2014 and revised on March 7, 2012 and May 17, 2013 allows parking for events fewer than 75 vehicles to park along the flat portion of Hiller Drive, including the Firestorm Garden. For events over 75 vehicles, the TDM prohibits the School from parking between the School's driveway on Hiller Drive including along Firestorm Garden, in Hiller Highlands and Tunnel Road for (page 14 of the revised May 17, 2013 TDM). Instead, an alternative site and shuttle system must be used.

The Compliance Matrix notes in Exhibit 5, that the May 10, 2015 Art Show permits parking along the Firestorm Garden even though the event is expected to generate over 75 vehicles. This event has not occurred and so the School is not out of compliance with this Condition. However, the School must revise the calendar to note the correct parking locations, post this on its website and provide the other necessary required notifications to School staff, visitors and neighbors.

Condition 23: Special Events Day and Hours

This Condition describes the number, days of the week and hours that events may be held. According to Exhibit 6 of the Compliance Matrix and the City's review, the School has or will use:

- 6 Weekday, daytime events and the CUP does not limit the number of these events.
- 9 Weekday, evening events and the School is permitted 20.
- 8 Saturday events and the School is permitted 10.
- 2 Summer events and the School is permitted 2

The School is compliant with this Condition. When the calendar is revised to address Condition 14(I) above the School should correct the number of events for informational purposes.

SUMMARY


In sum, the City has determined School continues to be noncompliant in regards to limitations on faculty and staff (Conditions 1 and 20). Within 30 days from the date of this letter (January 19, 2015), the School shall provide additional information in order for the City to determine compliance for the other Conditions of Approval noted above. Finally, the City has determined compliance with all remaining Conditions of Approval.

This Determination may be appealed pursuant to the administrative appeal procedure in Oakland Planning Code Chapter 17.132. If you, or any interested party, seeks to challenge this decision, an appeal **must** be filed by no later than ten calendar (10) days from the date of this letter, by **4:00 pm on January 29, 2014**. An appeal shall be on a form provided by the Bureau of Planning, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2114, to the attention of **Heather Klein, Planner III**. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion or wherein the decision is not supported by substantial evidence and must include payment of **\$1,352.91** in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record which supports the basis of the appeal; failure to do so may preclude you, or any interested party, from raising such issues during the appeal and/or in court. However, the appeal will be limited to issues and/or evidence presented to the City prior to the close of the previously noticed public comment period on the matter.


If you chose to proceed with an Appeal, please be aware that the Planning Commission will only be considering whether there was error or abuse of discretion or wherein this Determination is not supported by substantial evidence.

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

Sincerely,



Heather Klein
Planner III



Darin Ranelletti
Deputy Director
Bureau of Planning

Attachments:

A: City's Determination Letter dated May 21, 2014

**cc: Neighbors for Safety in Hiller Highlands
Mark Walk, Deputy City Attorney
Anne Mudge, Cox, Castle & Nicholson LLP
Leila Moncharsh, Veneruso & Moncharsh**

ATTACHMENT 4



BENTLEY SCHOOL

Celebrating 95 Years of Excellence

Compliance Plan for Bentley School

RE: Bentley School; Case File No. CM04-411; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

Overview

Bentley's Conditional Use Permit contains a cap of 71 on the number of full and part time employees. Included in this cap are full-time and part-time employees, each such employee counting as "1" toward the cap of 71. Excluded from the cap are vendors, consultants, volunteers and employees who are assigned to the Lafayette campus, meaning their office, desk or locker is located in Lafayette.

During the 2013-2014 academic year, the school had 82 employees. (See attached list in **Exhibit A.**) At the start of the 2014-2015 academic year, the school has 83 employees. (See attached list in **Exhibit B.**)

By following the compliance plan below, Bentley School shall reduce the number of employees from 83 to 71 by the beginning of the 2016-2017 academic year:

Year 1 (2014-2015): Action:

- 4 administrators will relocate their offices to the Lafayette campus.

Required Compliance Milestone:

- Employee count at end of Year 1: **79**

Monitoring:

- School shall report 2014-2015 revised employee count to Planning Department on July 1, 2015

Year 2 (2015-2016): Action:

- 3 additional administrators will relocate their offices to the Lafayette campus
- School will renegotiate employment agreements for Year 3 and combine 5 of the 7 Teaching Assistant positions with afterschool Childcare Program Staff positions.

Required Compliance Milestone:

- Employee count at end of Year 2: 76

Monitoring

- School will report 2015-2016 revised employee count to Planning Department on July 1, 2016

Year 3 (2016-2017): Action:

- Five of the seven Teaching Assistants will also function as afterschool childcare program staff under renegotiated employment agreements.

Required Compliance Milestone:

- Employee count at the beginning of Year 3: 71

Monitoring:

- School will report 2016-2017 revised employee count to Planning Department on October 15, 2016 and again on July 1, 2017

Date: November 17, 2014

Arlene F. Hogan
Arlene Hogan
Head of School

Exhibit A: 2013-2013 Faculty/Staff
Exhibit B: 2014-2015 Faculty/Staff

Bentley School Faculty / Staff 2013-14

HILLER FACULTY - EXHIBIT A		Notes
2	Kindergarten Teacher	
2	Teaching Assistant-Kindergarten	
2	Grade 1 Teacher	
2	Teaching Assistant-First Grade	
2	Grade 2 Teacher	
2	Teaching Assistant-Second Grade	
2	Grade 3 Teacher	
1	Teaching Assistant-Third Grade	
2	Grade 4 teacher	
3	Grade 5 Teacher	
1	Grade 6 Humanities	
2	Mathematics Teacher-Middle School	
1	Science Teacher	
1	Elementary Science Specialist	
1	Middle School History Teacher	
1	Middle School English and Debate Teacher	
1	Middle School English and History Teacher	
2	Counselor	
1	Learning Director	
2	Music Teacher	
2	Art Teacher	
1	Librarian	
1	Latin Teacher	
2	French Teacher	
2	Spanish Teacher	
2	Mandarin Teacher	
2	PE Teacher	
1	K-8 Athletic Director	
1	Drama Teacher	
2	Strings	
1	Math Specialist	
1	Jazz Band Teacher	
1	Prefect	
HILLER ADMIN & STAFF		
2	Front Desk	
1	Registrar	
1	Operations Coordinator	
1	Admissions Director	
1	Admissions Associate	
1	Development Director	
1	Alumni Coordinator	
2	Media Coordinator/Database	
2	CFO/Business Manager	
2	Business Support	
1	IT Associate	
1	MS Director	
1	K-8 Head	
1	Head of School	
HILLER CHILDCARE STAFF		
10	After School Program Childcare Staff	
1	After School Program Childcare Director	
HILLER MAINTENANCE		
1	Groundskeeper	
82	TOTAL EMPLOYEES	

Bentley School Faculty / Staff 2014-15

HILLER FACULTY - EXHIBIT B		KEY
2	Kindergarten Teacher	2014-15 - Scheduled to move to Lafayette campus
2	Teaching Assistant-Kindergarten	2015-16 - Scheduled to move to Lafayette campus
2	Grade 1 Teacher	
2	Teaching Assistant-First Grade	
2	Grade 2 Teacher	
2	Teaching Assistant-Second Grade	
2	Grade 3 Teacher	
1	Teaching Assistant-Third Grade	
2	Grade 4 teacher	
2	Grade 5 Teacher	
1	Grade 6 Humanities	
2	Mathematics Teacher-Middle School	
1	Math Specialist	
2	Science Teacher	
1	Elementary Science Specialist	
1	Middle School History Teacher	
1	Middle School English and Debate Teacher	
1	Middle School English and History Teacher	
3	Counselors	
1	Learning Director	
2	Music Teacher	
2	Art Teacher	
1	Librarian	
1	Latin Teacher	
2	French Teacher	
2	Spanish Teacher	
2	Mandarin Teacher	
2	PE Teacher	
1	K-8 Athletic Director	
1	Drama Teacher	
2	Strings	
2	Prefects	
HILLER ADMIN & STAFF		
2	Front Desk	
1	Registrar	
1	Operations Coordinator	
1	Admissions Director	
1	Admissions Associate	
1	Development Director	
1	Alumni Coordinator	
2	Media Coordinator/Database	
1	CEO/Business Manager	
2	Business Support	
1	IT Associate	
1	MS Director	
1	LS Director	
1	Head of School	
1	K-8 Head	
HILLER CHILDCARE STAFF		
10	After School Program Childcare Staff	
1	After School Program Childcare Director	
HILLER MAINTENANCE		
1	Groundskeeper	
83 TOTAL EMPLOYEES		

ATTACHMENT 5



BENTLEY SCHOOL

January 15, 2015

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Klein,

This is in response to your letter of December 19, 2014 concerning Bentley's plan to come into compliance with the 71 employee limit imposed by Conditions 1 and 20 of its Conditional Use Permit. Below you will find the information you requested for the City's review and consideration of Bentley School's Employee Compliance Plan. The following responses address your questions point by point:

1. The names and titles of all full- and part-time employees at the School's Oakland campus. (See Appendix A.) Please note that Appendix A lists 77 employees for 2014-2015, while the list attached to the school's November 17, 2014 compliance plan showed 83 employees. This reduction reflects the immediate relocation of seven administrators to the Lafayette campus (-7) as of January 5, 2015, the elimination of one of the part-time people staffing the front desk (-1), and the relocation of 2 custodians from Lafayette to Oakland (+2).
2. The names, titles and numbers of hours per week that employees at the School's Lafayette campus spend at the Oakland campus.

Ken Berman, Upper School Jazz Director, is assigned to the Lafayette campus, but spends up to two hours four times per week (a total of up to 8 hours per week) at the Oakland campus.

Andres Nunez, Facilities Director, oversees all of the school's physical assets and his office is located on the Lafayette campus. He spends on average five hours per week on the Oakland campus.

Rover Spotts, Technology Coordinator, comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there.

3. A detailed explanation of the positions and staff who are noted on the document submitted by Susan Piper to the City Administrator, dated December 2, 2014, who are not included on the School's staff list submitted with the compliance plan on November 17, 2014.

Bentley has provided comments and corrections on the document submitted by Ms. Piper, including correcting employee numbers to reflect recent staff reductions. (See Appendix B.) As noted above, Bentley currently has 77 employees (see Appendices A and B).

Oakland Campus 1 Hiller Drive Oakland, CA 94618-2512 (510) 843-2512 Fax: (510) 843-5162
Lafayette Campus 1000 Upper Happy Valley Road Lafayette, CA 94549-2830 (925) 283-2101 Fax: (925) 299-0499

4. A detailed list of the names and/or companies who come to the campus that the School considers vendors, suppliers or independent contractors (not employees), and the purpose of their time on the Oakland campus.

The vendors, suppliers, and independent contractors are listed in Appendix C.

5. A detailed explanation of how much time the staff identified in the compliance plan moving to the Lafayette campus will spend at the Oakland campus.

Since submitting the original compliance plan on November 19, 2014, the school has relocated the Business and Development Office staff (seven employees) to the Lafayette campus. This move, effective as of January 5, 2015, is permanent. Their offices, conference space, and school documents are now all in Lafayette. Two staff members from the Business and Development Office will attend weekly senior administrative team meetings once a week for 90 minutes on the Oakland campus. There are no other formal meetings that will require their presence in Oakland.

6. A detailed explanation as to where the additional faculty and staff are currently parking.

When faculty and staff from the Lafayette campus visit the Oakland campus, they park in empty faculty parking spaces in our two parking lots. Some Lafayette faculty ride bicycles or motorcycles to Oakland, and they park outside the administration building on campus. When necessary, Lafayette staff members also utilize streets other than Hiller, such as Vicente Road in Berkeley.

7. A detailed description of what will happen to the five childcare staff who are currently employed at the campus if the five teaching assistants are going to have a combined job (teaching assistant and childcare staff). What will be their titles and roles at the Oakland campus? Will they continue working or visiting the campus in any function? If so, how much time will they spend at the Oakland campus? Also, provide a detailed explanation as to how relocating these persons to the Lafayette campus will result in a net decrease of five physical people at the Oakland campus.

In order to reduce the current number of faculty and staff on the Oakland campus from 77 to 71 (a reduction of six), our current ten-person childcare staff will be reduced to four. The remaining duties will be taken up by teaching assistants whose roles will expand to include childcare after school. The six childcare staff members who will be replaced by the teaching assistants will be fired, not relocated. They will no longer have titles or roles at the Oakland campus or anywhere at Bentley School. They will not continue working or visiting Bentley School in any function. This compliance plan will preclude their continued employment at Bentley.

8. A detailed explanation of why the School believes it will need until the 2015-16 school year to come into full compliance with Conditions 1 and 20. The explanation should further comment on the feasibility of achieving full compliance within 60 days as well as full compliance prior to the start of the next academic year (2015-16).

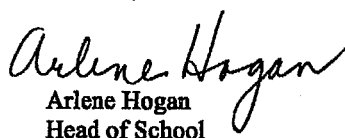
As discussed above, Bentley School has already reduced the number of staff on campus as follows: seven Business and Development Office employees are now located at our Lafayette campus. We have reduced the front desk staff from two to one. We are now at a bare minimum to provide the services to meet our obligations, including most importantly, safety of the children on our campus. We cannot further reduce staff without considerable risk to the welfare of our students.

To maintain compliance with the use permit, we also will be firing six after-school childcare workers; for the reasons explained below, five will be fired at the end of this year and one will be fired at the end of the following school year. None of the childcare workers can be fired in 60 days because their contracts extend to the end of this school year. In addition, firing these employees without replacing them would create an unsafe environment for the children now under their supervision.

The fired after-school childcare workers will be replaced by current Bentley teaching assistants, whose jobs would be expanded to include after-school childcare. Of Bentley's seven teaching assistants, five can work full time beginning in the 2015-2016 school year. The other two are students pursuing masters in teaching who have classes in the afternoon, and thus cannot work full time. As is common in many schools, Bentley has masters students work part time as teaching assistants to help them fulfill their degree requirement of having two years of in-classroom experience. Bentley entered into two-year employment contracts with its two student teaching assistants in June 2014 to allow them to meet their degree requirement. To come into compliance with its use permit by the 2015-2016 school year, Bentley would have to break its contract with one of its student teaching assistants, which would jeopardize that person's ability to timely obtain her degree. Bentley therefore needs until June 2016, which is when the two-year contracts end and one of the student teaching assistants will be replaced with a non-student teaching assistant who also can work in the after-school childcare program, to meet its employment cap. With this replacement, Bentley would fire a sixth after-school child care worker, thereby reducing its employees to 71 by the beginning of the 2016-2017 school year. (see Appendix D.)

Should you have any questions, please let Arlene Hogan or Laura Konigsberg know by email (afhogan@bentleyschool.net or lkonigsberg@bentleyschool.net) as well as by mail.

Sincerely,


Arlene Hogan
Head of School


Dr. Laura Konigsberg
Associate Head of School K-8

enc: Appendices A, B, C and D

cc: Anne E. Mudge, Cox, Castle & Nicholson LLP
Mark Wald, Deputy City Attorney
Neighbors for Safety in Hiller Highlands

Bentley School Faculty/Staff 2014-15: Appendix A

HILLER FACULTY		
2	Kindergarten Teacher	Fischer, Hedges
2	Teaching Assistant: Kindergarten	Gravelle, O'Gorman
2	Grade 1 Teacher	Crawford, Parrish
2	Teaching Assistant: Grade 1	Robertson, Schmitt
2	Grade 2 Teacher	Crowley, Page
2	Teaching Assistant: Grade 2	Balbo, Von Suw
2	Grade 3 Teacher	Mayer, Rendon
1	Teaching Assistant: Grade 3	Crofton
2	Grade 4 Teacher	Bellant, Harrigan
2	Grade 5 Teacher	Green, Visser
1	Grade 6 Humanities	Gailmard
2	Middle School Mathematics Teachers	Webb, Zink
1	Mathematics Specialist	Garrison
2	Middle School Science Teachers	Lowe, Scott
1	Director of STEM Education	Palange
1	Middle School History Teacher	Schug
1	Middle School English Teacher	Layton
1	Humanities Chair and English Teacher	Duffield
1	Director of Counseling K-8	Young
1	Learning Specialist: Lower School	Hyde
1	Learning Specialist: Middle School	Scanlon
1	Dean of Teaching and Learning	Filippini
1	Director of Music	Feltman
1	Music Teacher	Timmons
2	Art Teacher	Kendall, Korican
1	Librarian	Ilyin
1	Latin Teacher	Chow
2	French Teacher	Parsons-McClain, Wolski
2	Spanish Teacher	Bonvini, Guillen
2	Mandarin Teacher	Hsu, Wu
1	PE Teacher	Schaufele
1	Dance Teacher	Kirby
1	Athletic Director	Lawson
1	Director of Performing Arts	Austin
2	Strings Teacher	Pascucci, Young
2	Prefects	Buechner, Leland
HILLER ADMINISTRATION AND STAFF		
1	Front Desk	Do
1	Registrar	Raible
1	Assistant to the Head of School (formerly Operations and Compliance Coordinator)	Thomas
1	Admissions Director	Berardi
1	Admissions Associate	Danby
1	IT Associate	Meyersahm
1	Director of Middle School	Hackford
1	Director of Lower School	Lummis O'Neil
1	Associate Head of School	Konigsberg
1	Head of School	Hogan
HILLER CHILDCARE STAFF		
10	After School Program Childcare Staff	Brown, Coben, DeLeon, Nepomuceno, Papafrangou, Perez, Phillips, Ramirez, Reagan, Sare
1	After School Program Director	Gujar
HILLER MAINTENANCE		
1	Groundskeeper	Munoz
2	Custodian	Alvarado, Gonzalez
77	TOTAL EMPLOYEES	

Positions and Staff Noted on Document Submitted by Susan Piper (dated 12.2.14): Appendix B

KEY rows with green background = positions currently at Oakland

Row #	Piper #	Corr. #	Miller Facility	By Name	Bentley's Response
1	2	2	Kindergarten Teachers	Fisher, Hedges	sp. Fischer
2	2	2	Teaching Assistants	??	O'Gorman, Gravelle
3	2	2	Grade 1 Teachers	Parrish, Crawford	
4	2	2	Teaching Assistants 1st Grade	??	Roberts, Schmitt
5	2	2	Grade 2 Teachers	Layton?	Crowley, Page
6	2	2	Teaching Assistants, 2nd Grade	??	Von Euv, Balbo
7	2	2	Grade 3 Teachers	Maier, Rendon	sp. Mayer
8	1	1	Teaching Assistant, 3rd Grade	Crofton	
9	2	2	Grade 4 Teachers	Bellant, Geller*, Harrigan	Bellant, Harrigan (Geller: retired 2012)
10	2	2	Grade 5 Teachers	Crowley, Messer	Green (Crowley: see above)
11	1	1	Grade 6 Humanities	Gallant	
12	2	2	Mathematics Teachers, MS	Webb, Zink	
13	1	1	Math Specialist	Gerry	Garrison (Gerry: left Bentley 2011)
14	2	2	Science Teachers	Lowe, Scott	
15	1	1	Elementary Science Teacher	Palange	Director of STEM Education
16	1	1	IMS History Teacher	Shug	
17	1	1	IMS English & Debate Teacher	Gershenthorn	Layton (Gershenthorn: left Bentley 2014)
18	1	1	IMS English & History Teacher	Driffeld	Humanities Chair/English Teacher
19	3	1	Counselors	Young, only one accounted for	1 Counselor: Young
20	1	1	Learning Director	Flippini	Dean of Teaching and Learning K-8
21	2	2	Music Teachers	Felmann, Timmons	Director of Music: Felmann; Music Teacher: Timmons
22	2	2	Art Teachers	Kendall, Korican	
23	1	1	Librarian	Ilyin	sp. Ilyin
24	1	1	Latin Teacher	Chow	
25	2	2	French Teachers	Parsons-McClain, Wolski	
26	2	2	Spanish Teachers	Borvini, Guillen	
27	2	2	Mandarin Teachers	Hsu, Wu	sp. Mandarin
28	2	2	PE Teachers	Schaufele	1 PE Teacher (Schaufele) and 1 Dance Teacher (Kirby)
29	1	1	K-8 Athletic Director	Lawson	
30	1	1	Drama Teacher	Austin	Director of Performing Arts

31	2	2	Strings Teacher	Kyong, Pasucci				Young, Pasucci (Kyong, left Bentley 2014)
32	2	2	Prefects	??				Buschner, Leland
33	?	1	IMS Learning Support Specialist	Scanlon	Are they listed under counselors		Not on November 2014 list	Was listed as counselor on November 2014 list
34	?	1	K-5 Learning Specialist	Hyde	Are they listed under counselors		Not on November 2014 list	Was listed as counselor on November 2014 list
35	?	0	Learning Specialist	Ruffe	How does she fit in?		Not on November 2014 list	Works exclusively at Upper School
36	?	0	Creative Movement & Dance Teacher	Kirby	Not on November 2014 list			Was included in 2014-15 list as a PE teacher above (row 28)
37	?	0	English Teacher	Leland				Prefect (see row 32)
38	?	0	Teacher	Baron				Left Bentley in 2014
39	?	0	LS Performing Arts Teacher	Young, Ondine				Incorrect position; Ondine Young is the Strings Teacher (see row 31). Note that Ondine is Ms. Young's first name and is not a separate person.
40	?	0	Jazz band Director	Berman	Was listed on 2013-14, but not in 2014-15, even though still in			Upper School Jazz Director: at Oakland up to 2hrs, 4 days per week
41	?	0	4th Grade Teacher	Geller*	One more than on November list, but listed in Director (see above)			No longer at Bentley (see row 9)
42	?	0	Teacher	Strickling				Left Bentley in 2012
43	?	0	LS?	Beuchner				Accounted for as Prefect (row 32)
44	?	0		Carmody				Left Bentley in 2014
45	?	0		Garrison				Accounted for as Math Specialist (row 13)
46	?	0		Graville				Accounted for as Teaching Assistant (row 2)
47	?	0		Green				Accounted for as Grade 5 Teacher (row 10)
48	?	0		Hastings				Not a Bentley employee
49	?	0	LS?	O'Gorman				Accounted for as Teaching Assistant (row 2)
50	?	0	LS	Page				Accounted for as Grade 2 Teacher (row 5)
51	?	0		Troung				Business Office (moved to Lafayette Campus 1/2/15)
52	?	0		Von Euv				Accounted for as Grade 2 Teaching Assistant (row 6)
53	?	0	Tutor & Creative Writing Instructor	Paprangou				Accounted for as After School Program employee (row 79); sp. Paprangou
54	?	0		Somitt				Accounted for as Grade 1 Teaching Assistant (row 4)
55								
56			Miller Administration & Staff					

57	2	1	Front Desk	Forcum, Maeda			Do (Forcum: left Bentley July 2014; Maeda: left Bentley October 2014)
58	1	1	Registrar	Reible			
59	1	1	Operations Coordinator	Thomas			Assistant to the Head of School (was formerly called Operations Coordinator)
60	1	1	Admissions Director	Danby			Berardi
61	1	1	Admissions Associate	Berardi			Danby
62	1	0	Development Director	Mulderig			Moved to Lafayette Campus 1/2/15
63	1	0	Alumni Coordinator	Starky			Assistant in Development: moved to Lafayette Campus 1/2/15
64	2	0	Media Coordinator/database	Jurgens and ???			Jurgens is Webmaster: moved to Lafayette Campus 1/2/15
65	1	0	CEO/Business Manager	Tooth			Left Bentley June 2013
66	2	0	Business Support	Mazel and ???			Mazel is Development Associate: moved to Lafayette Campus 1/2/15
67	1	1	IT Associate	Gaite			Left Bentley June 2013
68	1	1	MS Director	Hackford			Meyersahm (Gaite: left Bentley October 2014)
69	1	1	IS Director	O'Neill			
70	1	1	Head of School	Hogan			sp. O'Neil
71	1	1	K-8 Head	Kontigsberg			Associate Head of School K-8
72?		0	Admin All School	Dellapenna			Position does not exist: Dellapenna no longer consulting to Bentley
73?		0	Technology Specialist	Spotts			Upper School Technology Team
74?		0	MS/LS Administration	Do			Position does not exist. Do accounted for above (row 57)
75?		0	Director of Finance	Passmore			Left Bentley October 2014; sp. Director
76?		0	All School Admin, Technology	Meyersham			Meyersham accounted for above (row 57); sp. Meyersham
77							
78			Hillier Childcare Staff				
79	10	0	Afterschool Program Child Care staff	Berkeley, Costanza, Morte, McMillan, Owings, Phillip, Piona ?, ?, ?			Brown, Coben, Delaon, Nepomuceno, Papafantou, Perez, Phillip, Ramirez, Reagan, Sare
80	1	1	Afterschool Program Childcare Director				Gular
81							
82							
83			Hillier Maintenance				
84	1	1	Groundskeeper	?			Munoz

85?	<input type="checkbox"/> Director of Facilities (both campuses)	Nunez			Based at Upper School Campus: at Oakland campus 5 hours per week
86?	<input type="checkbox"/> Head Custodian (both campuses)	Alvarado			Position does not exist
87?	<input type="checkbox"/> 10/25/14 Groundskeeper working 10/13/14 &	?			Munoz, accounted for above (row 84)
88?	<input type="checkbox"/> 10/25/15 Groundskeeper working 10/13/14 &	?			Munoz, accounted for above (row 84)
89?	<input type="checkbox"/> Daytime custodian (working 9/16/14)				Position does not exist; custodian accounted for below (row 92)
90?	<input type="checkbox"/> Daytime custodian (working 9/1/14)				Position does not exist; custodian accounted for below (row 92)
91?	<input type="checkbox"/> Daytime custodian (working 10/23/14)				Position does not exist; custodian accounted for below (row 92)
92?	Evening custodian (working most 2 weekdays)				There is no "daytime" and "evening" custodian. There are two custodians who generally work from after school hour until about 9 pm. The two custodians are Gonzalez and Alvarado. The custodians also help Munoz in daily groundskeeping activities.
93?	Evening custodian (working most weekdays)				Custodians listed above (row 92)
94	My wife and I observed Maintenance workers on campus in the evening so far this year as follows:				
95 Notes:					
96					
97	November 24 (two Janitors observed between 4 and 5 p.m.);				Custodians (Gonzalez and Alvarado) (row 92)
98	October 29 (a Janitor turning out the lights at 9 p.m.);				Custodian (either Gonzalez or Alvarado) (row 92)
99	October 27 (a Janitor working between 8 and 9 p.m.);				Custodian (either Gonzalez or Alvarado) (row 92)
100	October 25 (2 Groundskeepers working during daytime hours);				Munoz (row 84) and one of the custodians (row 92)
101	October 24 (a Janitor working in the evening);				Custodian (either Gonzalez or Alvarado) (row 92)
102	October 23 (a Janitor working in the day and evening hours);				Custodian (either Gonzalez or Alvarado) (row 92)
103	October 22 (a Janitor working in the evening);				Custodian (either Gonzalez or Alvarado) (row 92)
104	October 21 (two Janitors working in the evening);				Custodians (Gonzalez and Alvarado) (row 92)
105	October 15 (two Janitors working in the evening);				Custodians (Gonzalez and Alvarado) (row 92)
106	October 13 (two Groundskeepers blowing and sweeping in the morning); and				Munoz (row 84) and one of the custodians (row 92)
107	September 4 (a custodian in the evening rolling trash down to dumpster);				Custodian (either Gonzalez or Alvarado) (row 92)

Vendors, Suppliers, Independent Contractors: Appendix C

Vendor	Description
Allen Lam	Sound engineering for auditorium
AMERICAN DISCOUNT SECURITY	Security guard
Andrea Hess	Literacy coaching
Armano LLP	Auditor: summer work (7 days)
Bay Alarm Company	Alarm service
Bay Cities Pyrotector	Fire alarm service
Berkeley Chess School	After School Program vendor
Concast	Internet and phone
Cresco Equipment Rentals & Affiliates	Construction equipment rental (summer)
Darius Kraus Electric Inc	Electric material supplier (summer)
DKS Associates, Inc.	Traffic monitor vendor
Durham School Services	School bus (serves campus but does not come onto campus)
EBMUD Payment Center	Waste removal
Excellent Packaging and Supply	Supplier for admission event
Federal Express	Pick up and drop off packages only
HARO'S TREE SERVICE	Tree and garbage cleaning service
Konica Minolta Business Solutions	Printer maintenance service
MMM GENERAL CONTRACTOR	Construction company
New Era Foods Co.	Lunch vendor
Nit Pixies LLC	Lice check (three times per year)
Office Depot	Pick up and drop off packages only
Pacific Gas & Electric	Public utility
Pallen's Martial Arts	After School Program vendor
Pinney Bowes Global Fin Svcs LLC	Mailing machine: occasional maintenance
Pizza Kusitca	Wednesday pizza lunch delivery
Roto Rooter	Plumber
Sarah's Science	After School Program vendor
Shred-It	Shredding company: comes once in summer
Sutter Care at Home Flu & Wellness Program	Flu shots: once per year
TechniClean Products	Cleaner company supplies delivery
The Balloon Man	Event vendor for promotion ceremony only
The Hittmen Termite & Pest Control, Inc	Occasional pest control
Tiny Techs Club	After School Program vendor
United Parcel Service	Pick up and drop off packages only
Village Market	Caterer for admission event
Waste Management of Alameda County	Pick up and drop off containers for waste management
William T. Higgins Tennis Pro Inc	After School Program vendor



Appendix D: Revised Compliance Plan for Bentley School (1/15/15)

RE: Bentley School; Case File No. CM04-411; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

Overview

Bentley's Conditional Use Permit contains a cap of 71 on the number of full and part time employees. Included in this cap are full-time and part-time employees, each such employee counting as "1" toward the cap of 71. Excluded from the cap are vendors, consultants, volunteers and employees who are assigned to the Lafayette campus and work predominantly at the Lafayette campus.

During the 2013-2014 academic year, the school had 82 employees. At the start of the 2014-2015 academic year, the school had 83 employees. This count did not include two custodians who report first daily to the Lafayette campus, are supervised from the Lafayette campus and are driven by van to the Oakland campus but work predominantly at the Oakland campus. Since submitting the original compliance plan in November 2014, Bentley has reduced its employee count by permanently moving seven administrators to its Lafayette campus and eliminating one of its front desk employees. After conferring with planning staff, the School also reclassified the two custodians mentioned above to be counted as Oakland employees. As a result of these changes, Bentley's current employee count for the 2014-2015 school year is 77 employees.

By following the compliance plan below, Bentley School shall reduce the number of employees from 77 to 71 before the beginning of the 2016-2017 academic year:

Year 1 (2014-2015): Action:

- 5 Childcare Program Staff employees will be fired at the end of Year 1. School will renegotiate employment agreements for Year 2 and combine 5 of the 7 Teaching Assistant positions with afterschool Childcare Program Staff positions.

Required Compliance Milestone:

- Employee count at end of Year 1: 72

Monitoring:

- School shall report 2014-2015 revised employee count to Planning Department on July 1, 2015

Year 2 (2015-2016): Action:

- One additional Childcare Program Staff employee will be fired at the end of Year 2. School will renegotiate one employment agreement for Year 3 to combine 1 of the 2 remaining Teaching Assistant only positions with the open afterschool Childcare Program Staff position, eliminating the ability of that Teaching Assistant position to be held by a masters student.

Required Compliance Milestone:

- Employee count at end of Year 2: 71

Monitoring:

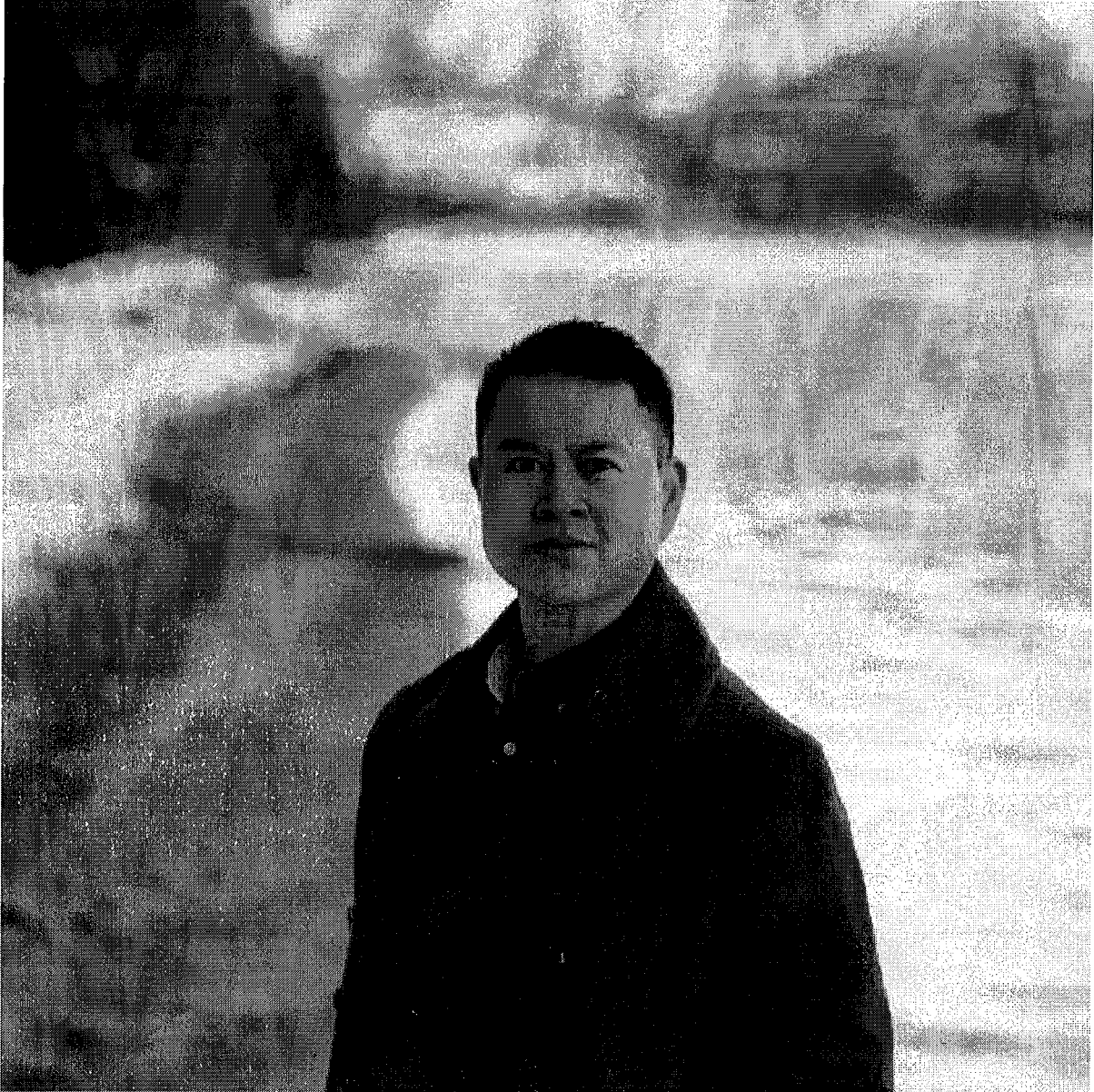
- School will report 2015-2016 revised employee count to Planning Department on July 1, 2016 and again on October 15, 2016

Date:

January 15, 2015

Arlene Hogan
Arlene Hogan
Head of School

ATTACHMENT 6



Fermin Go 3rd degree connection3rd

Development Database Expert and Admin
San Francisco Bay Area

Connect

•



Leah Korican 2nd degree connection2nd

Artist
San Francisco Bay Area

o



1 shared connection

Connect

•



Nick Knauer 3rd degree connection3rd

Senior-Level Program Director and Administrator
San Francisco Bay Area
Connect



Ina Stahl 3rd degree connection3rd

Controller
San Francisco Bay Area
Connect



Annie Oxenhandler 3rd degree connection3rd

College Counseling Associate
San Francisco Bay Area
Connect

-



Julie Bryant (Borushok) 3rd degree connection3rd

Administrative Assistant
San Francisco Bay Area
Connect

-

Gary Jung 3rd degree connection3rd

HPC Manager at LBNL and UC Berkeley
San Francisco Bay Area
Connect

-

Lourdes Guillen 3rd degree connection3rd

teacher at Bentley School

San Francisco Bay Area

Connect



LinkedIn Member

Head of School at Bentley School

San Francisco Bay Area



Vivian Vo 3rd degree connection3rd

Director of Alumni Relations & Special Events

San Francisco Bay Area

Connect

No suggestions found

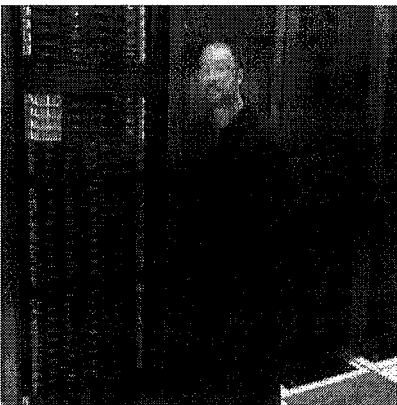
- Home
- 99 new network updates, My Network
 - Jobs
 - Messaging
- 99 new notifications, Notifications
 - Me
 - Work
- Sales Nav

Hide launchpad cards



Julie Bryant (Borushok) 3rd degree connection3rd

Administrative Assistant
San Francisco Bay Area
Connect



Gary Jung 3rd degree connection3rd

HPC Manager at LBNL and UC Berkeley
San Francisco Bay Area

Connect



Lourdes Guillen 3rd degree connection3rd

teacher at Bentley School
San Francisco Bay Area

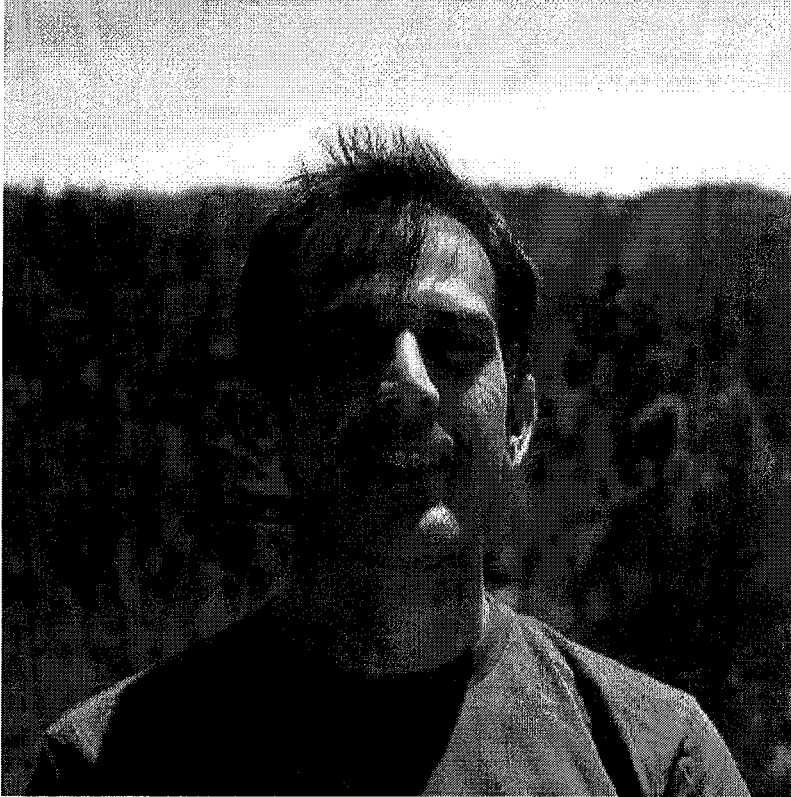
Connect

-

LinkedIn Member

Head of School at Bentley School
San Francisco Bay Area

-



David Palange 3rd degree connection3rd

Director of STEM Education, K-8 at Bentley School

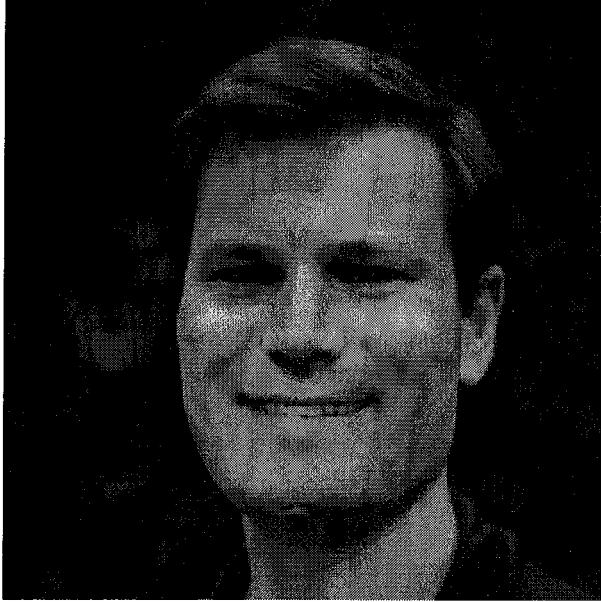
San Francisco Bay Area

Connect

1.

Showing 125 results

•



Jordan Moncharmont 3rd degree connection3rd

Co-Founder & CTO @ Kuli Kuli & Marker
San Francisco Bay Area

Connect

-

LinkedIn Member

After School Program at Bentley School
San Francisco Bay Area

-

Beth Crowley

Beth Crowley 3rd degree connection3rd

2nd Grade Teacher at Bentley School
San Francisco Bay Area

Connect

-

LinkedIn Member

Math teachet at Bentley School
San Francisco Bay Area

-

LinkedIn Member

Teacher at Bentley School
San Francisco Bay Area

-

Molly Aaronson-Gelb

Molly Aaronson-Gelb 3rd degree connection3rd

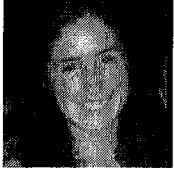
Director & Teacher
San Francisco Bay Area
Connect

-



Meredith Steele 3rd degree connection3rd

Artist and Educator
San Francisco Bay Area
Connect



LinkedIn Member

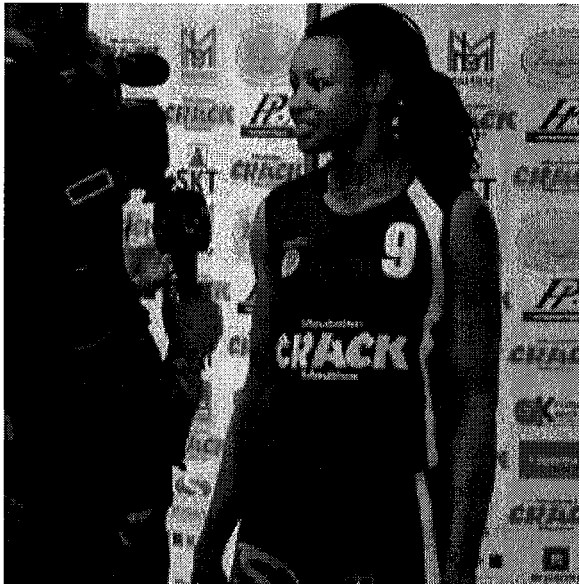
Class Dean and Biology Teacher at Bentley School
San Francisco Bay Area

- **Jodi Noack**

Jodi Noack 3rd degree connection3rd

Solutions Architect, Account Management, Technical Pre-sales, Advisor, Customer Advocate
San Francisco Bay Area

Connect



LaToya Drake 3rd degree connection3rd

Women's Varsity Basketball Assistant Coach at Bentley School
San Francisco Bay Area

Connect

Showing 125 results

-

LinkedIn Member

Math Teacher at Bentley School
San Francisco Bay Area

-



Emily Morrison 3rd degree connection3rd

Director of Performing Arts at Bentley School
San Francisco Bay Area

Connect

-

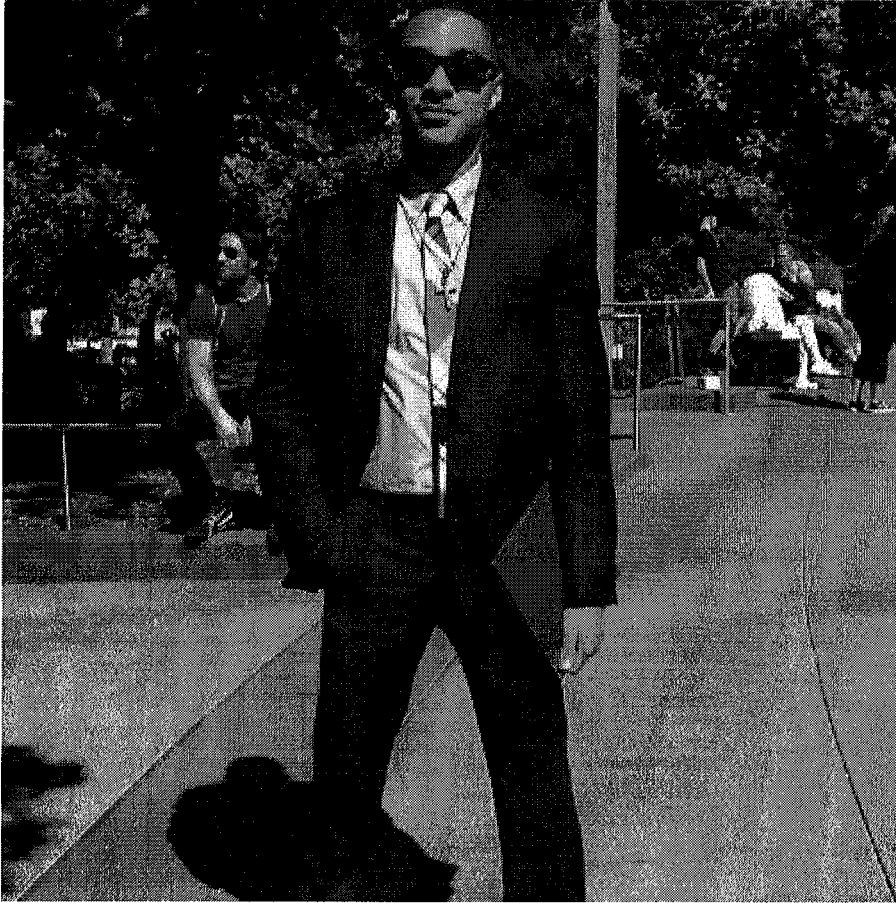


Lindsey Cavin 3rd degree connection3rd

K-8 School Counselor at Bentley School
San Francisco Bay Area

Connect

•



LinkedIn Member

Recent Seattle University Graduate
San Francisco Bay Area

-



LinkedIn Member

--

San Francisco Bay Area

•

Karen Denne

Karen Denne 3rd degree connection3rd

Director of Educational Support

San Francisco Bay Area

Connect

•



Emilie Crofton 3rd degree connection3rd

Teacher
San Francisco Bay Area
Connect

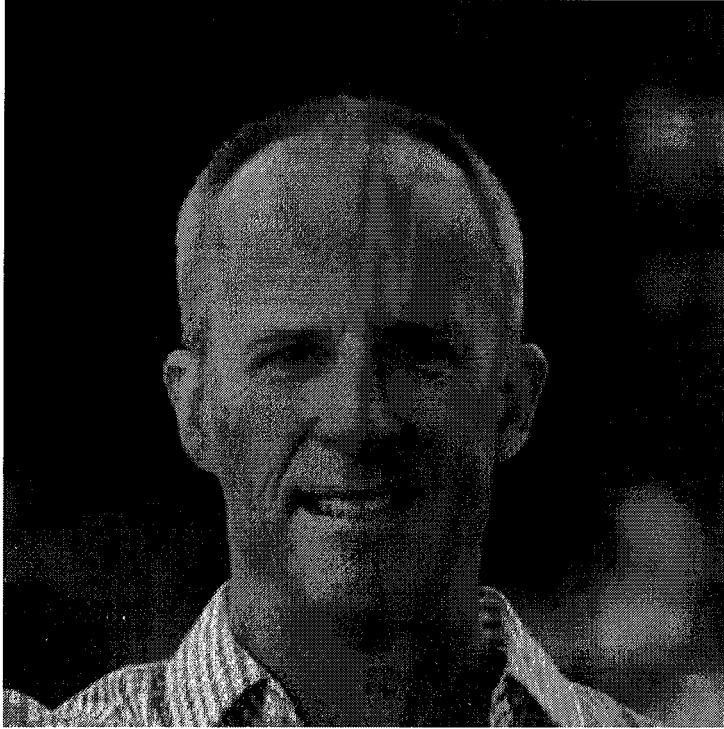
•

Cheryl Uyehara

Cheryl Uyehara 3rd degree connection3rd

Register & Asst to the Lower and Middle School Heads at Bentley School
San Francisco Bay Area
Connect

•



Jon Moore 3rd degree connection3rd

Middle School PE Teacher and Coach at Bentley School
San Francisco Bay Area

Connect

-

LinkedIn Member

Mandarin Teacher at Bentley School
San Francisco Bay Area

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- Sales Nav

Hide launchpad cards



Julie Spector-Sprague 3rd degree connection3rd

Science Department Chair, Physics Teacher, & Underwater Robotics Coach
San Francisco Bay Area
Connect



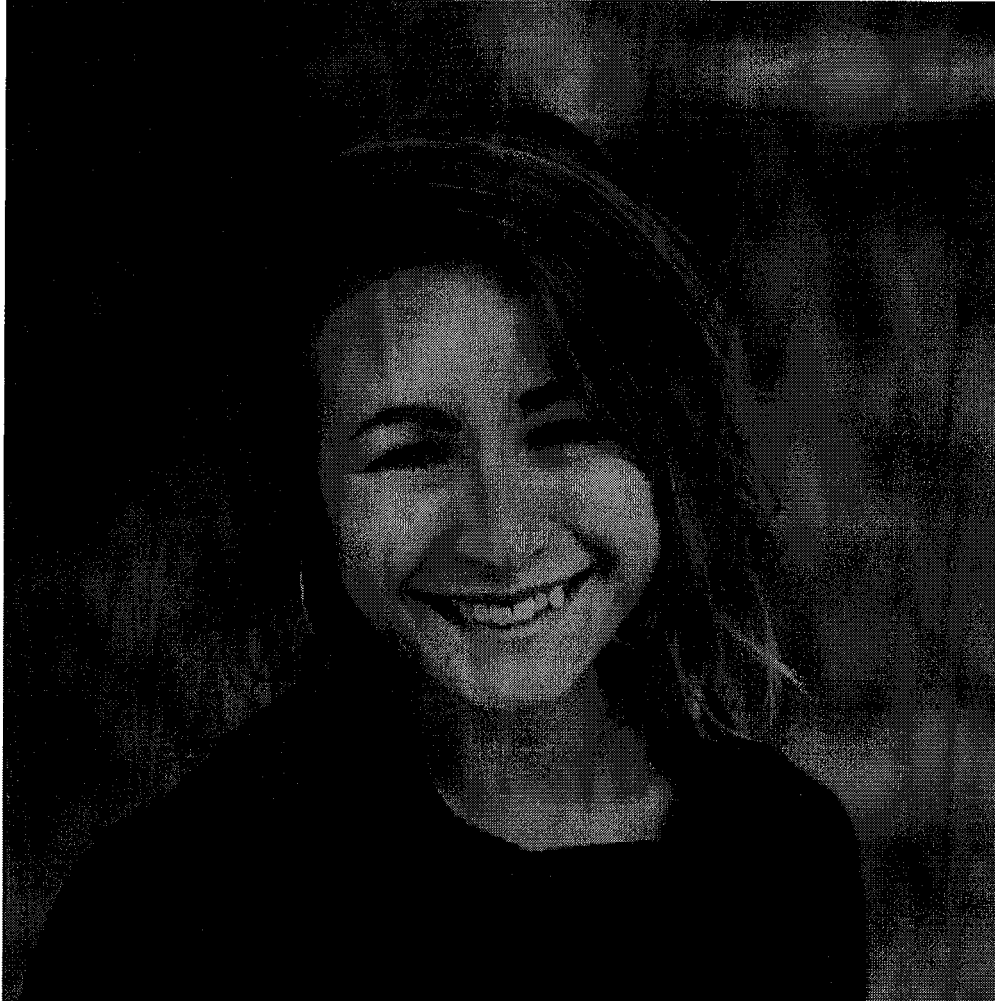
LinkedIn Member

Teacher at Bentley School
San Francisco Bay Area



Francesca Molina 3rd degree connection3rd

Assistant Director of Admissions, K-8 at Bentley School
San Francisco Bay Area
Connect



LinkedIn Member

Teaching Associate at Bentley School
San Francisco Bay Area

-



Crystal Pascucci 3rd degree connection3rd

Cellist at Eclecta Quartet
San Francisco Bay Area
Connect



Elizabeth Kittle 3rd degree connection3rd

Email Delivery and Compliance Strategy Analyst at Marketo
San Francisco Bay Area
Connect

• **Bruce Jordan**

Bruce Jordan 3rd degree connection3rd

Teacher at Bentley School (retired)
San Francisco Bay Area
Connect

• **susan bogas**

susan bogas 3rd degree connection3rd

Library Director at Bentley Upper School
San Francisco Bay Area
Connect



Erin Pollack 3rd degree connection3rd

Dean of Teaching and Learning at Bentley School
San Francisco Bay Area
Connect



Jessica Beatty 3rd degree connection3rd

Teaching Associate at Bentley School
San Francisco Bay Area

Showing 125 results

- **Gina Raible**

Gina Raible 3rd degree connection3rd

Administrative Specialist at University of California Office of the President
San Francisco Bay Area
Connect



Joseph Knapp 3rd degree connection3rd

Computer Science Teacher
San Francisco Bay Area
Connect

-



Adrienne Timmons 3rd degree connection3rd

Music Teacher at Bentley School
San Francisco Bay Area

Connect

•

marie olson

marie olson 3rd degree connection3rd

Graduate Student in Communicative Sciences and Disorders
San Francisco Bay Area

Connect

•

LinkedIn Member

Director of Drama at Bentley School
San Francisco Bay Area

•



LinkedIn Member

Learning Support Specialist K-5
San Francisco Bay Area

•

LinkedIn Member

Secondary education at Bentley School
San Francisco Bay Area

•

Bob Schug

Bob Schug 3rd degree connection3rd

History Teacher at Bentley School

San Francisco Bay Area

Connect

-

Peter Hagen

Peter Hagen 3rd degree connection3rd

--Prefect and Writing Coach at Bentley School

San Francisco Bay Area

Showing 125 results

-



Vivian Vo 3rd degree connection3rd

Director of Alumni Relations & Special Events

San Francisco Bay Area

Connect



Clear

Showing 125 results



Bryan Smith 3rd degree connection3rd

Upper School Head at Bentley School
San Francisco Bay Area
Connect

LinkedIn Member

Assistant Head, Bentley School
San Francisco Bay Area

LinkedIn Member

Teacher at Bentley School
San Francisco Bay Area



LinkedIn Member

Student at Bentley School
San Francisco Bay Area

-



LinkedIn Member

Bentley School
San Francisco Bay Area

-

LinkedIn Member

English teacher at Bentley School
San Francisco Bay Area



Jacob Leland 3rd degree connection3rd

English Teacher at Bentley School
San Francisco Bay Area

Connect

•

Joe Salazar

Joe Salazar 3rd degree connection3rd

Intern at NBC Sports Bay Area & California
San Francisco Bay Area

•

Sue Anderson 3rd degree connection3rd

teacher at bentley high school
San Francisco Bay Area
Connect

LinkedIn Member

Teacher at Bentley School
San Francisco Bay Area



Ashlie (Kittleson) Kirby 3rd degree connection3rd

Dance Teacher K-8 at Bentley School
Sacramento, California Area
Connect

•
O Y

O Y 3rd degree connection3rd

Music Teacher at Bentley School
Sacramento, California Area
Connect

•
LinkedIn Member

Janitorial at Bentley School
San Francisco Bay Area

•
LinkedIn Member

Assistant to Head of Upper School / Registrar at Bentley School
San Francisco Bay Area

•



Corey Marquetti 3rd degree connection3rd

Associate Director of College Counseling at Bentley School
Greater Los Angeles Area
Connect

•

LinkedIn Member

My Vocation
Sacramento, California Area

•

LinkedIn Member

Teacher at Bentley School
San Francisco Bay Area

-

LinkedIn Member

Music Educator at Bentley School
San Francisco Bay Area

-

LinkedIn Member

Assistant Athletic Director at Bentley School
United States

-



LinkedIn Member

English teacher at Bentley School
Greater Los Angeles Area

-

LinkedIn Member

Administrative Asst Admissions at Bentley School
San Francisco Bay Area

-

LinkedIn Member

4th grade teacher at Bentley School
United States

-

LinkedIn Member

Academic Administrator at University of Pittsburgh Department of Behavioral and Community Health
Sciences
Greater Pittsburgh Area

-

LinkedIn Member

English Teacher and 11th Grade Dean at Bentley School
Greater Nashville Area, TN

-
- LinkedIn Member**

Registrar at Bentley School
San Francisco Bay Area

-

-
- LinkedIn Member**

Teacher at SECC @ Bentley School
Greater Boston Area

-

-
- LinkedIn Member**

Teacher/Drama Director at Bentley School
Greater Detroit Area

-

-
- LinkedIn Member**

Teacher at Bentley School
Greater Detroit Area

-

-
- LinkedIn Member**

Kindergarten Teacher at Bentley School
Greater Detroit Area

-



Natalie Babcock 3rd degree connection3rd

Elementary School Teacher at Los Feliz Charter for the Arts
Canada
Connect



Mary Fraser 3rd degree connection3rd

Football Fix
New Zealand
Connect

- **Janice Orrego**

Janice Orrego 3rd degree connection3rd

US Biology Teacher at The International School of Zug and Luzern
Zürich Area, Switzerland
Connect

- **LinkedIn Member**

teacher at Bentley School
Bloomington/Normal, Illinois Area



Search



Gordon, get started on LinkedIn with 3 steps.

Complete your profile

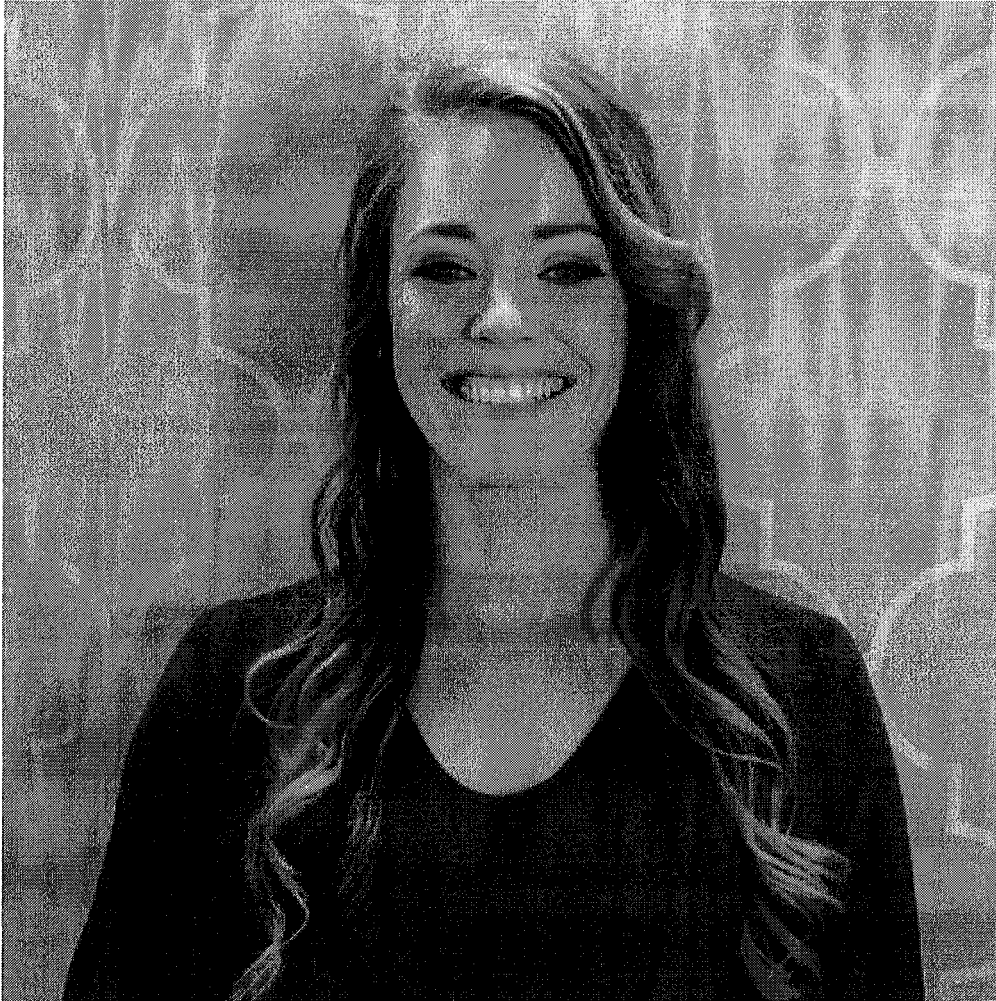
Complete your profile to see more profiles, build your network with valuable connections, and get started on LinkedIn with 3 steps.

Go to profile

Profiles out of your network have limited visibility.

To see more profiles, build your network with valuable connections.

Go back



Chelsea Davis,

E.I.T.

Graduate Research Assistant at University of South Florida
IgnoreDismiss an invitation to connect from Chelsea Davis, E.I.T. AcceptAccept Chelsea Davis,
E.I.T.'s invitation

- Personalize your feed

Never miss your community talking about your interests. Follow 5 hashtags to start.

- Viewing People results. Click this button to view more search result types. People

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Connections

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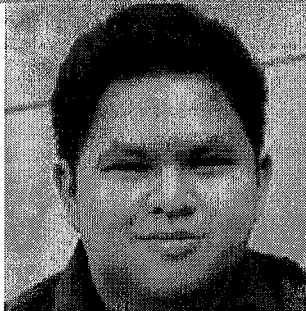
Locations

All Filters

Gordon, get started on LinkedIn with 3 steps:



GP



Add a photo to get recognized

A picture helps you build your network.

- **Chelsea and 2 others** invited you to connect

ATTACHMENT 7



BENTLEY SCHOOL

EXHIBIT 8

2017–2018 Employee List Previously Submitted to the City

Employee list, submitted in December 2017

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND	
2017-2018 School Year	
Molina	Admissions
Nester*	Admissions
Boyes	After School
Deleon	After School
Nepomuceno	After School
Now	After School
Phillips	After School
Kendall	Art
Korican	Art
Freed	Athletics/PE
Alvarado	Custodian
Navarro	Custodian
West*	Dance
Smith	After School - Director
Lummis Oneill	Lower School - Director
Wolski	Middle School - Director
Austin	Performing Arts
Palange	K-8 Faculty
Leland	Middle School Faculty
Parsons-McLain	Middle School Faculty
Bryant	Front Desk, Office Staff
Crawford*	Grade 1
Sykes*	Grade 1
Marks	Grade 1 and After School
Salazar*	Grade 1 and After School
Bennett*	Grade 2
Crowley	Grade 2
Brandenberg	Grade 2 and After School
Bitzer*	Grade 2 and After School
Mayer	Grade 3
Rendon	Grade 3
Nussbaum*	Grade 3 and After School
Babcock	Grade 4
Harrigan	Grade 4
Visser	Grade 5
von euw	Grade 5
Munoz	Groundskeeper
Swainson	Head of K-8
Hogan	Head of School
Berardi	Operations
Brown	IT
Gailmard	Middle School Faculty
Berardi	Operations and Office Staff

Anderson*	Student Support
Buechner	Student Support
Montgomery*	K-8 Faculty
Fischer	Kindergarten
Hedges	Kindergarten
Kittle*	Kindergarten and After School
O'Hanrahan*	Kindergarten and After School
Street	Middle School Faculty
Miller	Student Support
Ilyin	Librarian
Calderbank*	Lower School Faculty
Hsu	Middle School Faculty
Wu	Lower School Faculty
Layton	Middle School Faculty
Schug	Middle School Faculty
Shu*	Middle School Faculty
Almeida	Middle School Faculty
Webb	Middle School Faculty
Zink	Middle School Faculty
Scott	Middle School Faculty
Pannell	Music
Timmons	Music
Shaufele	Lower School Faculty
Bonvini	Lower School Faculty
Guillen	Middle School Faculty
Hiring in process	Faculty
Hiring in process	Faculty
Navarro*	After School (previously "Hiring in process")
*denotes new employee: replace departed faculty/staff or new role assignment.	
# of employees	71
BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE	
	Approx. Hours Worked on Oakland Campus
Kopelevich	3 hours per week
Netniss	6 hours per week
Nunez	3 hours per week
*December 2017	

Explanations Regarding the 2016–2017 Faculty List Submitted to City on September 19, 2018

Recent notes submitted to City Staff on September 19, 2018.

Bentley Employee List 2016-2017
Planning Staff - 3-19-2017

Name	Previous Job Title 2016-2017	Current Job Title 2017-2018	Comment	Bentley Comments	Count
Alvarado Austin	Custodian Performing Arts	Custodian Performing Arts	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		1
Babcock Bellanti	Kindergarten and Afterschool Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 and 2015-2016 Compliance Plan list; in 2015-2016 Sussman subbed while she was on maternity leave; On 2016-2017 Compliance Plan List		2
Berardi	Admissions	Operations	Confirm that only 2 grade 4 teachers are employed or indicate who replaced whom	Yes. Only 2 fourth grade teachers	3
Crawford Bonvini	N/A	Grade 1 Teacher	Rehired- shown on 2016-2017 as no longer employed by Bentley	This line is for Berardi. Bellanti is 4th grade teacher as noted above.	4
Boyes Brandenburg	Lower School Faculty Afterschool	Lower School Faculty Afterschool	On 2014-2015 and 2016-2017 Compliance Plan list		5
Brown	Grade 2 and Afterschool After School	Grade 2 and Afterschool IT Associate	On the 2016-2017 Compliance Plan List		6
Bryant	Front Desk and Registrar	Front Desk and Office staff	Confirm that this is Lloyd Brown which was on 2014-2015 and 2015-2016 Compliance Plan list	Confirmed	7
Buechner	Student Support	Student Support	replaced Do in 2015-2016 Compliance Plan list on 2016-2017 Compliance Plan List		8
Burelson	Director of Counseling 2015-2016 compliance list	Counselor	On 2014-2015 Compliance Plan list -		9
Crowley	Grade 2 Teacher After School	Grade 2 Teacher After School	Pennell subbed for Buechner while Buechner subs for Crawford on 2015-2016 Compliance Plan list		10
Delson	Director of Music	Director of Music	On 2016-2017 Compliance Plan List		11
Falkman	Kindergarten Teacher	Kindergarten Teacher	Confirm replacement	Replacement was not hired. School utilized upper school counselor in the interim.	12
Fischer	Athletics/PE	Athletics/PE	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		13
Freud	Middle School Faculty	Middle School Faculty	Confirm replacement	Did not rehire this specific position	14
Galliard	Mathematics Specialist	Mathematics Specialist	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		15
Garrison	N/A	Director of After School Program	Confirm that this person was replaced by Smith		16
Gravelly	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		17
Guillen	Middle School Mathematics 2015-2016 compliance list	Middle School Faculty	Confirm replacement	Did not rehire this specific position	18
Ha	Director of Middle School Grade 4 Teacher	Director of Middle School Grade 2 of Afterschool	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	Replacement: Almeida	19
Hackford	N/A	Kindergarten Teacher	Confirm replaced by Woliski	Confirmed	20
Harrigan	Kindergarten Teacher	Kindergarten Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		21
Healy	Head of School	Head of School	New		22
Hedges	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list		23
Hogan	Librarian	Librarian	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		24
Hsu	Art Teacher	Art Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		25
Ilyin	Art Teacher	Art Teacher	Maternity leave in 2015-2016 Compliance List;		26
Kendall	N/A	Grade 1 and Afterschool	On 2014-2015 Compliance Plan list;		27
Kim			On 2016-2017 Compliance Plan List	Confirmed	28
			Confirm replaced by Salazar		29
					30
					31
					32

Kirby	Ashlie	Dance Teacher	Confirm replaced by West	Confirmed	33
Korican	Leah	Art Teacher	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list		34
Layton	Sarah	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		35
Lee	Michelle	Teaching Assistant	Confirm replacement		36
Leland	Jacob	Middle School Faculty	On 2014-2015 and 206-2017 Compliance Plan list and on		37
Lummis Oreill	Liz	Director of Lower School	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list		38
Mandell	N/A	Prefect	Confirm replacement	Replacement: Montgomery	39
Maris		Kindergarten and Afterschool	On 2016-2017 Compliance Plan List		40
Mayer	Gale	Grade 3 Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		41
Menendez		N/A	Replaced Parish from 2015-2016 Compliance List		42
Meyersahm	Jim	IT Associate	Confirm replaced by Brown	Confirmed	43
Miller	Mike	Student Support	Replaced Hyde on 2015-2016 Compliance Plan list; On 2016-		44
Molina	Francesca	Admissions	2017 Compliance List		
			On 2014-2015 Compliance Plan list		
			under maiden name of Danby, on 2015-2016 and 2016-2017		
			Compliance Plan list		
Munoz	Hector	Groundskeeper	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		45
Navarro		Custodian	On 2016-2017 Compliance Plan List		46
Nepomuceno	Ryan	After School	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		47
Now		Afterschool	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		48
Page	Rochelle	Grade 2 Teacher	On the 2016-2017 Compliance Plan List		49
Palange	David	Director of STEM Education	Confirm replaced by Bennet	Confirmed	50
Pannell		Music Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		51
Parsons-McLain	Kristy	Middle School Faculty	On 2016-2017 compliance Plan List		52
Phillips	Peter	After School	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		53
Ralibe	Gina	Registrar 2014-2015	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list		54
		Registrar/Assistant to the Head of School	Confirm replaced by Nester	Nester replaced Berardi in Admissions. Berardi became Assistant to Head of School, and Bryant became Registrar.	
		2015-2016 Compliance List			55
Rendon	Paul	Grade 3 Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		56
Schug	Robert	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		57
Scott	Jason	Middle School Science Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		58
Shaufele	Jim	PE Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		59
Street		Middle School Faculty	On 2016-2017 Compliance Plan List		60
Swainson		Head of K-8	On 2016-2017 Compliance Plan List	Confirmed	61
Syed	Zahra	Lower School Teaching Assistant 2015-2016 compliance list	Confirm replaced by Nussbaum		
Taylor	Cyndee	Assistant to Associate Head for K-8 & Transportation and Operations Assistant on 2015-2016 compliance list	Confirm replaced by Berardi	Berardi returned to oversee transportation and operations, not asst. To head of K-8.	62
Timmons	Adrienne	Music Teacher	On 2014-2015 Compliance Plan list - James Pannell subbed while she was on maternity leave on 2015-2016 compliance list		63
			On 2016-2017 Compliance Plan List	Replacement: Shu	64
Truhan	Ashley	Middle School Math and Science Teacher	Confirm replacement		65
Visser	Reona	5th Grade Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		66
Von Ew	Erik	Teaching Assistant 2014-2016	On 2014-2015, 2015-2016 Compliance Plan list Replaced Green; on 2016-2017 compliance list		67
Webb	Hart	Middle School Faculty	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list		68
Wolski	Rebecca	Lower School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		69

No Longer Employed By Bentley

Cooman	Jessica	Teaching Assistant	N/A	No longer employed by Bentley
Palmer-Chese	Ruby	Lower School Teaching Assistant	N/A	No longer employed by Bentley
Roberts	Dorothy	1st Grade Teaching Assistant	N/A	No longer employed by Bentley
Keifer-Moore	Carol	Interim-Dance Teacher substituting for Ashley Kirby on maternity leave	N/A	No longer employed by Bentley
Crofton	Emilie	Teaching Assistant 2nd Grade	N/A	No longer employed by Bentley
Suzman	Adam	Director of Performing Arts (fall trimester)	N/A	No longer employed by Bentley
Hyde	Melissa	Learning Specialist K-5	N/A	No longer employed by Bentley
Chow	Ludenna	Latin Teacher	N/A	No longer employed by Bentley
Do	Naha	After-School	N/A	No longer employed by Bentley
Duffield	Blythe	English Teacher and Humanities	N/A	No longer employed by Bentley
Gerber	Caroline	Teaching Assistant	N/A	No longer employed by Bentley
Gonzalez	Felipe	Custodian	N/A	No longer employed by Bentley
Filipinosi	Alexis	Dean of Teaching and Learning	N/A	No longer employed by Bentley
Gravelle	Colleen	Teaching Assistant	N/A	No longer employed by Bentley
Green	Will	Grade 5 Teacher	N/A	No longer employed by Bentley
Kentzberg	Leura	Associate Head of School	N/A	No longer employed by Bentley
Nankin-Royer	Naemie	Teaching Assistant	N/A	No longer employed by Bentley
Parsikh	Rachel	Grade 4 Teacher	N/A	No longer employed by Bentley
Schmidt	Khara	Teaching Assistant	N/A	No longer employed by Bentley
Bettige				

Work at Lafayette Campus and Occasionally visit Bentley

Current Job Title	Previous Hours per Compliance Plan	Current Hours at Campus
Director of Facilities	5 hours 2014-2015 4-5 hours per week 2015-2016 compliance plan	3 hours a week
Middle School Jazz Band Director	Will no longer come to Bentley once every other week for 1 hour	Does Not Work in Oakland
Controller		Confirm this person no longer comes to Hiller
Director of Advancement		Does Not Work in Oakland
Director of Communications	30-45 minutes 2-3 times a week 2015-2016 compliance list	Does Not Work in Oakland
CFO/COO		2 hours per week
Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis

Confirmed
No longer employed
No longer employed

Pasucci	Crystal	Cello Instructor	Does Not Work in Oakland unless subbing for Young	No longer employed
Ruffe	Kathleen	Learning Support Specialist	Does Not Work in Oakland	No longer employed
Gash	Jordan	Soccer Coach 2014	Does Not Work in Oakland	No longer employed
Anvari	Dana	Alumni Relations and Special Events Manager	Does Not Work in Oakland	No longer employed
Lautz	Eric	Volleyball Coach	Does Not Work in Oakland	No longer employed
Potts	Kelvin	Basketball Coach	Does Not Work in Oakland	No longer employed
Netniss	Steve	Technology Support Specialist	Does Not Work in Oakland	No longer employed
Spotts	Rover	IT Coordinator	Confirm now works comes to Hiller	Comes to Hiller campus 0-4 hours/week; based in Lafayette.
Truong	Tham	Business Office Associate	Confirm now works comes to Hiller	No longer employed
Woesser	Tenzin	Business Office Associate	Does Not Work in Oakland	
Mazzei	Courtney	Lower School Middle School Upper School Administrator Annual Fund and Database	Does Not Work in Oakland	
Carmody	Michael		Does Not Work in Oakland	No longer employed
			N/A	

Does Not Work in Oakland
3 hours a week 2014-2015 compliance list
30-45 minutes 2-3 times per week 2015-2016 compliance list

Does Not Work in Oakland
Does Not Work in Oakland

Does Not Work in Oakland
Does Not Work in Oakland

Does Not Work for Bentley

Reordered 2017–2018 Employee List The following list contains the same names, but has been reordered to allow easier comparison to the 2018–2019 faculty list submitted as part of this exhibit.

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND			
2017-2018 School Year			
#	Name	Change Since 2016-2017 School Year	Position
1	Molina		Admissions
2	Nester	New hire; replaces Berardi, who moved to Operations	Admissions
3	Boyes		After School
4	Deleon		After School
5	Nepomuceno		After School
6	Now		After School
7	Phillips		After School
8	Navarro	New hire; replaces Filippini, who is no long employed	After School
9	Smith		After School - Director
10	Kendall		Art
11	Korican		Art
12	Freed		Athletics/PE
13	Alvarado		Custodian
14	Navarro		Custodian
15	West	New hire; replaces Kirby, who is no longer employed	Dance
16	Bryant		Front Desk, Office Staff
17	Crawford	Returning from maternity leave, replaces Lee, who is no longer employed	Grade 1
18	Sykes	New hire; replaces Menendez, who is no longer employed	Grade 1
19	Marks		Grade 1 and After School
20	Salazar	New hire; replaces Sykes in the After School program	Grade 1 and After School
21	Bennett	New hire; replaces Page, who is no longer employed	Grade 2
22	Crowley		Grade 2
23	Brandenberg		Grade 2 and After School
24	Bitzer	New hire; replaces Beatty, who is no longer employed	Grade 2 and After School
25	Mayer		Grade 3
26	Rendon		Grade 3
27	Nussbaum	New hire; replaces Romero, who is no longer employed	Grade 3 and After School
28	Babcock		Grade 4
29	Harrigan		Grade 4
30	Visser		Grade 5
31	von euw		Grade 5
32	Munoz		Groundskeeper
33	Swainson		Head of K-8
34	Hogan		Head of School
35	Brown	Moved from After School to IT	IT
36	Montgomery	New hire; replaced Garrison	K-8 Faculty
37	Palange		K-8 Faculty
38	Fischer		Kindergarten
39	Hedges		Kindergarten
40	Kittle	New hire; replaces Babcock, who moved to Grade 4	Kindergarten and After School
41	O'Hanrahan	New hire; replaces Marks, who moved to Grade 1	Kindergarten and After School
42	Ilyin		Librarian
43	Lummis Oneill		Lower School - Director
44	Calderbank	New hire; replaces Wolski, who became Middle School Director	Lower School Faculty
45	Shaufele		Lower School Faculty
46	Bonvini		Lower School Faculty
47	Wu		Lower School Faculty
48	Wolski		Middle School - Director
49	Gallmard		Middle School Faculty
50	Street		Middle School Faculty
51	Layton		Middle School Faculty
52	Schug		Middle School Faculty
53	Shu	New hire; replaces Trahan, who is no longer employed	Middle School Faculty
54	Almeida		Middle School Faculty
55	Webb		Middle School Faculty
56	Zink		Middle School Faculty

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND			
2017-2018 School Year			
57	Scott		Middle School Faculty
58	Leland		Middle School Faculty
59	Parsons-McLain		Middle School Faculty
60	Hsu		Middle School Faculty
61	Gullien		Middle School Faculty
62	Pannell		Music
63	Timmons		Music
64	Berardi		Operations
65	Austin		Performing Arts
66	Miller		Student Support
67	Anderson	New hire	Student Support
68	Buechner		Student Support
69	Unknown	Never filled position during school year	K-8 Faculty
70	Unknown	Never filled position during school year	K-8 Faculty
71	Unknown	Never filled position during school year	K-8 Faculty

BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE			
#	Name	Hours Per Week on Hiller Campus	Position
1	Kopelevich	3	K-12 Administrator
2	Netniss	6	K-12 Administrator
3	Nunez	3	K-12 Administrator

2018–2019 Employee List

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND				
2018-2019 School Year				
#	Name	Changes from 2017-2018 School Year	Employed 2017-2018	Position
1	Molina			Admissions
2	Gailmard	Changed positions from Middle School Faculty; replaces Hester, who is no longer employed	Yes	Admissions
3	Boyes		Yes	After School
4	Tamayo	New hire; replaced Taylor	No	After School
5	Deleon		Yes	After School
6	Nepomuceno		Yes	After School
7	Navarro		Yes	After School
8	Now		Yes	After School
9	Phillips		Yes	After School
10	Smith		Yes	After School - Director
11	Kendall		Yes	Art
12	Korican		Yes	Art
13	Alvarado		Yes	Custodian
14	Navarro		Yes	Custodian
15	Bryant		Yes	Front Desk, Office Staff
16	Crawford		Yes	Grade 1
17	Sykes		Yes	Grade 1
18	Kittle	Changed positions from Grade K and replaces Marks, who is no longer employed	Yes	Grade 1 and After School
19	Nussbaum	Changed positions from Grade 3 and replaces Salazar, who moved to Grade 2	Yes	Grade 1 and After School
20	Bennett		Yes	Grade 2
21	Crowley		Yes	Grade 2
22	Taylor	New hire; replaces Brandenburg, who is no longer employed	No	Grade 2 and After School
23	Salazar	Changed positions from Grade 1 and replaces Bitzer, who is no longer employed	Yes	Grade 2 and After School
24	Famous	New hire; replaces Mayer, who is no longer employed	No	Grade 3
25	Rendon		Yes	Grade 3
26	Easton	New hire; replaces Nussbaum, who moved to Grade 1	No	Grade 3 and After School
27	Luce	New hire; replaces Babcock, who is no longer employed	No	Grade 4
28	Harrigan		Yes	Grade 4
29	Visser		Yes	Grade 5
30	von euw		Yes	Grade 5
31	Munoz		Yes	Groundskeeper
32	Hogan		Yes	Head of School
33	Brown		Yes	IT
34	Palange		Yes	K-8 Faculty
35	Lee	New hire; was formerly employed with Bentley in 2016-2017	No	K-8 Faculty
36	West		Yes	K-8 Faculty
37	Austin		Yes	K-8 Faculty
38	Fischer		Yes	Kindergarten
39	Hedges		Yes	Kindergarten
40	Turner	New hire; replaces Kittle; Kittle moved to Grade 1	No	Kindergarten and After School
41	Nelson	New hire; replaces O'Hanrahan, who is no longer employed	No	Kindergarten and After School
42	Ilyin		Yes	Librarian
43	Lummis O'Neil		Yes	Lower School - Director
44	Wu		Yes	Lower School Faculty
45	Shaufele		Yes	Lower School Faculty
46	Bonvini		Yes	Lower School Faculty
47	Wolski		Yes	Lower School Faculty
48	Leland		Yes	Middle School - Director
49	Parsons-McLain		Yes	Middle School Faculty
50	Montgomery		Yes	Middle School Faculty

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND				
2018-2019 School Year				
51	Hsu		Yes	Middle School Faculty
52	Layton		Yes	Middle School Faculty
53	Nemeroff	New hire; replaces Gailmard, who moved to admissions	No	Middle School Faculty
54	Schug		Yes	Middle School Faculty
55	Shu		Yes	Middle School Faculty
56	Almeida		Yes	Middle School Faculty
57	Webb		Yes	Middle School Faculty
58	Zink		Yes	Middle School Faculty
59	Scott		Yes	Middle School Faculty
60	Moore	New hire; replaces Freed, who is no longer employed	No	Middle School Faculty
61	Guillen		Yes	Middle School Faculty
62	Pannell		Yes	Music
63	Timmons		Yes	Music
64	Berardi		Yes	Operations
65	Buechner		Yes	Student Support
66	Cavin	New hire; replaces Anderson, who is no longer employed	No	Student Support
67	Johnson	New hire, replaces Miller, who is no longer employed	No	Student Support
68	Unknown	Searching for new hire to replace Swainson (former Head of K-8), who is no longer employed		K-8 Faculty
69	Unknown	Searching for new hire to replace Calderbank (former Lower School Faculty), who moved to the Upper School in Lafayette		K-8 Faculty
70	Unknown	Searching for new hire to replace Street (former Middle School Faculty), who is no longer employed		K-8 Faculty
71	Unknown	Searching for new hire to join the K-8 Faculty; search continued from the 2017-2018 school year		K-8 Faculty

Notes: Currently, the School has 67 faculty and staff, and is interviewing to fill four positions as of 10/15/18

BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE				
#	Name	Hours Per Week on Hiller Campus		Position
1	Kopelevich	0-2	Yes	K-12 Administrator
2	Netniss	0-2	Yes	K-12 Administrator
3	Nunez	0-2	Yes	K-12 Administrator
4	Checovich	0-6	Yes*	K-12 Administrator

*Checovich was employed by Bentley during the 2017-2018 school year as administrator at the Lafayette campus with no duties related to the Oakland campus; her role has changed and now she has some duties that require her to come to the Oakland campus.

ATTACHMENT 8

April 28, 2017

TO: Brenda Roberts

FROM: Gordon and Susan Piper

SUBJECT: Ongoing questions concerning Bentley School's compliance with its CUP

Another school year is almost over since we last brought our concerns about the Planning Department's reviews of Bentley School's compliance with its CUP. We believe there are still many red flags that are cause for independent review of the school's compliance with multiple conditions:

1. Enrollment limit of 360 students on the Oakland campus—Bentley continues to list on several websites that it has 700 students, which doesn't comport with its affidavit with the California Department of Education. There was a report to the California Department of Education in 215 that came to 363 students on the Oakland campus. When Planning asked for clarification, Bentley said it made a mistake.
2. Employment limit of 71—Our research reveals a number of individuals who have not been counted in five of Bentley's most recent employee reports (October 2015, February 2016, April 20, 2016, October 2016 and April 26, 2017). Information from Bentley's own website, Linked-In and Zoom Info indicates that these individuals may have been working on the Oakland campus. If independent verification documents that any one of them should have been counted, Bentley would exceed the employment limit of 71 not only in the CUP but in its Compliance Plan of 2015-2016.
3. Major changes to the TDM—When the Planning Commission approved Bentley's TDM in 2010, it was with the understanding and agreement of Bentley Administration that their efforts were to make the school feel like a school of 280, not 360. That is why the drop off zone was located away from the neighborhood at the Firestorm Memorial Garden, and why there was a prohibition of having staff parking on lower Hiller and North Hill Court.
 - a. The TDM and the Bentley Parent Traffic and Parking Handbook is very specific about how parents are to drop off their children using the area by the Firestorm Memorial Garden. In late January, we observed Bentley staff in yellow vests in front of 33 and 37 Hiller Drive, and parents using this frontage as a new drop off zone in the morning. The TDM requires Bentley to go before the Planning Commission before it makes a change to the TDM; that has not occurred.
 - b. We also have noticed Bentley staff parking on Lower Hiller, despite the TDM prohibition on faculty and staff parking on Lower Hiller and North Hill Court. We filed complaints with the CUP Hotline and the City about our observation of facilities staff parking on Hiller Drive in December 2014 and on three occasions this year.
 - c. Furthermore, there is very strong language about the school's 4 strikes policy should parents not comply. However, the school does not release any information about how many warnings are given. Even worse, Heather Klein stated in a recent response to our concern that the Planning Department only requires the school to have a policy of enforcement and that the

Department does not require any documentation about implementation of that policy.

4. A growing number of "vendors" in lieu of faculty/staff—in 2015 the Planning Department clarified that after school instructors who were affiliated with a company or other organization were not considered employees or staff. The school laid off a number of after school staff in order to comply with the 2015-16 Compliance Plan. Now, not only are we seeing an increase in the number of these vendors, but the prohibition of staff parking on lower Hiller and North Hill Court doesn't seem to apply to these individuals. That seems to be inconsistent with the desire to make the school feel like a school of 280 and not 360.
5. Use of the CUP Hotline—When we file complaints to Bentley's CUP Hotline, we rarely receive even an acknowledgement of receipt of the complaint, let alone a response. It is basically a ineffectual.

As we have shared with you previously, the fact that the Planning Department relies on the school's self reporting and does not utilize the tools it ostensibly can for compliance review allows these issues to fester, further eroding trust between the neighbors and the school, and quite frankly, the neighbors and the city. It is critical that there be independent review of the employees we've identified over the past 4 years as needing further investigation to assure that the school is complying with the CUP. It is also critical that the Planning Department more rigorously hold the school accountable and to do so in a more timely manner. So often an entire school year goes by before any action is addressed.

We still believe that there should be much stronger sanctions and remedies established by the City:

- Designate an auditor outside of the Planning Department to be used by the City to monitor Bentley's compliance during the next several years of a closely monitored "probation" in relation to complying with CUP requirements. Planning staff has clearly indicated that they don't want to monitor compliance or to independently verify or audit the accuracy of the compliance reports after receiving complaints.
- Require Bentley to make employment records available and employees available for interview by either the City's auditor or an independent auditor.
- Require compliance reports be made under penalty of perjury and that the school certify the accuracy of their reports.
- A much stiffer monetary fine than the \$1000 fine previously imposed for non-compliance, perhaps in the range of many thousands of dollars, as well as the cost of the audit and future audits that would be conducted on a bi-monthly basis.
- Outline future penalties that might be imposed for any false reporting and more detailed requirements for information that will be required in bi-monthly reports on enrollment and employment from Bentley School.
- Ultimately, if the school continues to be in noncompliance, consider rescinding the Use Permit.

Attached are documents with additional details about why we feel these issues need to be further investigated by an independent auditor or reviewer.

April 28, 2017

TO: Brenda Roberts

FROM: Gordon and Susan Piper

SUBJECT: Ongoing questions concerning Bentley School's compliance with its CUP

Another school year is almost over since we last brought our concerns about the Planning Department's reviews of Bentley School's compliance with its Conditional Use Permit Conditions of Approval. We believe there are still many red flags that are cause for independent review of the school's compliance with a growing number of Conditions of Approval that can constitute violations of the Municipal Code, such as:

1. The Enrollment limit of 360 students on the Oakland campus—Bentley continues to list on several websites that it has 700 students, which doesn't comport with its affidavit with the California Department of Education. There was a report made under penalty of perjury to the California Department of Education in 2015 from the School that first indicated there were 363 students on the Oakland campus. When Planning asked for clarification, Bentley said it made a mistake, but there has not been independent verification on the actual enrollment during the last two years when the School has been reporting 700 total students on its two campuses.
2. Employee limit of 71 staff on the Oakland campus— Based on our continuing online research, record reviews, direct observations and interviews, we have found a growing amount of information that appears to document in 2014, 2015, 2016 and 2017 that the School was not in compliance with the major Condition of Approval limiting staff on the Oakland campus to 71 employees. This also raises questions about the school's compliance with the requirements of the agreed upon Compliance Plan negotiated by the Planning Department staff with the School that was supposed to ensure it reduced its actual staffing from the 82 or 83 staff members it had reported in 2014 to 71 staff members during the last 3 years. In our continuing research in the last 6 months, we have reviewed in greater detail five of Bentley's most recent employee reports (October 2015, February 2016, April 20, 2016, April 26, 2016 and mid October, 2016) to City staff and neighbors, and found a significant number of individuals working as staff on the Oakland campus in 2015, 2016, and 2017 who did not appear to have been counted and reported. Information from Bentley's own website, Linked-In and Zoom Info indicates that there were a substantial number of individuals working full time or part-time as staff members on the Oakland campus during the last 3 years that were not counted, and the number in excess of 71 could be in double digits based on our research. If independent verification documents that any one of the individual staff members we have identified should have been counted, Bentley would exceed the employment limit of 71 not only in the CUP but in the Compliance Plan that appears to have been clearly inadequate to ensure compliance with this important Condition of Approval.
3. Major changes to the TDM—When the Planning Commission approved Bentley's TDM in 2010, it was with the understanding and agreement of Bentley Administration that their efforts were to make the school feel like a school of 280, not 360. That is why the drop off zone was located away from the neighborhood at the Firestorm Memorial Garden, and why there was a prohibition of having staff parking on lower Hiller and North Hill Court.

- a. The TDM and the Bentley Parent Traffic and Parking Handbook is very specific about how parents are to drop off their children using the area by the Firestorm Memorial Garden. In late January, we observed Bentley staff in yellow vests in front of 33 and 37 Hiller Drive, and parents using this frontage as a new drop off zone in the morning. The TDM requires Bentley to go before the Planning Commission before it makes a change to the TDM; that has not occurred.
 - b. We also have noticed Bentley staff parking on Lower Hiller, despite the TDM prohibition on faculty and staff parking on Lower Hiller and North Hill Court. We filed complaints with the CUP Hotline and the City about our observation of facilities staff parking on Hiller Drive in 2014 and on multiple occasions this year. For example, we observed three separate instances of Facilities staff members parking on Hiller Drive in April of 2017.
 - c. Furthermore, there is very strong language about the school's 4 strikes policy should parents not comply. However, the school does not release any information about how many warnings are given. Even worse, Heather Klein stated in a recent response to our concern that the Planning Department only requires the school to have a policy of enforcement and that the Department does not require any documentation about implementation of that policy.
4. A growing number of "vendors" in lieu of faculty/staff—in 2015 the Planning Department clarified that after school instructors who were affiliated with a company or other organization were not considered employees or staff. The school laid off a number of after school staff in order to comply with the 2015-16 Compliance Plan. Now, not only are we seeing an increase in the number of these vendors, but the prohibition of staff parking on lower Hiller and North Hill Court doesn't seem to apply to these individuals. That seems to be inconsistent with the desire to make the school feel like a school of 280 and not 360.
 5. Use of the CUP Hotline—When we file complaints to Bentley's CUP Hotline, we rarely receive even an acknowledgement of receipt of the complaint, let alone a response. It is basically ineffectual.
 6. Hours of Operations – The School was supposed to restrict its hours of operation and number of events held on campus during the school year. We have observed, however, staff violating the restrictions on activities on Sunday and the holding of events on Sunday at the School that were not scheduled.

As we have shared with you previously, the fact that the Planning Department relies on the school's self reporting and does not utilize the tools it ostensibly can for compliance review allows these issues to fester, further eroding trust between the neighbors and the school, and quite frankly, the neighbors and the city. It is critical that there be independent review of the employees we've identified over the past 4 years as needing further investigation to assure that the school is complying with the CUP. It is also critical that the Planning Department more rigorously hold the school accountable and to do so in a more timely manner. So often an entire school year goes by before any action is addressed.

We still believe that there should be much stronger sanctions and remedies established by the City:

- Designate an auditor outside of the Planning Department to be used by the City to monitor Bentley's compliance during the next several years of a closely monitored

"probation" in relation to complying with CUP requirements. Planning staff has clearly indicated that they don't want to monitor compliance or to independently verify or audit the accuracy of the compliance reports after receiving complaints.

- Require Bentley to make employment records available and employees available for interview by either the City's auditor or an independent auditor.
- Require compliance reports be made under penalty of perjury and that the school certify the accuracy of their reports.
- A much stiffer monetary fine than the \$1000 fine previously imposed for non-compliance, perhaps in the range of many thousands of dollars, as well as the cost of the audit and future audits that would be conducted on a bi-monthly basis.
- Restricting the dropoff of students to the designated area next to the Firestorm Memorial Garden and the activities of traffic monitors to this location and not to locations in front of homes on Hiller Drive.
- Impose a strict limit on the number of vendors the School may utilize to perform teaching functions, so as to make the limit on staffing meaningful that exists and has been imposed by the Planning Commission on all staff working on the Oakland campus.
- Impose stricter conditions of approval and independent monitoring that will ensure in the future that there is no staff parking on Hiller Drive and North Hill Court and that the school has adequate parking on campus for all of its staff, including vendors.
- Outline future penalties that might be imposed for any false reporting and more detailed requirements for information that will be required in bi-monthly reports on enrollment and employment from Bentley School.
- Ultimately, if the school continues to be in noncompliance, consider rescinding the Use Permit. The school promised in the past when it was granted the increase in staffing from 62 to 71 staff members and an increase in its enrollment from 200 to 360 students that it would comply with the new staffing and enrollment limits and not allow any staff parking on local streets. This school has broken important promises to the City, Planning Commission and neighbors and needs to learn promises must be kept and Conditions of Approval must be complied with, and to clearly demonstrate that it can comply with established Condition of Approval limiting the impact of the school on neighbors that the Planning Commission has developed.
- Develop an effective Code Compliance process for this school and ensuring compliance with all CUP Conditions of Approval and utilize an independent auditor and charge the school for the audits as outlined in prior correspondence regarding enforcement procedures if investigations are needed to evaluate potential violations of the current or futures Conditions of Approval by the school.

Attached are documents with additional details about why we feel these issues need to be further investigated by an independent auditor or reviewer.

**Bentley School Faculty/Staff 2015-16
Attachment A**

HILLER FACULTY		
2	Kindergarten Teacher	Fischer, Hedges
2	Teaching Assistant/ASP Staff: Kindergarten	Nankin-Royer, Gerber
2	Grade 1 Teacher	Crawford, Parrish
1	Teaching Assistant: Grade 1	O'Gorman
1	Teaching Assistant/ASP Staff: Grade 1	Gravelle
2	Grade 2 Teacher	Crowley, Page
1	Teaching Assistant: Grade 2	Von Euw
1	Teaching Assistant/ASP Staff: Grade 3	Palmer-Ghose
2	Grade 3 Teacher	Mayer, Rendon
1	Teaching Assistant: Grade 3	Schmidt
2	Grade 4 Teacher	Bellanti, Harrigan
2	Grade 5 Teacher	Green, Visser
1	Grade 6 Humanities	Gailmard
3	Middle School Mathematics Teachers	Webb, Zink, Ha
1	Mathematics Specialist	Garrison
2	Middle School Science Teachers	Trahan, Scott
1	Director of STEM Education	Palange
1	Middle School History Teacher	Schug
1	Middle School English Teacher	Layton
1	Humanities Chair and English Teacher	Duffield
1	Director of Counseling K-8	Burleson
1	Learning Specialist K-8	Hyde
1	Dean of Teaching and Learning	Filippini
1	Director of Music	Feltman
1	Music Teacher	Timmons (Pannell: Fall Trimester)*
2	Art Teacher	Kendall (Now: Fall Trimester)*, Korican
1	Librarian	Ilyin
1	Latin Teacher	Chow
2	French Teacher	Parsons-McClain, Wolski
2	Spanish Teacher	Bonvini, Guillen
2	Mandarin Teacher	Hsu, Wu
1	PE Teacher	Schaufele
1	Dance Teacher	Kirby
1	Assistant Athletic Director/PE Teacher	Freed
1	Director of Performing Arts	Austin (Sussman: Fall Trimester)*
1	Strings Teacher	Young
1	Prefect	Buechner
HILLER ADMINISTRATION AND STAFF		
1	Front Desk	Taylor
1	Registrar	Raible
1	Assistant to the Head of School	TBD
1	Admissions Director	Berardi
1	Admissions Associate	Danby
1	IT Associate	Meyersahm
1	Director of Middle School	Hackford
1	Director of Lower School	Lummis O'Neil
1	Associate Head of School	Konigsberg
1	Head of School	Hogan
HILLER AFTER SCHOOL STAFF		
6	After School Program Staff	DeLeon, Leland, Nepomuceno, Phillips, Do, TBD
1	After School Program Director	TBD
HILLER MAINTENANCE		
1	Groundskeeper	Munoz
2	Custodian	Alvarado, Gonzalez
71	TOTAL EMPLOYEES	

* indicates substitute teachers stepping in for teachers on leave for Fall Trimester.

List of Bentley Employees Not Counted in 2015-2016 Employee Report

Last Name	First Name	Position	After School	Affadavit with CDE	Bentley Website	Zoom Info	Linked In	Comment
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Anvari Dana Alumni Relations & Special Events Manage

A February 8, 2016 memo to Planning staff noted she had a designated parking space in Oakland and apparently working part time in Oakland, but not listed as an employee working on the Oakland campus in the compliance report made in October 2015 for the 2015-2015 School year.

C

D

E

Teaching
Associate to
lower school
Teaching
Assistant
Ruby Rose
Palmer
Ghose who
replaced
Zahara Syed
Middle/Upp
er School
Jazz Band
Teacher

Balbo

Monica

Berman

Ken

Listed

Updated her
listing on
October 3,
2015 as
Teaching
Associate.

Referenced
in
Attachment
A on April
26, 2016 as
Teaching
Associate. W
hile Plmer-
Ghose was
reported in
October 215
report, Ms.
Balbo nor
Ms. Syed
were
reported.
How often
on Oakland
campus?

C

O

3

A February 8, 2016 memo to Planning staff noted she had a designated parking space in Oakland and apparently working part time in Oakland, but not listed as an employee working on the Oakland campus in the compliance report made in October 2015 for the 2015-2015 School year.

Director of
Advancement
Rebecca
Bishoof

Boyes
Bruno

Penny
Patrick

Math
Teacher

1

Listed as a substitute teacher (re 4/25/16 memo from Pipers to Planning; listed on website in April as after school staff As of Nov. 2016

Penny doesn't say who she substituted for" Online picture posted on April 22, 2016. shows http://www. her dancing dancemyusa withBentley' .com/penny s Lower boyes that School provides a Creative written Move and indicating Dance regarding Teacher Penny Ashlie Kirby. Boyes: "She l mid is currently October, teaching in 2016 shes both public was now charter and listed as an private employee in schools in the After the San School Program, Francisco and the area." Which campus?

Canada-Smith	Donna	English Teacher? Middle & Upper School Debate Teacher	Listed without title, later listed as an English teacher but not where	Which Campus?
Clemmons	Steve	Teacher	Which Campus? She has since moved	2015-16 Still on to listed as another Teaching school, but Associate at Bentley have been from 8/13-present counted in 2015-16?
Crofton	Emily	3rd grade Teaching Associate	Listed as of November 2015	Listed in November 2015
Dell	Danielle	Math Teacher Education Assistant	Listed in November 2015	As of July 2016
Frank	Tasha	Assistant		Which campus? Which campus?

Geisler
Monique
Language
Teacher

Currently
listed as
World
language
Department
Chair and
French and
English
teacher
As of 9/2016

Which
campus?

Jurgens	Vincent	Webmaster/ Photographer	Listed as a staff member	Webmaster/ Photographer er how often?
Hyde	Melissa	Coordinator Support and Student Specialist K-5 Learning	As of 12/5/2016	Listed as - Present August 2008 (7 years 7 months) er how often?
				As of February 2016: Employed by Bentley August 2008 - Present Listed as Webmaster/ Photographer er how often?

Bentley
advise the
City in its
report in
February
2016 that
Hyde had
been
terminated
but Lined In
February
2016
indicated her
employment
is current and
she was still
employed
from August
2008-Present



Kopelovich

Alex

CFO/COO

Advised
Pipers he
worked Part-
time at
Oakland,
but not
listed

Kueffer-Moore Carol
Substitute
for Dance
Teacher
Ashlie Kirby
fall
semester

Lassow Mischea
Math
Teacher

Listed for
2015-16 and
16-17

Gordon Piper
found in
Febrary
2016 on
Bentley's
website
dated
November
13, 2015 an
article that
indicated
that Middle
School Dance
Teacher was
not off for
the entire
Fall trimester
and in fact
was dancing
during the
week with
Middle
School
students in a
"Physics: The
Science of
Dance" class
performance
for their

Which
campus?

Mohr	Kathleen	Teacher Aug 1997- Present. 19 yrs 9 mos. STEM and Music K-5.	Teacher/Dra ma Director as of Dec. 5, 2016	Which campus? online description regarding "Middle School visual arts classes" noted the class "are electives that meet four times per week. Why not counted?
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Muksian	Aram	Middle school/Photo ographer/Vis ual Arts 8- 2008 to 22/29/21 05	Director of Technology/ Department Chair of Educational Technology	Which campus and how often?
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Netriss	Steve	All school Administrat or	Director of Technology/ Department Chair of Educational Technology	Which campus and how often?
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Pascucci Crystal
Strings Academy
Teacher
Math
Teacher

Pegels Nancy

Listed as Bentley
staff member as of 10-20-16
School July 2013-to 2016

As of 1/9/16

Bentley School
acknowledged previously
that she sometimes
substituted for Strings
Academy instructor
Online
Young
, sometimes listed as a
staff member on the
Oakland campus.
Young was listed as the
only String Academy
staff member in 2015-2016
on the School's
annual Matrix report
Which campus?

Rafeh K-6-12 Athletic Director
Rob K-6-12 Athletic Director
Rawlinson Student Account Coordinator
Lorraine Student Account Coordinator

K-6-12 Athletic Director

How often on Oakland Campus
Student Account Coordinator from June 2009 to present (May 2016)
How often on Oakland campus?

1st Grade
Teaching
Assistant

Roberts

Dorothy

The School's
Head of
School
Arlene Hogan
in her May
22, 2015
letter to
Planning
noted
Dorothy
Roberts was
a 1st Grade
Teaching
Assistant.
The October
15, 2015
compliance
report for
2015-2016
School Year
did not list
Ms. Roberts
and there
wasn't
clarification
as to her
dates of
actual
employment.

			Information online regarding Ruffle having served on a Committee of the Give A Day Global which noted she worked for the School in "Oakland" 2015-16 report listed
Ruffle	Kathleen	Learning Support Specilist	Learning Support Specilist
Schmitt	Kharra	Associate Teacher- grade 3	July 2015 - June 2016 her as Schmidt

-Gordon
Piper was
advised in
2015-2016
that the
School had a
Garden
instructor
working with
students in
its raised-bed
garden. I
noted this in
several
November
2016 memos
that I wrote
and had
requested
the City of
Oakland
review and
independently
verify.

School Garden
Instructor

School Arlene
Hogan in an
Exhibit A
Attachment
to a May 22,
2015 letter to
Planner
Heather Klein
indicated
that Mr.
Spotts as the
Technology
Coordinator
for the
School comes
to the
campus once
a week for
approximately 3 hours to
check the
computer
systems
work. This
constitutes
part-time
work on the
Oakland
campus, and

Spotts

Rover

Technology
Associate

Stahl Ina Controller
Syed Zahra Teaching Associate

1

School had reported in some previous report that Controller Ina Stahl worked part-time on the Oakland campus. Stahl was not listed however in the 2015-2016 compliance report as an employee working even part-time on the Oakland campus. However, the Head of School reported in a May 22, 2015 letter that Stahl did Was she an employee or vendor?

Listed in
2015 but
not 2016
report even
though
online
research
revealed
Ms. Young
in both 2016
and 2017
was still
indicating
on LinkedIn
that she had
recently
been
serving as
"musician
ship instructor
at Bentley"

Young

Online

String

ALPHABETICAL LIST OF BENTLEY STAFF, NOT ON 2015-2016 EMPLOYEE LIST, OAKLAND

Anvari, Dana--Alumni Relations and Special Events Manager – Our review in early 2016 as reported in a February 8, 2016 memo to Planning staff noted that Alumni Relations and Special Events Manager Dana Anvari had a designated parking space in Oakland and apparently was spending some time or working part time in Oakland, but was not listed as an employee working on the Oakland campus in the compliance report made in October 2015 for the 2015-2015 School year. Independent verification is needed as to how much time that Anvari spent working in Oakland in 2015-2016 School year but no feedback or information this was received from the School or Planning staff.

Balbo, Monica – The School referenced Teaching Associate Monica Balbo in an Attachment A on April 26, 2016 as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replace along with a more recently hired Lower School Teaching Assistant named Zahra Syed Online research after we questioned why some of these individuals were not listed on the April 20, 2016 list of employees revealed Monica Balbo on October 3, 2015 had updated her profile on ZoomInfo to show she was a Teaching Associate. While Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee Ms. Balbo was not reported or counted. Nor was Ms. Syed reported or counted by the School on April 20, 2016 until after we raised a question in our April 25, 2016 email as to why she was appearing on the Bentley School Directory. Independent verification is needed to determine if Ms. Balbo should also have been counted and reported in 2015-2016 as an employee working on the Oakland campus.

Berman, Ken – Middle and Upper School Jazz Band Teacher – The Bentley School website Directory currently lists Berman as a staff member serving as the Middle and Upper School Jazz Band Teacher and has previously listed him in this same job title or classification in approximately November, 2016 at the time Gordon Piper reviewed the website.

Bishoof, Rebecca – Our review in early 2016 as reported in a February 8, 2016 memo to Planning staff noted that Director of Advancement Rebecca Bishoof had a designated parking space in Oakland and apparently was spending some time or working part time at the School, but was not listed as an employee working on the Oakland campus in the compliance report made in October 2015 for the 2015-2016 School year. Independent verification is needed as to how much time that Bischoff spent working in Oakland in 2015-2016, but no feedback or information regarding this was received from the School or Planning staff.

Boyes , Penny – The Bentley School's information provide to Planner Heather Klein for the April 20, 2016 meeting we had and the Bentley Employee List 2015-2016 made no mention of Penny Boyes as an employee.. It was noted, however, in an April 25 email that Penny Boyes "Appears on the Bentley School Directory and is listed as a substitute teacher, but there was not indication as to who she was substituting for." As noted in our May 26, 2016 email to Heather Kein, we found online a picture showing Penny Boyes dancing with Bentley's School's Lower School Creative Move and Dance Teacher Ashlie Kirby that was posted on April 22, 2016. We also found online at link

<http://www.dancemyusa.com/pennyboyes> that provides a written indicating regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco area." We found that our questions about employee were not addressed in the Planning Department "Determination Letter" in May, 2016 since the article on April 22, 2016. We question why City staff and Bentley did not count and report individuals such as Penny Boyes that appear to be working part-time or full-time and not substituting for another dance teacher. We found in the report submitted by the Bentley School d Independent verification was and is needed regarding Ms. Boyes and why she was counted and reported on the 2015-2016 as an employee for the School.

Bruno, Patrick – Mathematics Teacher – Gordon Piper found in an online search in approximately November 2016 a listing on the Bentley School's online website at www.bentleschool.net for Patrick Bruno listing him as a Mathematics Teacher for the School.

Canada-Smith, Donna – Bentley CFO/COO Alex Koeplvich did not report Donna Canada-Smith toward the 71 staff limit in the information provided for the employee list for the 2015-2016 that was provided on April 20, 2016 to City Planner Heather Klein. However, at that time I found on the Bentley School website online Directory that Donna Canada-Smith was shown with no information on where she was working or what she was doing. I found that Canada-Smith had completed recent studies in French , and no information regarding Canada-Smith's work place or dates of employment at Bentley School. The report submitted by the School in mid October, 2016 did not list Canada-Smith as a staff member on the Oakland campus. I subsequently found that Canada-Smith was being utilized English Teacher on the Bentley School website Directory although it doesn't clarify which campus. Independent verification is needed to determine what duties Canada-Smith performed for Bentley and on what campus and how many hours if any she worked on the Oakland campus and when.

Clemmons, Steve – The Bentley School Directory in November 2016 listed Clemmons as Middle School & Upper School Debate Teacher, but the School did not list him on the 2015-2016 Employee list for the Oakland campus even though the job title suggested he was working on both campuses and it was not clarified how many hours per week he worked on the Oakland campus in this capacity. I requested independent verification in November 2016. I found in my recent review that Clemmons is now called Director of Forensics and Debate Instructor as shown on the current Bentley School website Directory and previously was referred to as the Middle School & Upper School Debate Teacher. Independent verification is needed as to whether he is still teaching middle and lower school students debate and where he is stationed and how many hours per week he spends on the Oakland campus.

Crofton, Emilie – Online research showed that Emilie Crofton listed her Teaching experience as Teaching Associate for Bentley School August 2013-Present 3 yrs 8 mos. Oakland. Crofton subsequently noted she accepted another position at the Francophone Charter School for the 2016-2017 School Year as a 3rd and 4th Grade Teacher. Crofton was also found on ZoomInfo in a 12-5-2016 update still shown as a Teaching Associate. Independent verification is needed regarding the dates that Crofton worked on the Oakland campus as a Teaching Associate and why she wasn't counted and listed in the October 2015 compliance report as a 2015-2016 employee. I noted in my May 26, 2016 email to Planner Heather Klein that Crofton was shown on the Bentley School Directory in November 2015 as a 3rd Grade Teaching

Assistant. The February 2016 report to Planning staff that was share with neighbors included a claim that Crofton was terminated but did not list her dates of employment or termination date, and the Linked In information noted above raises questions that have not been answered. There appears to be a continuing question about the accuracy of the Bentley's prior reports in October 2014 and February 2016. There needs to be independent verification. Only one 3rd Grade Teaching Assistant was reported by Bentley for the Fall trimester as I pointed out in my February 8, 2016 email to Heather Klein, even though Crofton was listed on the Bentley School online Directory as a member of the faculty and staff.

Dell, Danielle – Mathematics Teacher – Gordon Piper found in an online search in approximately November 2016 a listing on the Bentley School's online website at www.bentleyschool.net for Danielle Dell listing her as a Mathematics Teacher for the School. Independent verification is needed regarding which campus that Dell was and is working on and her dates of employment and whether she worked on the Oakland campus in 2015-2016 and should have been counted and reported as an employee.

Frank, Tasha – Educational Assistant - Gordon Piper found on Zoom Information a listing for Tasha Frank showing her as an Educational Assistant with the last update on July 12, 2016 at the Bentley School. Independent verification is needed regarded her dates of employment and duties and whether she worked on the Oakland campus and should have been counted and reported as an employee for the 2015-2016 school year.

Geisler, Monique – The Bentley School had a language teacher named Monique Geisler that Zoom Information reported the last update for September 6, 2016, however Ms. Geisler's name did not appear on the mid October 2016 listing of employees that Bentley's CFO/COO Alex Kopelevich reported to the Planning Department as counted toward the 71 employees claimed by the School as the total working on the Oakland campus. Independent verification is needed to determine if Ms. Geisler should also have been counted and reported and to see if her employment was on the Oakland campus and was reported properly in the report made in the Affidavit filed with the California Department of Education. Ms. Geisler was shown on the current Bentley School website Directory as as World language Department Chair and French and English teacher, and the listing does not indicate that she works in the Upper School so it appears possible that she may work in Oakland, and this needs independent verification.

Hyde, Melissa – K-5 Learning Specialist and Student Support Coordinator (Zoom Information 12-5-2016 update and Linked In shows as Educational Therapist with Experience August 2008-Present . 8 yrs 8 mos). Bentley advise the City in its report in February 2016 that Hyde had been terminated but Linked In February 2016 indicated her employment is current and she was still employed from August 2008-Present (7 years 7 months). Independent verification is needed and interview of Hyde.

Jurgens, Vincent – Linked In currently shows Jurgens as Webmaster and Photographer Bentley School. November 2013-Present. 3 yrs 5 mos. Oakland and notes Photographer and videographer for Advancement Office and External and internal website management (Blackbaud K-12 applications – formerly Whipple Hill.) Jurgens is also listed on the Bentley School Directory as a staff member currently but there is a reference to his being at the US or Upper School. Independent verification is needed as I

have seen Jurgens taking pictures on the ball court at the Oakland campus and there is an indication he was taking student pictures at the time of graduation in 2016, and many other pictures of students appear on the Bentley website involving students or activities at the Oakland campus, so it appears that Jurgens does work part-time at least on the Oakland campus and should have been counted and reported. Independent verification is needed on where he has been based and how much time he spends on the Oakland campus.

Kopelvich, Alex – The School's Chief Financial Officer and Chief Operating Officer who advised the Pipers directly in a conversation and meeting at our home that he worked part-time on the Oakland campus was not listed in either the 2015-2016 School Year or the 2016-2017 School Year. We noted in a memo to Planner Heather Klein on February 8, 2016 that "We see no difference in relation to Alex Kopelevich as a top Bentley School administrator being counted by Bentley as one employee to the Counting of Bentley School Head of School Arlene Hogan, who has been counted for years as a part-time employee that works on both campuses." Both administrators were listed as All School Administrators along with a series of other staff members that were listed as All School Administrators but not counted or reported by the School in a series of reports made to Planning staff.

Kueffer-Moore, Carol – The Bentley School reported in its October, 2015 compliance report that Middle School Dance Teacher Ashlie Kirby was on maternity leave and that Carol Kueffer-Moore was taking her place in the Fall Trimester. There was a report subsequently that indicated Carol Kueffer-Moore was terminated at some unspecified date without clarifying what that date was. Online Gordon Piper found in February 2016 on Bentley's website dated November 13, 2015 an article that indicated that Middle School Dance Teacher was not off for the entire Fall trimester and in fact was dancing during the week with Middle School students in a "Physics: The Science of Dance" class performance for their peers. This raised a questions as to the dates of employment during the Fall trimester for both Kueffer-Moor and Ashlie Kirby and whether they overlapped, and the actual date of return for Kirby and the dates of employment and termination for Kueffer-Moore. We raised these questions and concerns in our February 8, 2016 memo to Planning staff, and got no clarification or learned of any independent verification that appeared to be needed to see if number of employees being reported was accurate and complete or not, and whether the 71 employee limit had been exceeded in 2015-2016 in the Fall Trimester or full year.

Lassow, Mischa – Mathematics Teacher – The Bentley School in the 2015-2016 and the 2016-2017 reports to the Planning Department did not count or report Mathematics Teacher Mischa Lassow who was shown on the Bentley School online website Directory as a Mathematics teacher both years. I noted this on two memos I wrote in November 2016 referencing Lassow being shown on the website Directory. Independent verification is needed regarding which campus or campuses that Lassow worked on and whether he worked on the Oakland campus in 2015-2016.

Lee, Michele – The compliance report provided by the School in October 2015, did not list Teaching Assistant Michele Lee as an employee for the 2015-2016 school year, nor did the April 20, 2016 Bentley Employee List 2015-2016 based on information provide by Bentley CFO/COO Alex Kopelvich to Planner Heather Klein. However, Gordon Piper found at that time in April 2016 that Ms. Lee was listed on the

Bentley School Directory and informed Planning staff members Klein and Ranelletti, Council member Kalb and Aide Olga Bolotina and some members of Neighbors for Safety in Hiller Highlands in my April 25, 2016 email regarding Ms. Lee: "is Listed on the Bentley School Director as a Teaching Assistant Lower School, without any picture. There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelvich or Bentley why Ms. Lee is not being counted as an employee" which would have meant the School was not in compliance with the 71 employee limit on April 20. The very next day after Gordon Piper's April 24, 2016 email the Bentley School reported that in fact Ms. Lee was a Teaching Assistant and the April 26, 2016 list apparently based on information provided by either Kopelevich or Bentley School attorney Anne Mudge indicated now that Lee had "Replaced O'Gorman who is no longer employed by Bentley". No information was provided answering Gordon Piper's question regarding the dates of employment for Ms. Lee or on when she was hired, nor on when Jessica O'Gorman who was reported as an employee just 6 days earlier was discharged or what her actual dates of employment were and last day worked and whether there was any overlap between the hiring of Lee and the employment and counting of O'Gorman on April 20, 2016. This inconsistency raises a red flag and requires independent verification and interviews to determine the facts and whether the School was exceeding the 71 employee limit and failed to properly count and report Ms. Lee as an employee.

Lomba, Lisa – Ms. Lomba is listed by Bentley School on its Directory as Director of External Relations (previously called Director of Communications) and as ab All School Administrator for the School, and on Linked In in November I found it indicated shew worked in this capacity from August 2014 to the Present 1 year and 9 months. Bentley did not list Lomba either in October 2015 or October 2016 as an employee that worked at any time on the Oakland campus. However, I found on Linked In as of April 26, 2017 that Lomba listed her work location as San Francisco Bay Area, and not just the Lafayette campus. I found in a job descriptions in November 2016 for the Director of Communications position and it appears in order to perform all of the duties described on this job descriptions that she would likely have done some work on both campuses in Lafayette and Oakland. The current listing for Lomba on Linked In notes broad duties that stretch to K-12: "Lead all print and digital communications as well as media relations and external partnerships for this independent K-12 school, sharing with the world the amazing contributions, service, and achievements of Bentley's student scholars, athletes, and artists; connected and committed alumni; and creative, dedicated faculty members." For example, Lomba presumably helped in writing stories and developing publications and likely had to meet with or interview staff on both campuses. Independent verification should be done with interviews of Lomba and other staff to determine if Lomba does or does not work part time on the Oakland campus, and to find out how many hours per week she works on the Oakland campus, and whether she should be counted as a staff member that works part-time on the Oakland campus.

Miller, Mike – The School did not list Learning Specialist Mike Miller who appeared on its 2015-2016 compliance report list of employees for the 2015-2016 School Year, even though he was found on the Bentley School Directory as a K-8 Learning Specialist on the Oakland campus. We did not see Miller's name of the October 15, 2015 Employee List or a subsequent list provided by the School prior to my February 8, 2016 memo to Planner Heather Klein. Miller was still shown in a photo and a link on the School website as a Learning Specialist. His presence as an employee potentially would have added to

the number of employees beyond the 71 limit that were not counted and reported in 2015-2016.

Gordon Piper raised this as a concern in a February 8, 2016 memo to Planner Heather Klein in a memo labeled "Bentley School Employee Count, Additional Question re Possible Continuing CUP Violation".

Mohr, Kathleen – Zoom Information shows as Teacher in an update of December 5, 2016. Linked In lists Kathleen Mohr as "Teacher/ Drama Director at Bentley School" without specifying her dates of employment see printouts. Linked In showed Mohr as Teacher Aug 1997-Present. 19 yrs 9 mos. STEM and Music K-5. The information provided by the school in its October 2015 compliance report to the Planning Department did not list Mohr as an employee for 2015-2016 and independent verification is needed and interview with Ms. Mohr to determine what duties she performed and where and whether she should have been listed and counted as an employee in 2015-2016.

Muksian, Aram – The Bentley School website previously listed on November 29 Muksian as being employed as a staff member 8/2008-Present Photography/Visual Arts Teacher and an online description regarding "Middle School visual arts classes" noted the class "are electives that meet four times per week (see printout). Independent verification is needed regarding who is teaching the Visual Arts class on the Oakland campus and how much time that Muksian spends working on the Oakland campus.

Netniss, Steve – Linked In on November 9, 2016 had Netniss listed as "Director of Technology & Department Chair of Educational Technology" and on April 2, 2017 when revisited Netniss on Linked In was listed as "Director of Technology and Department Chair of Educational Technology K-12) Bentley School Sep 2014-Present. 2yrs 8 mos. Oakland, California; he is currently listed in the same position and shown as being an All School Administrator and an administrator that works in the Upper School, Middle School and Lower School. Independent verification is needed and an interview to see why Netniss was shown as working for 2 yrs 8 mos supposedly based in Oakland, and not in Lafayette where the School previously represented he worked exclusively in responding to questions raised as to why he was not being counted and reported as a staff member.

Now, Lori – The Bentley School did not list Lower School Art Teacher on its October 2015 report to the Planning Department as an employee for the 2015-2016 School Year, and the School indicated in its April 20, 2016 report to Planner Heather Klein that Ms. Now was no longer employed, but no dates of employment were provided by the School on April 20 or April 26, 2016. Now has been listed online as an Art Teacher Interim in 2015, and the report from the School provided in mid October 2016 indicated that Ms. Now was now an After School program employee of the School. Independent verification and interview with Ms. Now are needed to determine Ms. Now's duties, dates of employment and the accuracy or inaccuracy of the claims previously made by the School regarding Ms. Now. The School's claims regarding her termination need to be scrutinized since she is now showing up again as an employee, and her employment in the 2015-2016 school year if established might show the School was not in compliance with the 71 employee limit and possibly misrepresented to the City, Planning Department and neighbors that it was in compliance and would be in compliance by the end of the school year in June 2015 under the provisions of the Compliance Plan.

Nunez, Andres – The Bentley School website has listed Andres Nunez as Director of Facilities in the past who worked part-time in Oakland supervising Facilities staff members including groundskeepers and custodians that work at the School. The 2016-2017 Compliance Matrix reported Mr. Nunez worked 3 hours per week in Oakland but there was no independent verification of this and his part-time work should be reviewed as the Planning Commission did not specifically limit the counting of part-time work being counted to a specific # of hours.

School Garden Instructor – Gordon Piper was advised in 2015-2016 that the School had a Garden instructor working with students in its raised-bed garden. I noted this in several November 2016 memos that I wrote and had requested the City of Oakland review and independently verify. In reviewing the City of Oakland's files of correspondence to and from the School in the last 6 months, I did not find any correspondence to or from the school regarding the Garden instructor position to the Planning Department in 2015-2016 or 2016-2017 School Years.

Pascucci, Crystal – Linked indicates notes as Experience Bentley School July 2013-Present. 3 yrs. 9 mos. Oakland and Zoom Information notes Pascucci as staff member last updated 10-20-16 see printouts; Pascucci had been listed in some past reports as an a staff member on the Oakland campus working in the Strings Academy and Bentley School acknowledged previously that she sometimes substituted for Strings Academy instructor Ondine Young who was sometimes listed as a staff member on the Oakland campus. Young was listed as the only String Academy staff member in 2015-2016 on the School's annual Matrix report. Gordon Piper asked City of Oakland Planner III Heather Klein in April 2016 why Bentley School CFO Alex Kopelevich at that time did not list Ms. Pascucci at that time as a Strings Academy staff member working in Oakland when Ms. Young was still listed as working in Oakland, and we were advised that students were transported to the School's Lafayette campus for classes with Pascucci. However, there was no independent verification of this or the failure to list Ms. Pascucci on the Compliance Report in either 2015-2016 or 2016-2017. Neither Ms. Pascucci or Ms. Young were listed on the 2016-2017 Compliance Report although the Linked In website showed Ms. Pascucci working in Oakland 3 years 9 months, and Young also appeared to be working part-time in Oakland for the Bentley School based on an online search. The Linked In listing for Ms. Pascucci on Linked In listed Oakland and not Lafayette or Oakland/Lafayette, and independent verification and interviews with staff, students and parents to determine if the School accurately or inaccurately reported on where Pascucci was based and teaching and the amount of time she spent teaching students on the Oakland campus. The Linked In listing raises a red flag regarding the accuracy as to what was reported.

Pegels, Nancy – Math Teacher – Gordon Piper found a Zoom Information listing for Nancy Pegels as a Math Teacher with a last update of January 9, 2016, but could not find any other information regarding Ms. Pegels on the Bentley School website Directory or in reviewing the School Employee List for staff working on the Oakland campus in 2015-2016 or the 2016-2017 school years. Independent verification is needed to determine when and where Ms. Pegels worked and if the School failed to properly count and report her as as employee on the Oakland campus in 2015-2016.

Rafeh, Rob – The Bentley School website online Directory has shown Rafeh for years as being the K-6-12 Athletic Director but there is no indication in the October 2015 Report how many hours per week that Rafeh devoted to the K-6 through K-8 portion of his work in 2015-2016 and independent verification and interviews are needed to see if Rafeh should have been counted and reported in 2015-2016 as a part-time employee working on the Oakland or as an All School Administrator of sports programs.

Rawlinson, Lorraine – Student Account Coordinator – Gordon Piper found Rowlinson listed on Zoom Information listed as a Student Accounts Coordinator with a last update of December 5, 2015. Linked In had Ms. Rawlinson listed currently as the Student Account Coordinator from Jun 2009-Present. 7 yrs 11 mos. Oakland, CA and also from August 2002-June 2006. 3 yrs 11 mos. Oakland, CA. Rawlinson was not counted or listed on the mid October 2016 Employee List for the Oakland campus for 2016-2017 that was submitted by Bentley School CFO/COO Alex Kopelevich to the Bentley School. Rawlinson does not appear to have been counted or reported by the School for many of the 7 years 11 months that Linked In indicates that she has worked on the Oakland campus. If the School failed to properly report her as an employee working on the Oakland campus in its annual reports to the City of Oakland Planning Department and also to reflect her on the Private School Affidavits filed with the State Department of Education that were made under penalty of perjury and that were supposed to be accurate, complete and true, then this is a serious omission that calls into question past determinations of compliance made by the Planning Department and past claims of compliance with the limit of only 71 employees in annual reports or additional reports made after the School was found to have not been in compliance in later 2014 and early 2015, or more recently its report in mid 2016 when it claimed to have 71 employees.

Roberts, Dorothy – The School's Head of School Arlene Hogan in her May 22, 2015 letter to Planner Heather Klein claimed the School would be in full compliance with the CUP limit of 71 employee and in the same letter noted Dorothy Roberts was a 1st Grade Teaching Assistant. However, when we reviewed the October 15, 2015 compliance report for 2015-2016 School Year we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted and there wasn't clarification as to when Roberts was terminated or clarification on her dates of actual employment. When reviewed the Bentley School website we saw Roberts still listed on the Bentley School online Directory of faculty and staff in approximately November 2015. The information provided by the School to Planner Klein prior to our April 20, 2016 meeting and the subsequent April 26, 2016 meeting did not clarify the dates of employment for Roberts and independent verification is still needed to determine if she should have been counted and reported as an employee by the School for 2015-2016.

Ruffle, Kathleen – Linked In shows on April 26, 2017 showed Ruffle as a Learning Support Specialist at Bentley School and Zoom Information showed Ruffle as Learning Support Specialist 2-15-17 update see printouts. Ruffle was not shown however on the 2015-2016 Compliance Report submitted to the Planning Department as an employee working even part-time in Oakland. Ruffle was found in research on April 26, 2017 on Linked In to be a Learning Support Specialist from 2013-Present. 4 years Oakland CA and also listed as working in the San Francisco Bay Area, and not specifically in Lafayette. Ruffle was not shown however on the 2015-2016 Compliance Report submitted to the Planning Department as an employee working even part-time in Oakland. There was also information online regarding Ruffle

having served on a Committee of the Give A Day Global which noted she worked for the School in "Oakland". Ruffle was not listed however as an employee on the Compliance report submitted to Planning staff for 2016-2017 and it is not clear that Ruffle was counted on the full-time staff working on the Oakland campus that was submitted in the Private School Affidavit to the State Department of Education by the Head of School Arlene Hogan, since Ruffle's name was not reflected on the Compliance Report submitted at almost the same time that was supposed to be a complete list of 2016-2017 employees working on the Oakland campus.

Schmitt, Kharra – Gordon Piper found in November 2016 Kharra Schmitt listed on Linked In as Current at Bentley from July 2015-Present 2 years 5 months, as an Associate Teacher. The Schools 2015-2016 compliance report listed a "Schmidt" as a "Teaching Assistan:Grade 3". Verification is needed to determine if the School meant Khara Schmitt instead of "Schmidt". The latest listing for Schmitt on Linked In shows she worked 2 years as an Associate Teacher at Bentley from July 2014-June 2016.

Spotts, Rover –Gordon Piper found in online research in 2014 and reported to Planning Department staff that Techology Associate Rover Spotts was not counted or reported as an employee for the 2014-2015 School Year, and Spotts was also not listed as an employee performing work in Oakland in the compliance report submitted by the School for the 2015-2016 School Year when his title was changed to IT Coordinator. The School's Head of School Arlene Hogan in an Exhibit A Attachment to a May 22, 2015 letter to Planner Heather Klein indicated that Mr. Spotts as the Technology Coordinator for the School comes to the campus once a week for approximately 3 hours to check the computer systems work. This constitutes part-time work on the Oakland campus, and the Planning Commission made no distinction relative to the number of hours worked per week in limiting total employees to 71 on the Oakland campus. We found in our review of records recently no additional clarification from the School as to how many days per week or hours per week that Mr. Spotts was working during the 2015-2016 School year, and there appears to have been no independent verification done by review of records or interviews to establish how many hours Mr. Spotts worked on the Oakland campus in 2014-2016.

Stahl, Ina – Controller – The Bentley School had reported in some previous report that Controller Ina Stahl worked part-time on the Oakland campus. Stahl was not listed however in the 2015-2016 compliance report as an employee working even part-time on the Oakland campus. However, the Head of School reported in a May 22, 2015 letter that Stahl did work on the Oakland campus every other week and attended a one hour meeting in a May 22, 2015 letter to Planner Klein. There was no update obtained in the 2015-2016 School Year that we are aware of or any independent verification as to how many actual hours that Stahl worked on the Oakland campus. Independent verification iis needed. Ms. Stahl was shown on the Bentley online website as an "All School Administrator".

Syed, Zahra- The School did not report Zahra Syed as a Teaching Associate in the After School Program either in its compliance report made in October 2015 or its April 20, 2016 information provided to City Planner Heather Klein in information provided by its CFO/COO Alex Kopelvich, which was shared with Sue and Gordon Piper by Ms. Klein on April 20, 2016. When I researched employees after receiving this list on April 20, 2016, I found on the School's website at that time that Syed was shown as a Teaching Associate in the After School Program. I reported this to Planner Klein, City Council member Kalb and

Council Aide Bolotina, and members of Safety in Hiller Highlands on April 25, 2016. One day later on April 26, 2016 the School revised its list of employees to then report Syed working as a Staff member. Independent verification is needed to determine the dates of employment for Syed and why her employment was not reported accurately to the City and Planning Department staff and neighbors, since this would have constituted a violation of the CUP Conditions of Approval limit of 71 employees and a major change requiring review by the Planning Commission of this Municipal Code and CUP Condition of Approval related to the limit on employees.

Sykes, Lindsey – The Bentley School online website directory currently lists Lindsey Sykes as a staff member in the Lower School 2017 with no picture or other information (see printout). Independent verification is needed to see what duties she has been performing and her dates of employment, and why she was not counted as an employee for the 2016-2017 school year.

Uyehara, Cheryl – Linked In shows currently Uyehara as Registrar & Asst to the Lower and Middle School Heads on the Oakland campus and notes May 2007-Present – 10 yrs 2 mos. This name and these positions weren't reported on the 2015-2016 compliance report in October 2015 or the January 15, 2015 letter to Planning staff attaching an Appendix A list of employees submission from Head of School Arlene Hogan claiming that the School only had 77 employees and would be coming into compliance by laying off some workers to bring the # to 71. Zoom Information shows the last update for Uyehara as September 7, 2016. Online research showed a PeekYou website also listing Ms. Uyehara in the same job title at Bentley School.

Wilson-Egolf, Elysee – Mathematics Teacher – The Bentley School online website Directory in 2015-2016 and 2016-2017 has listed Elysee Wilson-Egolf as a Mathematics teacher working for the School, but it did not list her in the 2015-2016 as an employee working full-time or part-time in Oakland. Wilson-Egolf subsequently was found in Online research to be working at least part-time in Oakland, which raised a question as to where she was working in 2015-2016 and whether she worked possibly part time in Oakland in 2015-2016. Independent verification and record reviews and interviews are needed to determine if she should have been counted/reported as an employee in 2015-2016 doing work in Oakland.

Young, Ondine – The Bentley School's 2015-2016 report listed Ondine Young as a String Academy teacher in Oakland but the 2016-2017 did not list Ms. Young, even though online research revealed Ms. Young in both 2016 and 2017 was still indicating on Linked In that she had recently been serving as "musicianship instructor at Bentley" (see printouts). It did not appear that the City Planning Department asked attorney Anne Mudge why Ms. Young who was listed as a staff member in 2015-2016 was not listed on the 2016-2017 report submitted to the Planning Department in mid October, and online research suggests still that she has recently served as a "musicianship instructor" apparently in the Strings Academy in Oakland.

The Bentley School Directory also indicated in some reports regarding international students at the Upper School that some students had been utilized by the School as Teaching Assistant in the Oakland campus, and independent verification as to how

many international students are being utilized on the Oakland campus and whether they should also have been counted and reported as employees or staff.

TO: Rachel Flynn, Planning Director; Darrin Ranellettik Deputy Director, Bureau of Planning; Heather Klein, Planner III; City Council Member Dan Kalb; Council Aide Olga Bolotina; Neighbors for Safety in Hiller Highlands; City Attorney

From: Gordon and Sue Piper

SUBJECT: Request for Code Compliance Investigation of CUP Violations, Bentley School

DATE: May 26, 2016

We are writing to request that the City of Oakland commence a formal Code Compliance investigation of continuing and new violations of the Conditional Use Permit granted by the Planning Commission to the Bentley School. The City last May 29, 2015 issued a Letter of Determination finding the Bentley School had been in violations of the Conditions of Approval 1 and 20 regarding the number of faculty and staff permitted on the campus. Since that initial finding of Determination we have found repeated omissions and inaccurate representations (of actual faculty and/or staff members that in fact are working on the Oakland campus in subsequent reports made to City Planning staff that were shared with neighbors by Planning staff) that warrant a formal Code Compliance in:

- (1) The Annual Compliance Matrix with the employee count submitted on approximately October 15, 2015;
- (2) The subsequent report to Planning staff from Bentley School shared with neighbors in February, 2016;
- (3) The Bentley Employee List 2015-2016 created by Planning Staff on 4-20-2016 and shared with neighbors in a September 26, 2016 meeting based on information provided by Bentley School CFO Alex Kopelvich; and also
- (4) The Notice of Determination letter of May 29, 2016 and the Attachment A City of Oakland Bentley School Staffing Matrix apparently based on further information provided by either Alex Kopelvich of Bentley School attorney Anne Mudge.

Members for Safety in Hiller Highlands also found in our research and shared with City Planning staff this year an indication by the Bentley School in a report on student enrollment that it had reported it had 363 students enrolled, which exceeds the limit on enrollment established by the Planning Commission. We also believe that the student enrollment at the School in the last two years should be the subject of an independent Code Compliance investigation by the City, Planning Department and City Attorney's Office.

In the various reports that were submitted to the Planning staff and shared with neighbors the Bentley School always reported it was right at the 71-employee or staffing limit set forth by the Planning Commission in the Conditions of Approval. We found in our research, however, that there appeared to be a series of omissions in relation to the information provided to the Planning staff, which we feel

warrant a formal Code Compliance investigation and independent verification beyond the self-reporting that has apparently been relied upon by Planning staff in issuing a letter on May 18 that:

The City has reviewed all the documentation submitted by the School for the 2015-2016 school year including the staff lists in the Compliance Plan, 2015-2016 Compliance Matrix, and responses to the City's and neighbors' questions. City staff also reviewed additional documentation and lists submitted by the neighbors and thoroughly investigated allegations of non-compliance with staffing levels.

Our independent research suggests that the Bentley School was not in compliance with the staffing limit of 71 at the time of the four reports referenced above that have been shared with neighbor by Planning staff, including reports made in October 2015, February 2016, April 20 2016, and April 26 2016.

- **Learning Specialist Mike Miller**, listed on the April 26, 2016 report, was not reported on the October 15 report as a staff member, even though previous Learning Specialist Melissa Hyde had left Bentley School (according to her Linked In listing in June 2015) to accept a position at Prospect Sierra School. Miller was pictured after the October 2015 report on the Bentley School Directory but also was not counted or reported on the February 2016 report to Planning staff, and no clarification was provided in the April 20 Bentley Employee List 2015-2016 as to when Miller actually replaced Melissa Hyde and was hired and should have been counted potentially as exceeding the limit of 71 employees on the Oakland campus
- **Teaching Associate Monica Balbo** was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced, Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted.
- **Cello Instructor in the Strings Academy Crystal Pascucci** was not reported by the School in the October 2016 report to the City as working as a staff member in the Strings Academy on the Oakland campus. Sue Piper questioned in a November 12 email to Heather Klein and Darin Raneletti on Planning staff and to Neighbors for Safety in Hiller Highlands why Pascucci was listed in prior reports to the City of one of 2 music instructors in the Strings Academy on the Oakland campus and not in the October 2016 report. Pascucci was also noted reported or counted as a staff member working in the February 2016 report, the April 20 2016 list or the April 26 2016 list developed by Planning staff. Gordon Piper sent an email to Heather Klein on February 12, 2016 to advise her of information obtained from a parent of a student in the Strings Academy apparently being taught by Ms. Pascucci that Ms. Pascucci was working both on the Oakland and Lafayette campuses of the School. The April 20 2016 Bentley Employee List provided by Planning staff based on information provided by Bentley CFO Alex Kopelvich indicated that Ms. Pascucci had worked on the Oakland campus part-time reportedly "subbing

for Strings Academy instructor Ondine Young". However, no documentation was provided to neighbors regarding the dates Young was absent in Oakland nor the dates that Ms. Pascucci worked in Oakland and that Ondine Young worked in Oakland to substantiate that Ms. Pascucci did not continue to work in the Strings Academy in Oakland on a part-time basis, along with Ms. Young.

- **Dance teachers Ashlie Kirby and Carol Kueffer-Moore (fall trimester):** The October 2016 report to the City from Bentley School only reported one employee as a Dance Teacher and that was Ashlie Kirby. It was subsequently reported by the School that Dance Teacher Carol Kueffer-Moore was taking the place of Kirby during the Fall Trimester when Kirby was on maternity leave. However, in February 2016 an article was posted on the Bentley School's online website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and, in fact, was dancing during the week with Middle School students in a "Physics: The Science of Dance " class performance for the students' peers. This raised a question as to the dates of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby, whether they overlapped, the actual date of return for Kirby and the the start date and termination date or last day worked for Ms. Kueffer Moore. This was raised in a February 11, 2016 email to Heather Klein from Sue and Gordon Piper but not answered by Planning staff in the April 20 meeting or the Bentley Employee List 2015-2016 in the information provided by Bentley CFO Alex Kopelvich. The April 26 list only indicated that Kueffer-Moore was "No longer employed". An online listing for Ms. Kueffer-Moore makes reference to her working at Bentley at 1 Hiller Drive in 2015 without clarifying details in the link at: <http://www.danceanywhere.org/participant/carolkueffer>.
- **1st Grade Teaching Assistant Dorothy Roberts:** The October 2016 report to the City of Oakland and Planning staff from Bentley did not list Ms. Roberts as staff member. We pointed out in a February 1, 2016 email to Planner Heather Klein that: "There also is still a question about the counting of 1st Grade Teaching Assistant Dorothy Roberts. Arlene Hogan reported in her May 22, 2015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees. In the same letter she noted that Dorothy Roberts was a 1st Grade teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The February report Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on Bentley School's online Director of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus after July 1 who should have been counted." The April 20 and April 26 lists and the Determination Letter did not clarify the dates of employment for Ms. Roberts or answer the questions we raised, such as an indication of the date that she last worked or provide any documentation of this.
- **3rd Grade Teaching Assistant Emilie Crofton:** The October 2015 report from Bentley did not report Emilie Crofton as an employee working on the Oakland campus, even though we raised a question in a February 11, 2016 email to Planner Heather Klein regarding Ms. Crofton, who was

shown on the Bentley School Directory in November 2015 when checked as a 3rd Grade Teaching Assistant. The February 2016 report to Planning staff that was shared with neighbors included a claim that Crofton was terminated but does not list her dates of employment of her termination or last day worked. We noted previously that this needed to be independently verified and to not rely on the accuracy of Bentley's "self report". Our questions about this employee and potential or actual violation of the 71 employee staffing limit to date have not been answered by the City or apparently Bentley with specific dates being provided.

- **Dance teacher Penny Boyes:** The Bentley School's information provided to Planner Heather Klein for the April 20 meeting and the Bentley Employee List 2015-2016 that was provided April 20 as well as the April 26, 2016 Bentley Employee List 2015-2016 makes no mention of Penny Boyes. It was noted in the April 25 email that Penny Boyes "Appears on the Bentley School Directory and is listed as a substitute teacher. But no explanation as to who she is substituting for. We need to determine if she is working part time and how many days per week and what she is doing." Further online research showed a picture of Penny Boyes dancing with Bentley School's Lower School Creative Movement and Dance Teachers Ashlie Kirby and Hip Hot Dance Teacher and Bentley Middle School Mathematics Teacher Richard Ha, and "former colleague Cherie Hill" in an online article posted on April 22, 2016 by Ashlie Kirby. There was no indication in this article or accompanying picture to indicate that Ms. Boyes was "substituting" for any dance teacher. A separate online listing for Penny Boyes found currently at link <http://www.danceacademyusa.com/pennyboyes> also indicates regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco"Area." Our questions about this staff member working part-time have not been answered or addressed in the Determination Letter since the article of April 22,2016. We question the indication in the May 16 letter why City staff and Bentley school do not count and report individuals such as Penny Boyes that appear to be working part-time and not "subbing" or substituting for another dance teacher. There are questions regarding multiple dance instructors and the accuracy of the reporting of these staff members when more than two dance instructors are being utilized at one time.
- **Donna Canada-Smith:** The Bentley School and Bentley School CFO Alex Kopelovich did not report teacher Donna Canada-Smith among the employees counted toward the 71-employee staffing limit in the information provided for the April 20 Bentley Employee List 2015-2016. However, at the time this information was provided, Donna Canada-Smith was shown on the Bentley School online Directory as an employee with no information on where she is working and what she is doing. I found online, as I reported on April 25 in my email to Planning staff, some members of Neighbors for Safety in Hiller Highlands and Council member Kalb and aide Olga Bolotina that I had questions as to why Ms. Canada-Smith was not counted. I found she had completed recent studies in French. No information regarding Ms. Canada-Smith's actual work place or dates of

employment was provided in the April 26, 2016 Bentley Employee List 2015-2016 prepared by Planning staff or included in the Determination letter of May 18, 2016. Independent verification and documentation appears to be needed to answer the questions we raised on April 25, 2016.

- **Teaching Assistant Michele Lee:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelovich did not count or provide any information regarding employee Michele Lee. However, Gordon Piper found at this time that Ms. Lee was listed on the Bentley School Directory and informed Planning staff members Klein and Ranelletti, Council member Kalb and Aide Olga Bolotina and some members of Neighbors for Safety in Hiller Highlands in my April 25 email that Ms. Lee: "Is listed on the Bentley School Directory as a Teaching Assistant Lower School, without any picture, There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelevich or Bentley why Ms. Lee is not being counted as an employee" which would have meant the School was not in compliance with the 71 employee limit on April 20. The very next day after Gordon Piper's April 26, 2016 email, the Bentley School reported that, in fact Ms. Lee was a Teaching Assistant and the April 26, 2016 list apparently based on information provided by either Kopelovich or Bentley School attorney Anne Mudge indicated now that Lee had "Replaced O'Gorman who is no longer employed by Bentley". No information was provided answering Gordon Piper's question regarding the dates of employment for Ms. Lee or on when she was hired, nor on when Jessica O'Gorman, who was reported as an employee just 6 days earlier, was discharged or what her actual dates of employment were and last day worked and whether there was any overlap between the hiring of Lee and the employment and counting of Jessica O'Gorman on April 20, 2016.
- **Middle School Music Teacher Interim James Pannell:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided to Planner Klein by Bentley School CFO Alex Kopelovich indicated that Mr. Pannell "is subbing for Buechner while Buechner subs for Crawford". Gordon Piper raised questions in the April 25 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors of Safety in Hiller Highland regarding Pannell and noted: "Pannell is currently shown on the Bentley School Directory as Music Teacher interim. The information provided to the Planning Staff that "Pannell is subbing for Buechner" but Buechner is supposed to have been previously a Prefect and currently works as Temporary Grade 1 Teacher for Crawford". The Determination letter of May 18 did not explain why an individual who is described on the Bentley School Directory as a Music Teacher Interim is substituting for a Prefect of Temp: Grade 1 Teacher, as Buechner was described in the April 20, 2016 Bentley Employee List. The information provided does not clarify whether Pannell was working part-time as a Music Teacher Interim and what his dates of employment were and when he reportedly worked as a Music Teacher for the School and when he reportedly was assigned to perform duties as a substitute.
- **Lower School Teaching Assistant Zahra Syed:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelovich to Planner Heather Klein did not count or report Lower School Teaching Assistant Zahra Syed. Gordon Piper pointed out in a April 25, 2016 email that the Bentley School Directory at that time had " Zahra Syed-Is shown

on the Bentley School Directory as a Teaching Associate after School Program staff, but no information was provided to Planning staff in the latest report about her.” Only one day after Gordon Piper raised this question, Bentley revised its list of employees for 2015-2016 to now include Zahra Syed and noted Ms. Syed: “Replaced Palmer Ghose who Replaced Balbo, neither is employed by Bentley”. Monica Balbo was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document Planning staff indicated was prepared April 26, 2016 after we called to the attention of Planning staff in the April 25 email that Syed’s name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed reported or counted by Bentley School on April 20, 2016 until after we raised a question in our April 25 2016 email as to why she was appearing on the Bentley School Directory as a staff member working on the Oakland campus.

- **Lower School Art Teacher Lori Now:** Now was a Lower School Art Teacher that the Bentley School indicated was no longer employed in its April 20, 2016 report to Planner Klein, but no dates of employment were provided on April 20 or April 26, 2016. Now had been listed online as an Art Teacher Interim in 2015, and more details are needed regarding her dates of employment and why she was listed as an Interim Art Teacher during 2015 and where she worked and whether she substituted or worked in addition to some other art teacher on the Oakland campus.

As you can see, there are approximately 11 or 12 employees for who there are questions and where more detailed documentation is required to settle their status in relation to the 71 limit of employees at Bentley. We would like to find out what documentation and information was obtained by the Planning staff and the City and relied on as a basis for concluding that the Bentley School in the periods of time from the initial finding of non-compliance in May 2015 to date to conclude that Bentley has been in compliance and not exceeded in the 71-staff limit imposed by the Planning Commission. And finally, because Bentley is already at its 71 limit and any one of these people of interest would put the school over that limit, we are asking for a determination as to whether in fact the School has been in non-compliance during the period in question and whether it currently remains in non-compliance and whether more sanctions should be imposed by the Planning staff and Planning Commission for violations of not only the 71-employee staffing limit but the limit of 360 students on the Oakland campus imposed by the Planning Commission.



Gordon Piper <rgpiper33@gmail.com>

Summary of our meeting with Darin and Heather today

2 messages

Susan Piper <susangpiper@gmail.com>

Thu, May 26, 2016 at 5:25 PM

To: Leila Monscharsh <101550@msn.com>, linda harris <lkharris73@gmail.com>, Donna Karch <donna_karch@yahoo.com>, Gordon Piper <rgpiper33@gmail.com>, Nadine Prah <nadine@prah.net>

Long and short of it: We received copies of whatever is in Planning's file since we last asked for copies. When we raised questions about 3 employees who were not listed on previous reports but did appear on Bentley's website, and then showed up on the April 26, 216 report, Heather and Darin said they did not feel that that issue raised a sufficient red flag for them. When asked directly, they said that they did not check employment dates nor interview any of the people we questioned, and that they would not because they feel that the "investigation" procedure they follow is sufficient. Darin suggested that they might go further if the Planning Commission instructed them to do so. However, we would need to file an appeal by Tuesday and pay the \$1,600+ fee-- and then lobby the Planning Commissioners, knowing that Bentley could and probably would appeal.

Gordon and I left the meeting feeling that we should not appeal at this time (since we really don't have sufficient time between now and Tuesday), but wait until the next employee report comes out in October. (It's the end of the school year now, anyway).

Meanwhile, we believe we should work with the Head Royce neighbors in crafting a letter to Brenda Roberts, the city auditor, to talk about a performance audit of Planning on how they enforce their CUP's with private schools and other large institutions located in residential areas.

Personally, I think we would have a better chance in persuading Brenda Roberts than in trying to garner votes at the Planning Commission.

Here's what we gave to them today.

—
Sue Piper

 **Rev May 26 Request for Code Compliance Investigation, Bentley School, and Rescindng Determination Regarding Bentley School Staffing Levels.docx**

27K

Donna Karch <donna_karch@yahoo.com>

Thu, May 26, 2016 at 5:40 PM

Reply-To: Donna Karch <donna_karch@yahoo.com>

To: Susan Piper <susangpiper@gmail.com>, Leila Monscharsh <101550@msn.com>, linda harris <lkharris73@gmail.com>, Gordon Piper <rgpiper33@gmail.com>, Nadine Prah <nadine@prah.net>

Sue,

Thank you for attending the meeting and providing a summary.

Are Heather and Darin in denial about the three employees above the permitted 71, or are they too lazy to enforce the CUP?

Bentley only held two NLC meetings this school year, which means the school is not in compliance with the CUP, but the City took no action against the school. I know that the meetings have not been productive, but that's beside the point. The City is not enforcing the CUP.

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND
2016-2017 School Year

Alvarado	Custodian
Austin	Performing Arts
Babcock*	Kindergarten and After School
Bellanti	Grade 4
Berardi	Admissions
Bettiga*	Grade 1 and After School
Bonvini	Lower School Faculty
Boyes	After School
Brandenberg*	Grade 2 and After School
Brown	After School
Bryant	Front Desk and Registrar
Buechner	Student Support
Burleson	Counselor
Crowley	Grade 2
Deleon	After School
Feltman	Music - Director
Fischer	Kindergarten
Freed	Athletics/PE
Gailmard	Middle School Faculty
Garrison	Mathematics Specialist
Gravely	After School - Director
Guillen	Middle School Faculty
Ha	Middle School Faculty
Hackford	Middle School - Director
Harrigan	Grade 4
Healy*	Grade 2 and After School
Hedges	Kindergarten
Hogan	Head of School
Hsu	Middle School Faculty
Ilyin	Librarian
Kendall	Art
Kim*	Grade 1 and After School
Kirby	Dance
Korican	Art
Layton	Middle School Faculty
Lee*	Grade 1
Leland	Middle School Faculty
Lummis Oneill	Lower School - Director
Mandell*	Prefect
Marks	Kindergarten and After School

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND**2016-2017 School Year**

Mayer	Grade 3
Menendez*	Grade 1
Meyersahm	IT Associate
Miller	Learning Specialist
Molina	Admissions
Munoz	Groundskeeper
Navarro*	Custodian
Nepomuceno	After School
Now	After School
Page	Grade 2
Palange	STEM Director
Pannell	Music
Parsons-McLain	Middle School Faculty
Phillips	After School
Raible	Assistant to Head of School and Development Assistant
Rendon	Grade 3
Schug	Middle School Faculty
Scott	Middle School Faculty
Shaufele	PE and Safety Coordinator
Street*	Middle School Faculty
Swainson	Head of K-8
Syed*	Grade 3 and After School
Taylor	Front Desk, Transportation and Operations Assistant
Timmons	Music
Trahan	Middle School Faculty
Visser	Grade 5
von euw*	Grade 5
Webb	Middle School Faculty
Wolski	Lower School Faculty
Wu	Lower School Faculty
Zink	Middle School Faculty
# of Employees:	71
<i>*denotes new employee: replace departed faculty/staff or new role assignment.</i>	

BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE**Approx. Hours Worked on Oakland Campus**

Kopelevich	2 hours per week
Spotts	2 hours per week
Nunez	3 hours per week

	A	B	C	D	E	F	G	H	I
1			List of Bentley Employees Not Counted in 2016-2017 Employee Report						
2									
3	Last Name	First Name	Position	After School	Affadvit with CDE	Bentley Website	Zoom Info	Linked In	Comment
4	Berman	Ken	Middle/Upper School Jazz Band Teacher			Current/Nov. 2016			Does he work in Oakland Which Campus
5	Bruno	Patrick	Math Teacher			Nov. 16			Which Campus Which campus?
6	Canada-Smith	Donna	English Teacher			Current			Does he work in Oakland Which campus?
7	Clemmons	Steve	Middle/Upper Director of Forensics/Debate			Current			Does he work in Oakland Which campus?
8	Dell	Danielle	Math Teacher			Nov. 2016			Which campus?
9	Frank	Tasha	Educational Assistant				As of July 12, 2016		Which campus? Bentley had listed K-8 Counselor Half-time being recruiting now
10	Froberg	Celia	Administrator/ Middle/Lower School			Current		Counselor 2016-17	

	A	B	C	D	E	F	G	H	I
11	Geisler	Monique	Language Teacher			Currently listed as world Language Chair, French and English teacher	9/6/16	Did not appear on 10/2016 official list from Bentley; Which campus?	Not on Oakland list
12	Gerber	Caroline	Teaching Associate Kindergarten				8/13/15	12/9/16 4/26/17	(Previously Grade 5 on 2015-16 Matrix) Is he still employed?
13	Green	Will	Educator (Previously Grade 5 on 2015-16 Matrix)						

	A	B	C	D	E	F	G	H	I
14	Goundskeepers								Observed 2 working near our proerty line 4/5 and 4/12/17-- on 4/19/17 we saw 5 facilities crew working on campus only 1 groundskee per listed
15	Hyde	Melissa	K-5 Learning Specialist/Student Support Coordinator				12/5/16	8/2008-present as Education Therapist	Is she still employed?

	A	B	C	D	E	F	G	H	I
16	Jung	Julia					11/28/16	2013-present 3 yrs. 5 months, Oakland	Found a mention of Julia Jung or reference online to a Positive Coaching Alliance website, however there was no job title listed for Jung on Zoom Information
17	Jurgens	Vincent	Webmaster/ Photographer			Current			Not clear which campus

	A	B	C	D	E	F	G	H	I
18	Konigsberg	Laura	Experience Associate head of school K-8			Listed on website		shows Konigsberg as having 3 positions and notes as Experience Associate head of School K-8 Bentley School July 2013- Present. 3 yrs. 9 mos. Oakland, and also Dean of Teaching and Learning Bentley School Sept 2000- Present. 16yrs. 7 mos, and also a position as	2/14/13 email to planning from Attorney Annie Mudge said she was not employed any longer by Bentley
19	Lassow	Mischa	Math Teacher						Which campus?

	A	B	C	D	E	F	G	H	I
20	Lujintanon	Sita				Listed on website as of 12/16/no job title			Had played basketball as a Bentley student. Now seems to be based in Thailand

	A	B	C	D	E	F	G	H	I
21	Mohr	Kathleen	Teacher/Drama Director				12/5/16	Linked In lists Kathleen Mohr as "Teacher/Drama Director at Bentley School" without specifying her dates of employment see printouts. Linked In showed Mohr as Teacher Aug 1997-Present.19 yrs 9 mos. STEM and Music K-5.	
22	Morrison	Emily	Director of Performing Arts				Current		Which campus?

	A	B	C	D	E	F	G	H	I
23	Muksian	Aram	Photography/ Visual Arts Teacher			11/29/16			The Bentley School website previously listed on November 29 Muksian as being employed as a staff member 8/2008-Present Photography /Visual Arts Teacher and an online description regarding "Middle School visual arts classes" noted the class "are electives that meet four times per week (see printout).

	A	B	C	D	E	F	G	H	I
24	Netniss	Steve	Director of Technology & Department Chair of "Educational Technology"						School. Independent verification is needed and an interview to see why Netniss was shown as working for 2 yrs 8 mos supposedly based in Oakland, and not in Lafayette where the School previously represented he worked exclusively in responding to questions raised as to why he was not being counted .

	A	B	C	D	E	F	G	H	I
25	Nunez	Andres	Director of Facilities						<p>The 2016-2017 Compliance Matrix reported Mr. Nunez worked 3 hours per week in Oakland but there was no independent verification of this and his part-time work should be reviewed as the Planning Commission did not specifically limit the counting of part-time work being counted to a specific # of hours.</p>

	A	B	C	D	E	F	G	H	I
26	Pascucci	Crystal	Strings Academy Math Teacher		Listed in past reports; not currentl y		10/20/16 1/9/16	10/1/2016- Linked In listed her base as Oakland	School acknowledge d previously that she sometimes substituted for Strings Academy instructor Online Young who was sometimes listed as a staff member on the Oakland campus. Young was listed as the only String Academy staff member in 2015-2016 on the School's annual Matrix report.
27	Pegels	Nancy							

	A	B	C	D	E	F	G	H	I
28	Rafeh	Ralph	K-6/k-12 Athletic Director			current	9/2/16 12/5/2016 6-- lists her as a 7 year employee		No indication of how often he is on Oakland Campus
29	Rawlinson	Lorraine	Student Account Coordinator					Current	How often on Oakland campus?
30	Romero	Sarina	Lower School Teaching Assistant			Current			11/2016 Website listed a Simone Romero without a job title
31	Ross	Gabriel	Science Teacher			current			Which campus?
32	Ruffie	Kathleen	Learning Support Specialist				2/15/17	Linked In shows Oakland and SF Bay Area, not Lafayette	Which campus?

	A	B	C	D	E	F	G	H	I
									All School Administrator or
33	Stahl	Ina	Controller						Why not counted?
34	Sykes	Lindsey	Staff Member in Lower School			current			
35	Uyehara	Cheryl	Registrar and Assistant to Lower & Middle School Heads			9/7/16	Current		Not listed
36									
37									
38									
39	After School Staff								
40	Jayne	Jared	After School Kitchen Workshops Cooking Class Instructor	1	Not clear if he is one of the part-time				
41	Chess		Afterschool- 1-8	1					
42	Nexplore Games		Nexplore Games	1	Not clear if he is one of the part-time				
43	Ninjaz	Code	After School Computer Science Enrichment	1	Not clear if he is one of the part-time				

	A	B	C	D	E	F	G	H	I
44	Gann	Elliott	Music Production Make a Global Friend Forever	1				Listed as Exec Dir. Of Today's Future Sound	
45	Global Web Designers		Forever Make a a Global Friend Forever	1					
46	Global Storybook Embinner		I DNA & Make a Global Friend Forever	1					
47	Global Doctors		After School	1				Current	
48	Golf First Tee	William	Tennis Instructor	1					
49	Higgin	Barry	Basketball Class/Fall	1					
50	Kleiman						11/2016 Personal image Develop ment Coach at Bentley		
51	Montgomery	Sylvia	Social Graces	1					
52	Playwell	Pre Engineers		1					
53	Playwell	Architecture		1					

	A	B	C	D	E	F	G	H	I
54	Shaffer	Sarah	Ttoyology:Science trough Toys	1					Previously reported as part-time on Oakland campus. No indication this year as to how many hours
55	Taro's Origami Studio		Origami	1					

ALPHABETICAL LIST OF BENTLEY STAFF, NOT ON 2016-2017 EMPLOYEE LIST, OAKLAND

Jayne, Jared - Kitchen Workshops Cooking Class instructor - The School's online website for the After School Program also listed a 9-session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list Jared Jayne who worked part time as the on the Affidavit filed with the California Department of Education. The flyer for the class from September 15-November 17 for 3rd to 5th Graders was not listed by name, and the School registered online the fees of \$265 per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Berman, Ken – Middle and Upper School Jazz Band Teacher – The Bentley School website Directory currently lists Berman as a staff member serving as the Middle and Upper School Jazz Band Teacher and has previously listed him in this same job title or classification in approximately November, 2016 at the time Gordon Piper reviewed the website.

Bruno, Patrick – Mathematics Teacher – Gordon Piper found in an online search in approximately November 2016 a listing on the Bentley School's online website at www.bentleschool.net for Patrick Bruno listing him as a Mathematics Teacher for the School.

Canada-Smith, Donna – English Teacher – is currently listed on the Bentley School website Directory as an English Teacher although it doesn't clarify which campus.

Chess at Bentley School classes – The Bentley School's online website and a link for the After School Program listed 10 classes for students in Kindergarten and 1st grade from 2:45 to 3:45 and for students in grades 2-8 from 3:35 to 4:35 on Wednesdays in the Fall semester starting in September 2016 from September 14 to November 16. The classes were taught apparently by one or more part-time instructors and with a minimum class size of 10 and a maximum of 20 students, and the School helped register the students for the class that cost \$180 for the 10 classes. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year.

Clemmons, Steve – formerly listed as Middle School & Upper School Debate Teacher – now called Director of Forensics and Debate Instructor as shown on the current Bentley School website Directory and previously was referred to as the Middle School & Upper School Debate Teacher.

Code Ninjaz Computer Science Enrichment class instructor - The School's online website for the After School Program also listed a 10 session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s)

teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The flyer for the class from September 15-November 17 for Session 11 from 2:50 to 3:50 for Kindergarten and 1st Graders and a second session from 4 p.m. to 5 p.m. for Grades 3-5 was not listed by name, and the School registered online the fees of \$315 per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff. The School failed to count and list both some full-time and part-time staff on computer related classes or technology requirements on the Employee List for 2016-2017 and this has also been a problem previously in reports made to the City Planning Department.

Dell, Danielle – Mathematics Teacher – Gordon Piper found in an online search in approximately November 2016 a listing on the Bentley School's online website at www.bentleyschool.net for Danielle Dell listing her as a Mathematics Teacher for the School.

Frank, Tasha – Educational Assistant - Gordon Piper found on Zoom Information a listing for Tasha Frank showing her as an Educational Assistant with the last update on July 12, 2016 at the Bentley School.

Froberg, Cecilia – The Bentley School Directory currently shows Froberg without a picture working as an administrator working in the Middle School and Lower School. Online at Linked In Froberg is shown as a Marriage and Family Therapist and it appears her employment as a Counselor began in the 2016-2017 school year at the Bentley School's Oakland campus as a Counselor. I also found online on the Bentley School website under the Employment heading an indication that the School had as an Available Position a position of K-8 Counselor (Half-Time).

Gann, Elliott – The Bentley School's After School Program had a link on its online website that connected to a lengthy listing of classes being offered in the After School Program (ASP) Enrichment Classes T1 2016-2017 that was labeled "v2.1 Sept. 12, 2016). Gordon Piper reviewed this list in approximately November 2016 that listed Elliott Gann as the instructor for Music Production and DJ'ing classes being offered to students in the After School Program on the Oakland campus. The class was offered to students at a cost of \$300 each and the School helped to register students in Grades 6-8 on Tuesday from 3:45 to 5:45 p.m. for 10 classes for and on Wednesday to 4th and 5th grade students for 9 dates: Sept. 14, 21, 28, Octob 5, 12, 19, 26, Nov. 2, 9, and 16. The registering deadlie was September 9, 2016. Instructor Gann listed himself on Linked In as a Music Producer/DJ and as Executive Director for Today's Future Sound. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year.

Geisler, Monique – The Bentley School had a language teacher named Monique Geisler that Zoom Information reported the last update for September 6, 2016, however Ms. Geisler's name did not appear on the mid October 2016 listing of employees that Bentley's CFO/COO Alex Kopelevich reported to the Planning Department as counted toward the 71 employees claimed by the School as the total

working on the Oakland campus. Independent verification is needed to determine if Ms. Geisler should also have been counted and reported and to see if her employment was on the Oakland campus and was reported properly in the report made in the Affidavit filed with the California Department of Education. Ms. Geisler was shown on the current Bentley School website Directory as as World language Department Chair and French and English teacher, and the listing does not indicate that she works in the Upper School so it appears possible that she may work in Oakland, and this needs independent verification.

Gerber, Caroline – Linked In on December 9, 2016 listed Gerber Current Bentley School Teaching Associate, Kindergarten August 2-15-Present (1 year 5 months) Oakland and on April 26, 2017 showed Gerber still as Teaching Associate, Kindergarten Aug 2015-Present. 1 yr 9 mos, Oakland, CA and Zoom Information listed Gerber as Teaching Associate (Zoom Information 8-13-2015 update) see printout see printouts. Independent verification is needed.

Global Web Designers and Make a Global Friend Forever class instructor – The School's online website for the After School Program also listed a 10 session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The flyer for the class from September 12-November 14 for 6th to 8th Graders was not listed by name, and the School registered online the fees of \$244 per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Global Storybook Engineer and Make a Global Friend Forever class instructor - The School's online website for the After School Program also listed a 10 session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The flyer for the class from September 12-November 14 for Kindergarten and 1st Graders was not listed by name, and the School registered online the fees of \$275 per student that were charged to pay for the instructor/class. This brings or apparently brought another part-instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Global Doctors: DNA & Make a Global Friend Forever instructor - The School's online website for the After School Program also listed a 10 session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The

flyer for the class from September 16-November 18 for 3rd to 5th Graders was not listed by name, and the School registered online the fees of \$244 per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Golf First Tee instructor(s) - The School's online website for the After School Program also listed a golf class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but Gordon Piper could not find a coach or part-time staff person that had been listed on the Employee List for 2016-2017 as teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. This golf class for Grades 2-5 students apparently brought another part-time instructor to teach an After School Program class in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it appears to violate the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Green, Will - Linked In currently shows still Mr. Green listing himself as an Educator Bentley School reflected as Experience without showing any dates of employment. Green had in the 2015-2016 Compliance Matrix provided to the City Planning Department and neighbors in October 2015 had been listed as a Grade 5 Teacher.

Groundskeepers- Gordon Piper has directly observed during the 2016-2017 school year more than one Groundskeeper working on the Oakland campus, including most recently on April 5 and 12, 2017 when two Groundskeepers were observed working near the property line between the Piper property and the School clearing vegetation and had parked a white school truck on Hiller Drive in violation of the prohibition against staff parking on Hiller Drive. I also observed on another occasion on April 5, 2017 two Bentley School groundskeepers driving down lower Hiller Drive into the parking lot in front of the School and unloading a weed eater from the back of the white Bentley School pickup truck. I documented this in an April 5 memo, and noted that the School had reported only one Groundskeeper on its 2016-2017 report regarding staffing to the Planning Department and neighbors, but that I had regularly been seeing more than one Groundskeeper working at the School. One Groundskeeper reports to work regularly at 6:30 a.m. in the morning and parks on the other side of the fence line. I also have seen a groundskeeper who was not the Mr. Munoz reported this year as the only Groundskeeper working at the School's Oakland campus. It appears that Bentley School is continuing to send Facilities staff members from the Lafayette campus, and on Sunday, March 19, I observed approximately 5 Facilities staff members working on a Sunday outside on the grounds. This was a day of the week in which no School employees were supposed to work, yet the Facilities staff members worked for hours and had their vehicles parked north of the main office. Independent verification is needed regarding which Facilities' staff members have been working on the Oakland campus and the hours and dates and their positions. There clearly appear to be more than the 3 Facilities staff members included on the mid October 2016 list of employees for the 2016-2017 School Year.

Higgin, William or Higgins Tennis certified pros – After School Enrichment Class Tennis Director – Gordon Piper found William Higgins listed as Tennis Director in approximately November 2016 on the Bentley School website link for the After School Program tennis classes teaching tennis for which students or their parents had to sign up and pay a \$248 fee for the student to take tennis lessons from either Higgins Tennis “certified pros”. The schedule showed two one-hour classes on Tuesday and two more one-hour classes on Thursday. The classes were offered on the school ball deck with a maximum of 8 students and the courses were to be offered March 21-May 30 to both Kindergarten-1st grade students and 2nd-3rd grade students. Online registration was offered for the classes. The classes being offered add part-time staff at the Oakland campus teaching students on the ball court in this After School Program, which has added many part-time staff members to teach students registered in these growing number of After School Program classes for students.

Hyde, Melissa – K05 Learning Specialist and Student Support Coordinator (Zoom Information 12-5-2016 update and Linked In shows as Educational Therapist with Experience August 2008-Present . 8 yrs 8 mos)

Jung, Julia- Zoom Information had a listing for Julia Jung that was updated November 28, 2016 but there was no job title listing. Gordon Piper found a mention of Julia Jung or reference online to a Positive Coaching Alliance website, however there was no job title listed for Jung on Zoom Information. Independent verification is needed to determine if Jung worked on the Oakland campus and should have been counted and reported in the 2016-2017 Employee List submitted to the City Planning Department and if she should also have been counted on the list of staff reported to the California Department of Education on October 13, 2016 by Head of School Arlene Hogan.

Jurgens, Vincent – Linked In currently shows Jurgens as Webmaster and Photographer Bentley School. November 2013-Present. 3 yrs 5 mos. Oakland and notes Photographer and videographer for Advancement Office and External and internal website management (Blackbaud K-12 applications – formerly Whipple Hill.) Jurgens is also listed on the Bentley School Directory as a staff member currently but there is a reference to his being at the US or Upper School. Independent verification is needed as I have seen Jurgens taking pictures on the ball court at the Oakland campus and there is an indication he was taking student pictures at the time of graduation in 2016, and many other pictures of students appear on the Bentley website involving students or activities at the Oakland campus, so it appears that Jurgens does work part-time at least on the Oakland campus and should have been counted and reported. Independent verification is needed on where he has been based and how much time he spends on the Oakland campus.

Kleiman, Barry – The Bentley School Directory in in After School Enrichment Class link in the Fall of 2016 listed the After School Enrichment Class basketball coach Barry Kleinman and Gordon Piper observed directly on the Bentley School’s ball court an adult male working with students on basketball drills who appeared to be the described basketball coach.

Konigsberg, Laura – Linked In shows Konigsberg as having 3 positions and notes as Experience Associate head of School K-8 Bentley School July 2013- Present.3 yrs. 9 mos. Oakland, and also Dean of Teaching and Learning Bentley School Sept 2000-Present. 16yrs. 7 mos, and also a position as Head of School

Turning Point School July 2016-Present.9mos.Culver City, CA; attorney Anne Mudge in a February 14, 2013 email to Planner Heather Klein indicated Konigsberg advised Klein that Konigsberg was or is not employed any longer by Bentley School, but this has not been independently verified, as it appears Konigsberg started working more recently in Culver City for Turning Point School and may have been working for Bentley in the 2015-2016 School year, and Linked In notes Konigsberg "Current: Associate Head of School K-8 at Bentley School.

Kopelvich, Alex – The School's Chief Financial Officer and Chief Operating Officer who advised the Pipers directly in a conversation and meeting at our home that he worked part-time on the Oakland campus was not listed in either the 2015-2016 School Year or the 2016-2017 School Year. We noted in a memo to Planner Heather Klein on February 8, 2016 that "We see no difference in relation to Alex Kopelevich as a top Bentley School administrator being counted by Bentley as one employee to the Counting of Bentley School Head of School Arlene Hogan, who has been counted for years as a part-time employee that works on both campuses." Both administrators were listed as All School Administrators along with a series of other staff members that were listed as All School Administrators but not counted or reported by the School in a series of reports made to Planning staff.

Lassow, Mischa – Mathematics Teacher – The Bentley School in the 2015-2016 and the 2016-2017 reports to the Planning Department did not count or report Mathematics Teacher Mischa Lassow who was shown on the Bentley School online website Directory as a Mathematics teacher both years. I noted this on two memos I wrote in November 2016 referencing Lassow being shown on the website Directory.

Lujintanon, Sita – The Bentley School online website when Gordon Piper reviewed it approximately in late November or the first week of December 2016 listed a staff member named Sita Lujintanon. There were was no job title listed for Lujintanon, but Gordon Piper found in online research that Sita Lunintanon had played basketball previously for the Bentley School as a students. Lunintanon is now listed online as being a student in Thailand. Independent verification is needed to determine where Lunintanon worked for the Bentley School and how many hours if any he worked on the Oakland campus, since he was not counted or reported on the mid October 2016 report to the Planning staff or the neighbors as a staff member.

Martial Art class instructors – The Bentley School online website in a summary flyer dated September 12, 2016 listed a large number of After School Program (ASP) Enrichment Classes T1 2-16-2017. The flyer for 8 classes to be taught in the Meadows Auditorium for which a parent would have to register their child/student and pay \$200 online to the School. This brings another part-time instructor or two to teach an After School Program class to students on the Oakland campus in the 2016-2017 academic year. The School only reported the one full-time staff person teaching one of the classes for Grade 4-8 students, and apparently when another full-time staff person Elysee Wilson-Egolf was apparently teaching an After School Program class failed to list the staff member on the 2016-2017 Employee List and may have failed to count and report the full-time staff person, so there is inconsistent handling of the reporting of staff involved in teaching After School Program classes, and the classes are proliferating without the School complying with the 71-person staff limit or accurately or completely counting staff

teaching these growing # of classes being offered to students. These creates more parking congestion during the afternoon and afternoon hours and violates the CUP Conditions of Approval approved limiting staffing to 71 staff members. It appears the School did not count and report the part-time staff teaching the Friday classes from September 16-November 18 being offered from 1:15 to 2:00 and from 2:15 to 3:00 p.m. This pattern continued with classes on Fridays from March 24 through June 2 in the Martial Arts that were offered, as shown in another flyer.

McLeod, Heather – The Bentley School online website in approximately November 2016 listed Heather McLeod as the instructor for an After School Program class for students shown on a link called “Writing Games – Forbidden Island”. Forbidden Island is a board game. Gordon Piper could find no online listing for the apparently part-time instructor Heather McLeod teaching the class being offered to students in the After School Program. This brings or apparently brought another part-time instructor to teach an After School Program class to students on the Oakland campus in the 2016-2017 academic year.

Mohr, Kathleen – Zoom Information shows as Teacher in an update of December 5, 2016. Linked In lists Kathleen Mohr as “Teacher/ Drama Director at Bentley School” without specifying her dates of employment see printouts. Linked In showed Mohr as Teacher Aug 1997-Present.19 yrs 9 mos. STEM and Music K-5.

Montgomery, Sylvia – The Bentley School’s online website After School Program link offered a class for students listed as Introduction to Social Graces taught by Sylvia Montgomery, which Gordon Piper found online in approximately November 2016. Linked I showed Ms. Montgomery listed herself as a Personal Image Development Coach from January 1985-Present 32 yrs 4 mos. San Francisco Bay Area and the Bentley School and its After School Program registered Bentley students on the Oakland campus for her class. This brings or brought another part-time instructor to teach an After School Program class to students on the Oakland campus in the 2016-2017 academic year.

Morrison, Emily – Linked In currently shows Morrison as Director of Performing Arts, Bentley ugust 2012-Present, 4 yrs 8 mos . Oakland

Muksian, Aram – The Bentley School website previously listed on November 29 Muksian as being employed as a staff member 8/2008-Present Photography/Visual Arts Teacher and an online description regarding “Middle School visual arts classes” noted the class “are electives that meet four times per week (see printout). Independent verification is needed regarding who is teaching the Visual Arts class on the Oakland campus and how much time that Muksian spends working on the Oakland campus.

Netniss, Steve – Linked In on November 9, 2016 had Netniss listed as “Director of Technology & Department Chair of Educational Technology” ane on April 2, 2017 when revisited Netniss on Linked In was listed as “Director of Technology and Department Chair of Educational Technology K-12) Bentley School Sep 2014-Present.2yrs 8 mos.Oakland, California; he is currently listed in the same position and shown as being an All School Administrator and an administrator that works in the Upper School, Middle School and Lower School. Independent verification is needed and an interview to see why Netniss was shown as working for 2 yrss 8 mos supposedly based in Oakland, and not in Lafayette where the School

previously represented he worked exclusively in responding to questions raised as to why he was not being counted and reported as a staff member.

Nexplore Games class instructor – The School's online website After School Program link offered a class for students listed as Nexplore Games apparently taught by part-time instructor Claire Finders who was listed on the flyer and in the link for the After School Program (APS) enrichment classes, including the 10 sessions offered March 21 to May 30. The classes were offered for students in Grades K-3 in the Library and had a minimum of 6 students and a maximum of 16 students. The growing number of part-time instructors teaching After School Program classes has led to inconsistent treatment in the counting and reporting of staff in violation of the Conditional Use Permit Condition of Approval limiting staffing to 71 staff, and all of the full time and all of the part-time staff have not been consistently counted and reported by the School, and the affidavit filed with the California Department of Education does not appear to count all of the staff that the School has working on the Oakland campus in both After School and other classes taught by staff.

Nunez, Andres – The Bentley School website has listed Andres Nune as Director of Facilities in the past who worked part-time in Oakland supervising Facilities staff members including groundskeepers and custodians that work at the School. The 2016-2017 Compliance Matrix reported Mr. Nunez worked 3 hours per week in Oakland but there was no independent verification of this and his part-time work should be reviewed as the Planning Commission did not specifically limit the counting of part-time work being counted to a specific # of hours.

Facilities Department employees – The Bentley School indicated in its 2016-2017 Compliance matrix that it only had one Groundskeeper named Mr. Munoz. However, Gordon Piper had repeatedly observed the School having 2 or more groundskeepers working at the Oakland campus, most recently on several dates in March, 2017. The Bentley School indicated in its 2016-2017 it only had two custodians working on the Oakland campus and one groundskeeper. However, Gordon Piper had observed that besides custodian Mauricio Alvarado and Mr. Navarro that there appeared in 2017 to be some additional custodians or Facilities staff working on the Oakland campus as recently as Sunday, March 19, when I observed approximately 5 Facilities staff members working on the Oakland campus. Independent verification is needed to determinate how many Facilities staff members have worked on the Oakland campus and how frequently and the hours actually worked.

School Garden Instructor – Gordon Piper was advised in 2015-2016 that the School had a Garden instructor working with students in its raised-bed garden. I noted this in several November 2016 memos that I wrote and had requested the City of Oakland review and independently verify. In reviewing the City of Oakland's files of correspondence to and from the School in the last 6 months, I did not find any correspondence to or from the school regarding the Garden instructor position or many other positions that I had communicated with Planning Department staff and other City officials in 2016 and 2017 except for approximately 13 employees referenced by attorney Anne Mudge in her February 14, 2017 email to Planner Heather Klein. It appears there are a substantial number of staff members that were working on the Oakland campus in 2016-2017 that were not reported on the 2016-2017 Employee List provided to the City Planning Department and to neighbors.

Pascucci, Crystal – Linked indicates notes as Experience Bentley School July 2013-Present. 3 yrs. 9 mos. Oakland and Zoom Information notes Pascucci as staff member last updated 10-20-16 see printouts; Pascucci had been listed in some past reports as an a staff member on the Oakland campus working in the Strings Academy and Bentley School acknowledged previously that she sometimes substituted for Strings Academy instructor Ondine Young who was sometimes listed as a staff member on the Oakland campus. Young was listed as the only String Academy staff member in 2015-2016 on the School's annual Matrix report. Gordon Piper asked City of Oakland Planner III Heather Klein in April 2016 why Bentley School CFO Alex Kopelevich at that time did not list Ms. Pascucci at that time as a Strings Academy staff member working in Oakland when Ms. Young was still listed as working in Oakland, and we were advised that students were transported to the School's Lafayette campus for classes with Pascucci. However, there was no independent verification of this or the failure to list Ms. Pascucci on the Compliance Report in either 2015-2016 or 2016-2017. Neither Ms. Pascucci or Ms. Young were listed on the 2016-2017 Compliance Report although the Linked In website showed Ms. Pascucci working in Oakland 3 years 9 months, and Young also appeared to be working part-time in Oakland for the Bentley School based on an online search. The School counted and reported another Strings Academy teacher Ms. Kim in the 2016-2017 compliance report but failed to count either Crystal Pascucci or Ondine Young even though the Linked In listings listed there working in "Oakland".

Pegels, Nancy – Math Teacher – Gordon Piper found a Zoom Information listing for Nancy Pegels as a Math Teacher with a last update of January 9, 2016, but could not find any other information regarding Ms. Pegels on the Bentley School website Directory or in reviewing the School Employee List for staff working on the Oakland campus in 2016-2017 submitted to Planning staff in mid October, 2016.

Playwell Pre Engineers instructor - The School's online website for the After School Program also listed a Friday class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The flyer for the class from approximately September to mid November for Kindergartners and 1st Graders was not listed by name, and the School registered online the fees per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Playwell-Architecture instructor - The School's online website for the After School Program also listed a 10 session class for students in the After School Program on a link to the After School Program (APS) classes for 2016-2017, but failed to list the part-time staff member(s) teaching this After School class on the Employee List for the 2016-2017 School Year and apparently to count and list this staff person on the Affidavit filed with the California Department of Education. The flyer for the class from September 12-November 14 for 1st to 5th Graders was not listed by name, and the School registered online the fees per student that were charged to pay for the instructor/class. This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered

courses on the Oakland campus in the 2016-2017 academic year, and it violates the Conditional Use Permit Conditions of Approval limiting staff on the Oakland campus to 71 staff.

Rafeh, Rob – The Bentley School website online Directory has shown Rafey as being the K-6-1.2 Athletic Directory but there is no indication in the October 2016 Report how many hours per week that Rafeh devotes to the K-6 through K-8 portion of his work and independent verification is needed. Zoom Information shows last update on September 2, 2016. Also, see Linked In printout.

Rawlinson, Lorraine – Student Account Coordinator – Gordon Piper found Rowlinson listed on Zoom Information listed as a Student Accounts Coordinator with a last update of December 5, 2015. Linked In had Ms. Rawlinson listed currently as the Student Account Coordinator from Jun 2009-Present. 7 yrs 11 mos. Oakland, CA and also from August 2002-June 2006. 3 yrs 11 mos. Oakland, CA. Rawlinson was not counted or listed on the mid October 2016 Employee List for the Oakland campus for 2016-2017 that was submitted by Bentley School CFO/COO Alex Kopelevich to the Bentley School. Rawlinson does not appear to have been counted or reported by the School for many of the 7 years 11 months that Linked In indicates that she has worked on the Oakland campus. If the School failed to properly report her as an employee working on the Oakland campus in its annual reports to the City of Oakland Planning Department and also to reflect her on the Private School Affidavits filed with the State Department of Education that were made under penalty of perjury and that were supposed to be accurate, complete and true, then this is a serious omission that calls into question past determinations of compliance made by the Planning Department and past claims of compliance with the limit of only 71 employees in annual reports or additional reports made after the School was found to have not been in compliance in later 2014 and early 2015, or more recently its report in mid 2016 when it claimed to have 71 employees.

Ricardo, Adrienne – Music Teacher per Linked In 1999-Present 18yrs. Oakland and notes "Current" see printout and Zoom Information 12-14-2016 update

Romero, Sarina – The Bentley School website Directory lists Romero as a Lower School Teaching Assistant currently and in November 2016 Gordon Piper found a "Simone Romero" listed as a staff member on the Bentley School website Directory without any information listed regarding her job title, and it appeared that Ms. Romero should have been counted and reported as a staff member on the October 13, 2016 report made to the State Department of Education and the 2016-2017 list of staff on the Oakland campus submitted to the City of Oakland Planning Department and to neighbors.

Ross, Gabriel – The Bentley School Directory in April 2017 showed Gabriel Ross as a Science Teacher employed by the School without indicating which campus he worked on. There was no picture of Ross shown on the Directory and this suggests Ross was a more recent hire in the 2016-2016 School Year and independent verification is needed regarding his dates of employment and which campus or campuses he has worked on and how many hours per week that he has worked on the Oakland campus.

Ruffle, Kathleen – Linked In shows at Learning Support Specialist at Bentley School and Zoom Information showed Ruffle as Learning Support Specialist 2-15-17 update see printouts. Ruffle was found in research on April 26, 2017 on Linked In to be a Learning Support Specialist from 2013-Present. 4 years Oakland CA and also listed as working in the San Francisco Bay Area, and not specifically in Lafayette. There was also

information online regarding Ruffle having served on a Committee of the Give A Day Global which noted she worked for the School in "Oakland". Ruffle was not listed however as an employee on the Compliance report submitted to Planning staff for 2016-2017 and it is not clear that Ruffle was counted on the full-time staff working on the Oakland campus that was submitted in the Private School Affidavit to the State Department of Education by the Head of School Arlene Hogan, since Ruffle's name was not reflected on the Compliance Report submitted at almost the same time that was supposed to be a complete list of 2016-2017 employee working on the Oakland campus.

Schmitt, Kharra – Gordon Piper found Kharra Schmitt listed as an Associate Teacher listed on the Bentley School online website Directory listing of faculty and staff in September 2016, but did not find Schmitt listed as a staff member in the October 13, 2016 Affidavit submitted by Head of School Arlene Hogan to the California Department of Education even though Linked In previously showed Ms. Schmitt as "Current Associate Teacher July 2015-Present 2 years 5 months. Zoom Information had Ms. Schmitt listed as Associate Teacher with an indication this was last updated December 5, 2016 see printout.

Shaffer, Sarah - The Bentley School's online website After School Program link offered a class for students listed as Toyology: Science Through Toys taught by Sarah Shafer or "her award winning staff" which was described as hands-on science classes, which Gordon Piper found online in approximately November 2016. Classes in the after school program were to be one hour in the Bentley Lab and a fee of \$300 for 10 classes was charged by the School that registered students for these classes to be offered on Tuesdays from 3:30 p.m to 4:30 p.m. on March 21 and 28, April 4, 18-25 and May 2, 9, 16, 23 and 30. Linked In showed Ms. Shaffer had been teaching children since 1987, and the Bentley School and its After School Program registered Bentley students on the Oakland campus for her 10 classes. This brings or brought another part-time instructor to teach an After School Program class to students on the Oakland campus in the 2016-2017 academic year.

Stahl, Ina – Controller – The Bentley School had reported in some previous report that Controller Ina Stahl worked part-time on the Oakland campus. There was no indication in the 2016-2017 regarding how many hours per week if any or in this 2016-2017 school year that Controller Stahl worked in the Oakland campus. Independent verification is needed to determine if Ms. Stahl worked any hours in Oakland in 2016-2017 and if so how many and what duties she performed and if she should have been counted and reported to the Planning Department and/or the California Department of Education in the October 2013 Affidavit. Ms. Stahl was shown on the Bentley online website as an "All School Administrator" and previously it was reported she worked 1 hour per week in Oakland but there was no report on how many hours she worked in Oakland in 2016-2017.

Sykes, Lindsey – The Bentley School online website directory currently lists Lindsey Sykes as a staff member in the Lower School 2017 with no picture or other information (see printout). Independent verification is needed to see what duties she has been performing and her dates of employment, and why she was not counted as an employee for the 2016-2017 school year.

Taro's Origami Studio – The Bentley School's online website and a link for the After School Program listed classes for students in the After School Program taught by a part-time instructor on Tuesday who

was noted named in the Fall semester starting in September 13 2016 to November 1. The classes were taught apparently by one or more part-time instructors and with a minimum class size of 10 and a maximum class size of 10 students, and the School helped register the students for the class that cost \$240 for the classes. The flyer for the program referenced "Taro's Origami Studio" and referenced offering "Origami classes @ Bentley School Grade 1-3" This brings or apparently brought another part-time instructor to teach an After School Program class to students in a growing number of offered courses on the Oakland campus in the 2016-2017 academic year.

Uyehara, Cheryl – Linked In shows currently Uyehara as Register & Asst. to the Lower and Middle School Heads on the Oakland campus and notes May 2007-Present – 10 yrs 2 mos. Zoom Information shows the last update for Uyehara as September 7, 2016. Online research showed a PeekYou website also listing Ms. Uyehara in the same job title at Bentley School.

Wilson-Egolf, Elysee – Mathematics Teacher – The Bentley School online website Directory in 2015-2016 and 2016-2017 has listed Elysee Wilson-Egolf as a Mathematics teacher working for the School. Online research revealed in 2016-2017 a listing for a Bentley Math Circle class that listed "e.wilson-egolf" as the Bentley staff member to send your name, background, and availability to at the School "If you are a professional working in mathematics or the sciences who would be interested in teaching a session in your area of interest to mathematically-oriented youngsters". It appears that Ms. Wilson-Egolf was at least one of the staff members teaching this 10-week After School Program class for which the School charged \$250 per student taking place on Wednesdays from 3:25 to 4:25 for 6th through 8 grade students. Ms Wilson-Egolf's name was not listed on the Employee List for the 2016-2017 School Year submitted by the School to the Planning Department and neighbors, and it appears that she was not counted as a staff member on the listing of 71 employees submitted by the School to the California Department of Education on October 13, 2016. with a name as the instructor, however there was no listing of Ms. Wilson-Egolf on the 2016-2017 Employee List for the Oakland campus and it does not appear she was counted or reported either to the City of Oakland Planning Department and possibly not counted or reported accurately in the report made to the California Department of Education on October 13, 2016. Another flyer listed Bentley Math Circle: Second Grade classes from March 20 to May 22 taught by Ms. Wilson-Egolf, who was listed as a employee apparently commuting to the Hiller campus to teach the classes held in Room 2. Again, Ms. Wilson-Egolf was not counted and reported as a staff member working on the Oakland campus and not listed on the 2016-2017 Employee List and apparently not reported in the Affidavit filed with the California Department of Education by the School. The flyer written by Wilson-Egolf for the Bentley Math Circle 2nd Grade indicated the 9 week class would be "taught by me" and listed her qualifications. The flyer for the Bentley Math Circle's appeared to invite other individual "working in mathematics or the sciences" to become part-time staff at the School's Oakland campus and is illustrative of the School's efforts to add many additional part-time staff to teach After School Program classes and to add many additional classes in the After School Program that bring staff and car trips and parking congestion associated with the additional staff members that in many cases were not listed by the School as "staff" and counted and reported on the 2016-2017 Employee List for the Oakland, which could lead to violating the limit established by the Planning Commission of 71-staff members as set forth in the Conditional Use Permit Conditions of

Approval. There also was listed online a "Math Lab at Bentley School" with a different class schedule for a 9-week session for Grade 4-5 students on Mondays from September 12-November 14 and on Wednesday for Grades K-1 and Grades 2-3. The Math Lab flyer indicated students were being enrolled online at www.bentleyschol.net/afterschool for these courses that charged \$250 per student. No clarification was provided on the flyer as to which staff member was to teach this Math Lab course. Independent verification is needed to determine if yet another part-time or full-time staff member at the School was teaching these classes, and if they were or were not counted and reported by the School on the 2016-2017 Employee List and if the Affidavit submitted to the California Department of Education on October 13, 2016 reflected the staff member(s) who taught the several classes of the Math Lab at Bentley School.

Young, Ondine – The Bentley School's 2015-2016 report listed Ondine Young as a String Academy teacher in Oakland but the 2016-2017 did not list Ms. Young, even though online research revealed Ms. Young in both 2016 and 2017 was still indicating on Linked In that she had recently been serving as "musicianship instructor at Bentley" (see printouts). It did not appear that the City Planning Department asked a Attorney Anne Mudge why Ms. Young who was listed as a staff member in 2015-2016 was not listed on the 2016-2017 report submitted to the Planning Department in mid October, and online research suggests still that she has recently served as a "musicianship instructor" apparently in the Strings Academy in Oakland. The School counted and reported another Strings Academy teacher Ms. Kim in the 2016-2017 compliance report but failed to count either Crystal Pascucci or Ondine Young even though the Linked In listings listed there working in "Oakland".

In addition to these listed staff positions at the Bentley School in Oakland, an online review of the School website in late March and early April 2017 and on April 26 revealed under the "Employment" heading that in spite of being considerably over the 71-staff limit on employees set forth in the Conditional Use Permit Conditions of Approval that the School was actually recruiting at this time online for positions for the Oakland campus's Lower/Middle School including: K-8 Dance Teacher and Advisor; K-8 Counselor (Half-Time); 2nd Grade Teacher; 4th Grade Lead Teacher; Lower School Teaching Associate; K-5 French Teacher; and Substitute Middle School Mandarin Teacher. On April 26, the Directory also noted that the School was recruiting for an Educational Technology Specialist. The Bentley School Directory also indicated in some reports regarding international students at the Upper School that some students had been utilized by the School as Teaching Assistant in the Oakland campus, and independent verification as to how many international students are being utilized on the Oakland campus and whether they should also have been counted and reported as employees or staff.

TO: Rachel Flynn, Planning Director; Darrin Ranellettik Deputy Director, Bureau of Planning; Heather Klein, Planner III; City Council Member Dan Kalb; Council Aide Olga Bolotina; Neighbors for Safety in Hiller Highlands; City Attorney

From: Gordon and Sue Piper

SUBJECT: Request for Code Compliance Investigation of CUP Violations, Bentley School

DATE: May 26, 2016

We are writing to request that the City of Oakland commence a formal Code Compliance investigation of continuing and new violations of the Conditional Use Permit granted by the Planning Commission to the Bentley School. The City last May 29, 2015 issued a Letter of Determination finding the Bentley School had been in violations of the Conditions of Approval 1 and 20 regarding the number of faculty and staff permitted on the campus. Since that initial finding of Determination we have found repeated omissions and inaccurate representations (of actual faculty and/or staff members that in fact are working on the Oakland campus in subsequent reports made to City Planning staff that were shared with neighbors by Planning staff) that warrant a formal Code Compliance in:

- (1) The Annual Compliance Matrix with the employee count submitted on approximately October 15, 2015;
- (2) The subsequent report to Planning staff from Bentley School shared with neighbors in February, 2016;
- (3) The Bentley Employee List 2015-2016 created by Planning Staff on 4-20-2016 and shared with neighbors in a September 26, 2016 meeting based on information provided by Bentley School CFO Alex Kopelovich; and also
- (4) The Notice of Determination letter of May 29, 2016 and the Attachment A City of Oakland Bentley School Staffing Matrix apparently based on further information provided by either Alex Kopelovich of Bentley School attorney Anne Mudge.

Members for Safety in Hiller Highlands also found in our research and shared with City Planning staff this year an indication by the Bentley School in a report on student enrollment that it had reported it had 363 students enrolled, which exceeds the limit on enrollment established by the Planning Commission. We also believe that the student enrollment at the School in the last two years should be the subject of an independent Code Compliance investigation by the City, Planning Department and City Attorney's Office.

In the various reports that were submitted to the Planning staff and shared with neighbors the Bentley School always reported it was right at the 71-employee or staffing limit set forth by the Planning Commission in the Conditions of Approval. We found in our research, however, that there appeared to be a series of omissions in relation to the information provided to the Planning staff, which we feel

warrant a formal Code Compliance investigation and independent verification beyond the self-reporting that has apparently been relied upon by Planning staff in issuing a letter on May 18 that:

The City has reviewed all the documentation submitted by the School for the 2015-2016 school year including the staff lists in the Compliance Plan, 2015-2016 Compliance Matrix, and responses to the City's and neighbors' questions. City staff also reviewed additional documentation and lists submitted by the neighbors and thoroughly investigated allegations of non-compliance with staffing levels.

Our independent research suggests that the Bentley School was not in compliance with the staffing limit of 71 at the time of the four reports referenced above that have been shared with neighbor by Planning staff, including reports made in October 2015, February 2016, April 20 2016, and April 26 2016.

- **Learning Specialist Mike Miller**, listed on the April 26, 2016 report, was not reported on the October 15 report as a staff member, even though previous Learning Specialist Melissa Hyde had left Bentley School (according to her Linked In listing in June 2015) to accept a position at Prospect Sierra School. Miller was pictured after the October 2015 report on the Bentley School Directory but also was not counted or reported on the February 2016 report to Planning staff, and no clarification was provided in the April 20 Bentley Employee List 2015-2016 as to when Miller actually replaced Melissa Hyde and was hired and should have been counted potentially as exceeding the limit of 71 employees on the Oakland campus
- **Teaching Associate Monica Balbo** was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced, Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted.
- **Cello Instructor in the Strings Academy Crystal Pascucci** was not reported by the School in the October 2016 report to the City as working as a staff member in the Strings Academy on the Oakland campus. Sue Piper questioned in a November 12 email to Heather Klein and Darin Raneletti on Planning staff and to Neighbors for Safety in Hiller Highlands why Pascucci was listed in prior reports to the City of one of 2 music instructors in the Strings Academy on the Oakland campus and not in the October 2016 report. Pascucci was also noted reported or counted as a staff member working in the February 2016 report, the April 20 2016 list or the April 26 2016 list developed by Planning staff. Gordon Piper sent an email to Heather Klein on February 12, 2016 to advise her of information obtained from a parent of a student in the Strings Academy apparently being taught by Ms. Pascucci that Ms. Pascucci was working both on the Oakland and Lafayette campuses of the School. The April 20 2016 Bentley Employee List provided by Planning staff based on information provided by Bentley CFO Alex Kopelvich indicated that Ms. Pascucci had worked on the Oakland campus part-time reportedly "subbing

for Strings Academy instructor Ondine Young". However, no documentation was provided to neighbors regarding the dates Young was absent in Oakland nor the dates that Ms. Pascucci worked in Oakland and that Ondine Young worked in Oakland to substantiate that Ms. Pascucci did not continue to work in the Strings Academy in Oakland on a part-time basis, along with Ms. Young.

- **Dance teachers Ashlie Kirby and Carol Kueffer-Moore (fall trimester):** The October 2016 report to the City from Bentley School only reported one employee as a Dance Teacher and that was Ashlie Kirby. It was subsequently reported by the School that Dance Teacher Carol Kueffer-Moore was taking the place of Kirby during the Fall Trimester when Kirby was on maternity leave. However, in February 2016 an article was posted on the Bentley School's online website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and, in fact, was dancing during the week with Middle School students in a "Physics: The Science of Dance " class performance for the students' peers. This raised a question as to the dates of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby, whether they overlapped, the actual date of return for Kirby and the the start date and termination date or last day worked for Ms. Kueffer Moore. This was raised in a February 11, 2016 email to Heather Klein from Sue and Gordon Piper but not answered by Planning staff in the April 20 meeting or the Bentley Employee List 2015-2016 in the information provided by Bentley CFO Alex Kopelvich. The April 26 list only an indicated that Kueffer-Moore was "No longer employed". An online listing for Ms. Kueffer-Moore makes reference to her working at Bentley at 1 Hiller Drive in 2015 without clarifying details in the link at: <http://www.danceanywhere.org/participant/carolkueffer>.
- **1st Grade Teaching Assistant Dorothy Roberts:** The October 2016 report to the City of Oakland and Planning staff from Bentley did not list Ms. Roberts as staff member. We pointed out in a February 1, 2016 email to Planner Heather Klein that: "There also is still a question about the counting of 1st Grade Teaching Assistant Dorothy Roberts. Arlene Hogan reported in her May 22, 015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees. In the same letter she noted that Dorothy Roberts was a 1st Grade teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The February report Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on Bentley School's online Director of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus after July 1 who should have been counted." The April 20 and April 26 lists and the Determination Letter did not clarify the dates of employment for Ms. Roberts or answer the questions we raised, such as an indication of the date that she last worked or provide any documentation of this.
- **3rd Grade Teaching Assistant Emilie Crofton:** The October 2015 report from Bentley did not report Emilie Crofton as an employee working on the Oakland campus, even though we raised a question in a February 11, 2016 email to Planner Heather Klein regarding Ms. Crofton, who was

shown on the Bentley School Directory in November 2015 when checked as a 3rd Grade Teaching Assistant. The February 2016 report to Planning staff that was shared with neighbors included a claim that Crofton was terminated but does not list her dates of employment or her termination or last day worked. We noted previously that this needed to be independently verified and to not rely on the accuracy of Bentley's "self report". Our questions about this employee and potential or actual violation of the 71 employee staffing limit to date have not been answered by the City or apparently Bentley with specific dates being provided.

- **Dance teacher Penny Boyes:** The Bentley School's information provided to Planner Heather Klein for the April 20 meeting and the Bentley Employee List 2015-2016 that was provided April 20 as well as the April 26, 2016 Bentley Employee List 2015-2016 makes no mention of Penny Boyes. It was noted in the April 25 email that Penny Boyes "Appears on the Bentley School Directory and is listed as a substitute teacher. But no explanation as to who she is substituting for. We need to determine if she is working part time and how many days per week and what she is doing." Further online research showed a picture of Penny Boyes dancing with Bentley School's Lower School Creative Movement and Dance Teachers Ashlie Kirby and Hip Hot Dance Teacher and Bentley Middle School Mathematics Teacher Richard Ha, and "former colleague Cherie Hill" in an online article posted on April 22, 2016 by Ashlie Kirby. There was no indication in this article or accompanying picture to indicate that Ms. Boyes was "substituting" for any dance teacher. A separate online listing for Penny Boyes found currently at link <http://www.danceacademyusa.com/pennyboyes> also indicates regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco Area." Our questions about this staff member working part-time have not been answered or addressed in the Determination Letter since the article of April 22, 2016. We question the indication in the May 16 letter why City staff and Bentley school do not count and report individuals such as Penny Boyes that appear to be working part-time and not "subbing" or substituting for another dance teacher. There are questions regarding multiple dance instructors and the accuracy of the reporting of these staff members when more than two dance instructors are being utilized at one time.
- **Donna Canada-Smith:** The Bentley School and Bentley School CFO Alex Kopelovich did not report teacher Donna Canada-Smith among the employees counted toward the 71-employee staffing limit in the information provided for the April 20 Bentley Employee List 2015-2016. However, at the time this information was provided, Donna Canada-Smith was shown on the Bentley School online Directory as an employee with no information on where she is working and what she is doing. I found online, as I reported on April 25 in my email to Planning staff, some members of Neighbors for Safety in Hiller Highlands and Council member Kalb and aide Olga Bolotina that I had questions as to why Ms. Canada-Smith was not counted. I found she had completed recent studies in French. No information regarding Ms. Canada-Smith's actual work place or dates of

employment was provided in the April 26, 2016 Bentley Employee List 2015-2016 prepared by Planning staff or included in the Determination letter of May 18, 2016. Independent verification and documentation appears to be needed to answer the questions we raised on April 25, 2016.

- **Teaching Assistant Michele Lee:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelvich did not count or provide any information regarding employee Michele Lee. However, Gordon Piper found at this time that Ms. Lee was listed on the Bentley School Directory and informed Planning staff members Klein and Ranelletti, Council member Kalb and Aide Olga Bolotina and some members of Neighbors for Safety in Hiller Highlands in my April 25 email that Ms. Lee: "Is listed on the Bentley School Directory as a Teaching Assistant Lower School, without any picture, There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelevich or Bentley why Ms. Lee is not being counted as an employee" which would have meant the School was not in compliance with the 71 employee limit on April 20. The very next day after Gordon Piper's April 26, 2016 email, the Bentley School reported that, in fact Ms. Lee was a Teaching Assistant and the April 26, 2016 list apparently based on information provided by either Kopelvich or Bentley School attorney Anne Mudge indicated now that Lee had "Replaced O'Gorman who is no longer employed by Bentley". No information was provided answering Gordon Piper's question regarding the dates of employment for Ms. Lee or on when she was hired, nor on when Jessica O'Gorman, who was reported as an employee just 6 days earlier, was discharged or what her actual dates of employment were and last day worked and whether there was any overlap between the hiring of Lee and the employment and counting of Jessica O'Gorman on April 20, 2016.
- **Middle School Music Teacher Interim James Pannell:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided to Planner Klein by Bentley School CFO Alex Kopelvich indicated that Mr. Pannell "is subbing for Buechner while Buechner subs for Crawford". Gordon Piper raised questions in the April 25 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors of Safety in Hiller Highland regarding Pannell and noted: "Pannell is currently shown on the Bentley School Directory as Music Teacher interim. The information provided to the Planning Staff that "Pannell is subbing for Buechner" but Buechner is supposed to have been previously a Prefect and currently works as Temporary Grade 1 Teacher for Crawford". The Determination letter of May 18 did not explain why an individual who is described on the Bentley School Directory as a Music Teacher Interim is substituting for a Prefect of Temp: Grade 1 Teacher, as Buechner was described in the April 20, 2016 Bentley Employee List. The information provided does not clarify whether Pannell was working part-time as a Music Teacher Interim and what his dates of employment were and when he reportedly worked as a Music Teacher for the School and when he reportedly was assigned to perform duties a substitute.
- **Lower School Teaching Assistant Zahra Syed:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelvich to Planner Heather Klein did not count or report Lower School Teaching Assistant Zahra Syed. Gordon Piper pointed out in a April 25, 2016 email that the Bentley School Directory at that time had " Zahra Syed-Is shown

on the Bentley School Directory as a Teaching Associate after School Program staff, but no information was provided to Planning staff in the latest report about her.” Only one day after Gordon Piper raised this question, Bentley revised its list of employees for 2015-2016 to now include Zahra Syed and noted Ms. Syed: “Replaced Palmer Ghose who Replaced Balbo, neither is employed by Bentley”. Monica Balbo was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document Planning staff indicated was prepared April 26, 2016 after we called to the attention of Planning staff in the April 25 email that Syed’s name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed reported or counted by Bentley School on April 20, 2016 until after we raised a question in our April 25 2016 email as to why she was appearing on the Bentley School Directory as a staff member working on the Oakland campus.

- **Lower School Art Teacher Lori Now:** Now was a Lower School Art Teacher that the Bentley School indicated was no longer employed in its April 20, 2016 report to Planner Klein, but no dates of employment were provided on April 20 or April 26, 2016. Now had been listed online as an Art Teacher Interim in 2015, and more details are needed regarding her dates of employment and why she was listed as an Interim Art Teacher during 2015 and where she worked and whether she substituted or worked in addition to some other art teacher on the Oakland campus.

As you can see, there are approximately 11 or 12 employees for who there are questions and where more detailed documentation is required to settle their status in relation to the 71 limit of employees at Bentley. We would like to find out what documentation and information was obtained by the Planning staff and the City and relied on as a basis for concluding that the Bentley School in the periods of time from the initial finding of non-compliance in May 2015 to date to conclude that Bentley has been in compliance and not exceeded in the 71-staff limit imposed by the Planning Commission. And finally, because Bentley is already at its 71 limit and any one of these people of interest would put the school over that limit, we are asking for a determination as to whether in fact the School has been in non-compliance during the period in question and whether it currently remains in non-compliance and whether more sanctions should be imposed by the Planning staff and Planning Commission for violations of not only the 71-employee staffing limit but the limit of 360 students on the Oakland campus imposed by the Planning Commission.

TO: Heather

FROM: Gordon and Sue Piper

SUBJECT: Bentley School Employee Count, Additional Questions re Possible Continuing CUP Violation

DATE: February 8, 2016

Thank you for sharing the latest information provided by the Bentley School regarding our questions about their number of employees working part-time or full-time on the Oakland campus. After reviewing the latest information provided by Bentley and talking with Bentley School Assistant CFO/COO Alex Kopelevich, we find the latest report raises more questions than it answers. We find in our research that the latest report of 71 employees working on the Oakland campus does not appear to be accurate, and that our earlier evaluation submitted in mid November 2015 and most recent evaluation now in early February suggest that the Bentley School still may have more than 71 employees and that the self-reporting by Bentley does not answer all of the questions raised in our November 12 email and Excel summary of employees submitted to Planning staff.

For example, we reported in our earliest summary that Learning Specialist Mike Miller who appeared on the Bentley School Directory as a K-8 Learning Specialist on the Oakland campus was not counted. We did not see that Bentley counted Mike Miller either on the earlier list provided to the City on October 15 or on the latest listing. However, Mike Miller is still listed and shown in a photo on the Bentley School Directory as Learning Specialist. His presence as an employee would raise the number of employees both last Fall and now above the 71 employee limit and result in Bentley being in violation of the CUP limit.

Similarly, Bentley School did not count CFO/COO Alex Kopelevich as an employee working on the Oakland campus in its report to the City last Fall or in the latest report to the City, even though we have observed Alex working on the Oakland campus part time, and he does not dispute that he is working part-time both last October and now. We see no difference in relation to Alex Kopelevich as a top Bentley School administrator being counted by Bentley as one employee to the counting or Bentley School Head of School Arlene Hogan, who has been counted for years as a part-time employee that works on both campuses.

Another question comes up in relation to Melissa Hyde who the latest report from Bentley indicates was terminated but who online on LinkedIn indicates online now her employment at Bentley is "Current" that she is still employed by Bentley and notes:

Learning Specialist

Bentley School

August 2008 – Present (7 years 7 months)

This information suggests that Hyde should have been listed and counted as an employee at the Oakland campus when the October 15, 2015 report was submitted and also in the latest listing of employees on the Oakland campus. There is no indication in the latest report from Bentley what the dates of employment are or were for Ms. Hyde, nor when she was reportedly terminated. It appears that more than self reporting by Bentley is needed to determine whether Ms. Hyde is still employed and should be counted as a Bentley employee on the Oakland campus, which if this is the case could put Bentley several employees above the 71 employee limit. There has been no verification by Planning staff as to either Mike Miller's status or Melissa Hyde's status, and self reporting by Bentley does not answer these questions. Planning staff or an independent auditor needs to resolve some of these issues and produce an accurate count as to the number of employees and the dates of employment of these different individuals working on the Oakland campus.

We also have a question about the counting of Dance Teachers during the Fall trimester. The compliance report submitted by Arlene Hogan in October indicated that Ashlie Kirby was on maternity leave and Carol Kueffer-Moore was taking her place. The latest report from Bentley indicates that Carol Kueffer-Moore was terminated at some unspecified date. Online I found this week an online article on Bentley's website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and in fact was dancing during the week with Middle School student in a "Physics: The Science of Dance" class performance for their peers. This raises questions as to the dates of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby and whether they overlapped, and the actual date of return for Kirby and the date of termination of Kueffer-Moore.

There also is still a question about the counting of 1st Grade Teaching Assistant Dorothy Roberts. Arlene Hogan reported in her May 22, 2015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees and in the same letter noted that Dorothy Roberts was a 1st Grade Teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee and the latest report from Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on the Bentley School online Directory of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus after July 1 who should have been counted and would have put Bentley over the 71 employee limit starting in August 2015 when school resumed and should have been reported and counted in the report to the City in October, 2015.

There also is a question regarding Emilie Crofton who was shown on the Bentley School Directory in November 2015 as a 3rd Grade Teaching Assistant, but who was not reported to the Planning staff as an employee on the Oakland campus in its October compliance report. The latest report indicates that Crofton was terminated but does not list her dates of employment or her termination date. This needs to be independently verified, and should not be something that Planning staff relies on Bentley to accurately self report. Only one 3rd Grade Teaching Assistant

was reported by Bentley for the Fall trimester, even though Crofton was listed on the Bentley Directory as a member of the faculty and staff.

The latest report from Bentley also does not resolve the question we have regarding why Rover Spotts was not listed or counted as a part-time employee on the Oakland campus. Ms. Hogan noted in a report earlier to the City in 2015 that Spotts worked part-time 3 hours per week when he was an IT Associate on the Oakland campus, but there was no independent verification that we are aware of by Planning staff as to how many hours per week that Spotts worked either in the last school year ending in mid 2015 nor how many hours he worked per week in Oakland starting in August and is still working in 2016. The School counts IT Associate Jim Meyersahm as an employee on the Oakland campus who works apparently full-time, and there is no reason not to count Spotts as another member of the IT staff for Bentley who reportedly works part-time in Oakland. Spotts is now listed on the Bentley School Coordinator as IT Coordinator for Bentley so he presumably supervises IT staff working on both campuses, and may possibly work more hours as the previous IT Coordinator for Bentley did who we found was parking on the street here on North Hill Court and working on traffic patrol in the mornings. The Planning Commission made no mention in establishing the 71 employee limit as to where the basing of an employee by the school would matter, and the Bentley School has counted employees who worked part-time on both campuses such as Ms. Hogan as a one full employee at the Oakland campus.

We also do not find that the latest report from Bentley answers the question regarding the hours that are worked by the Development staff members at the Oakland campus, which is relevant, as the compliance report that 4 parking spaces were reserved for Development staff at some Alternate location. The Development staff members were and are listed on the Bentley School Directory as Administrator All School, and if they are working part-time in Oakland as we believe to be the case in Oakland should each count as another employee. For example, we personally observed Vincent Jurgens working taking pictures on the Bentley School ball court next to our home of students and he is listed as a Photographer, webmaster and Lower, Middle and Upper School Administrator. We don't see any difference between counting Arlene Hogan who works part-time on both campuses than Jurgens.

Similarly, the other Development staff members such as Director of Advancement Rebecca Bischoof, Director of Communications Lisa Lomba, , Alumni Relation and Special Events Manager Dna Anvari, also appear to be working part-time in Oakland and to have designated parking spaces here that suggests they should be counted as employees on the campus per the guidance from the Planning Commission.

Another question is about the listing for Kathleen Ruffle as a Learning Support Specialist in the latest report from Bentley as being at the Lafayette campus. We found online a listing for Ruffle in relation to her service with another Give A Day Global organization that indicated re Ruffle "most recently as a Learning Support Specialist at the Bentley School in Oakland", not Lafayette or the Upper School. There is a question if Ruffle was switched to the Upper School in Lafayette after we raised a question or possibly if she is working on the Oakland campus. The ZoonInfo.com listing for Ruffle shows a "510" prefix for Ruffle's deleted phone, and not a 925 prefix. I found some of the faculty working on the Lafayette campus have 925 prefixes listed on

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students from the Middle School or Lower School all are shipped to Lafayette for instruction. However, String Academy Instructor Ondine Young is still listed as an instructor in Oakland and counted as an employee, and there is need to determine independently if Pascucci is also still working part-time here and teaching students in relation to her specialty focusing on the cello. The Bentley website indicates that students in the Lower School in Oakland can join classes as early as the 1st grade, and there is a question as to whether Bentley is actually requiring 1st graders and other young Lower School or all Lower and Middle School students to go to Lafayette to participate in Strings Academy instruction or performances involving Ms. Pascucci. There also is a question as to when Ms. Pascucci was shifted to Lafayette and if this came after our inquiry as to why she was not listed on the employee list and counted as an employee in October, or after school started in August, 2015 or if she only started working in Lafayette at a later date after our inquiry about her status and whether this would result in Bentley having more than the 71 employees working on the Oakland campus that we inquired about in November.

Klein, Heather

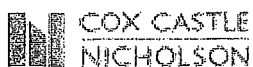
From: Mudge, Annie <amudge@coxcastle.com>
nt: Friday, February 03, 2017 9:43 AM
o: Klein, Heather
Cc: Alex Kopelevich (akopelevich@bentleyschool.net); Wendi Berardi; Klein, Linda C.
Subject: Bentley School enrollment and employment
Attachments: Private School Affidavit 2016-2017.pdf

Heather—here is the Affidavit that Bentley school submitted to the State of California on October 13, 2016, showing 358 students and 71 employees.

Thank you.

Best, Annie

Anne E. Mudge



Cox, Castle & Nicholson LLP
50 California Street | Suite 3200 | San Francisco, CA 94111
direct: 415.262.5107
main: 415.262.5100 | *fax:* 415.262.5199
amudge@coxcastle.com | vCard | bio | website |

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18. High School Diploma Offered	No
19. Classification of school	Non-Religious

Prior Year School Information

20. Has this school ever filed a Private School Affidavit under a different school name?	No
21. Former name of school (if "Yes" answered to previous question)	
22. Has the public school district changed since filing last year's PSA?	No
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Administrative Staff

28. Site Administrator	Ms. Arlene Hogan
29. Site Administrator Title	Head of School
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31. Director or Principal Officer Name	Ms. Carol Swainson

DEPARTMENT OF
EDUCATION



Private School Affidavit Confirmation 2016-17

(covers the period October 1, 2016 through September 30, 2017)

Thank you for submitting your Private School Affidavit online. This is your Private School Affidavit Confirmation. Please print this page, and maintain a hardcopy for a period of three years. Do NOT mail a copy to the California Department of Education.

Submitted	10/13/2016 4:43:38 PM
Submission ID	201225
Printed	10/13/2016 4:43:38 PM

From <u>Education Code Section 48222</u> : This is "... a private full-time...school... [that]...offer[s] instruction in the several branches of study required to be taught in public schools of the state,... [that offers this] instruction...in English [, and that keeps]...attendance [records]..."	Yes
--	-----

School Information

1. Name of School	Bentley School
2. CDE-assigned 14 digit CDS code if one was previously assigned	01612596967475
3. County in which school is located	Alameda
4. Public school district in which school is located	Oakland Unified
5. Street Address (P.O. Box is not acceptable)	One Hiller Drive
6. City	Oakland, CA 94618 -
7. School Telephone Number	510-843-2512
8. Optional School Fax Number	510-843-5162
9. School E-mail Address	akopelevich@bentleyschool.net
10. Optional School E-mail Address	
11. Optional School Web Site Address	
12. Mailing Address (only if different from #5 above)	1000 Upper Happy Valley Road
13. Mailing City (only if #12 has response)	Lafayette, CA 94549 -
14. Type of School	Coeducational
15. School Accommodations	Day Only
16. Does the school provide special education services?	No
17. Grade Span offered	Lowest: K Highest: 8


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Statistical Information

24. Range of students' ages * (Youngest may be no younger than 4 years and 9 months)	Youngest: 4 years, 11 months Oldest: 14																																		
25. Specify the enrollment counts by grade on or around the date the affidavit is filed. * (NOTE: Do not report pre-school enrollment; pre-schools that do not offer kindergarten should not file this PSA.)	<table border="1"> <thead> <tr> <th>Grade</th> <th>Number of Pupils</th> </tr> </thead> <tbody> <tr><td>Kindergarten</td><td>39</td></tr> <tr><td>First Grade</td><td>34</td></tr> <tr><td>Second Grade</td><td>36</td></tr> <tr><td>Third Grade</td><td>39</td></tr> <tr><td>Fourth Grade</td><td>35</td></tr> <tr><td>Fifth Grade</td><td>40</td></tr> <tr><td>Sixth Grade</td><td>42</td></tr> <tr><td>Seventh Grade</td><td>43</td></tr> <tr><td>Eighth Grade</td><td>50</td></tr> <tr><td>Ninth Grade</td><td>0</td></tr> <tr><td>Tenth Grade</td><td>0</td></tr> <tr><td>Eleventh Grade</td><td>0</td></tr> <tr><td>Twelfth Grade</td><td>0</td></tr> <tr><td>Ungraded Elementary</td><td>0</td></tr> <tr><td>Ungraded Secondary</td><td>0</td></tr> <tr><td>Total Enrollment</td><td>358</td></tr> </tbody> </table>	Grade	Number of Pupils	Kindergarten	39	First Grade	34	Second Grade	36	Third Grade	39	Fourth Grade	35	Fifth Grade	40	Sixth Grade	42	Seventh Grade	43	Eighth Grade	50	Ninth Grade	0	Tenth Grade	0	Eleventh Grade	0	Twelfth Grade	0	Ungraded Elementary	0	Ungraded Secondary	0	Total Enrollment	358
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Administrative Staff

28. Site Administrator	Ms. Arlene Hogan
29. Site Administrator Title	Head of School
30. Site Administrator E-mail Address	afhogan@bentleyschool.net
31. Director or Principal Officer Name	Ms. Carol Swainson

32. Director or Principal Officer Position	Other
33. Director or Principal Officer Address	One Hiller Drive
34. Director or Principal Officer City	Oakland, CA 94618 -
35. Director or Principal Officer E-mail Address	cswainson@bentleyschool.net

School Records

The person named as Custodian of Records below maintains attendance records required by EC Section 48222 and the records of courses of study, names, addresses, and educational qualifications of the faculty, as required by subdivisions (f)(2) and (3) of EC Section 33190. Such records are true and accurate and are accessible at the place or through the person listed here.

36. Name of Individual who is Custodian of Records	Ms. Julie Bryant
37. Address (Location of Records)	One Hiller Drive
38. City	Oakland, CA 94618 -
39. E-mail Address	jbryant@bentleyschool.net

Tax Status of School

40. Tax-exempt, nonprofit status under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code - YES
41. Tax-exempt, nonprofit status under Section 23701d of the California Revenue and Taxation Code - NO
42. Property tax exemption under Section 214 of the California Revenue and Taxation Code - NO
43. None of the above - NO

Acknowledgements and Statutory Notices

"YES" indicates your understanding of the statement and your school's compliance.

44. YES All Private School Affidavits are public documents viewable by the public.
45. YES The Private School Affidavit must be filed by persons, firms, associations, partnerships, or corporations offering or conducting full-time day school at the elementary or high school level for students between the ages of six and eighteen years of age.
46. YES Preschools should contact the Community Care Licensing Division (CCLD) of the California Department of Social Services. Contact CCLD at 916-229-4530 or contact a regional office.
47. YES The Affidavit is not a license or authorization to operate a private school.
48. YES The Private School Affidavit does not indicate approval, recognition, or endorsement by the state. Filing of this Affidavit shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see EC Section 33190).
49. YES Private school authorities are responsible for initiating contact with the appropriate local authorities (city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to private schools.
50. YES When a school ceases operation, every effort should be made to give a copy of pupils' permanent records to parents or guardians. If records cannot be given to the parents or guardians, it is recommended that the school's custodian of records retain the records permanently so that former pupils may obtain copies when needed for future education, employment, or other purposes.
51. YES Retain a copy of this document for a period of three years.
52. YES Filing a Private School Affidavit is not equivalent to obtaining accreditation. A Private School Affidavit does not signify that any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or courses offered by the school.
53. YES A private school shall not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district pursuant to EC Section 44237. This school is in compliance with EC Section 44237 to the extent that it applies.
54. YES The students enrolled in this private school and included in the school's enrollment total are full-time students in this school

and are not enrolled in any other public or private elementary or secondary school on a full-time basis.

Electronic Signature

By submitting this form and the electronic signature attached hereto, I declare under penalty of perjury and the laws of the State of California that I am the owner or other head of the school, and the information contained herein is true, accurate, and complete.

Name of owner or other head of school	Arlene Hogan
Title	Head of School
Telephone Number	510-843-2512
Electronic Signature - Birth Month	***** Not displayed for security purposes
Electronic Signature - Birthday	***** Not displayed for security purposes
Electronic Signature - Question	What is your favorite color?
Electronic Signature - Answer	***** Not displayed for security purposes

Form Submitted:	10/13/2016 4:43:38 PM
Confirmation:	201225
Page Generated:	10/13/2016 4:43:38 PM

Confirmation message sent to akopslevich@bentleyschool.net

Confirmation message sent to jbryant@bentleyschool.net

Confirmation message sent (CC) to afhogan@bentleyschool.net

[Return to the Private School Affidavit information page](#)

Questions: [Private Schools Office](#)

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



Gordon Piper <rgpiper33@gmail.com>

Requesting The Bentley School Student Directory

2 messages

Gordon Piper <rgpiper33@gmail.com>

To: Broberts@oaklandnet.com

Wed, Dec 21, 2016 at 9:21 PM

Cc: neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>, "Leila H. Moncharsh" <101550@msn.com>

In follow-up to the information I provided earlier today in relation to questions about Bentley's student enrollment and checking to determine if Bentley has more than the 360 students allowed on the Oakland campus in view of its reporting online it has 700 total students, I was advised from one source this evening that Bentley probably has an annual student directory that would list the students' names, addresses and contact information. You or an independent investigator should be able to obtain the student directories for each campus both for last school year and this school year and could see how the 700 students breaks down by campus and by year, and to evaluate the accuracy of reports last year and this school year regarding student enrollment and whether or not the School complied with the 360 student limit established by the Planning Commission for the Oakland campus. We request this evaluation be completed as part of the necessary independent verification regarding actual student enrollment in view of the higher enrollment figure reported by Bentley on its website. Gordon and Sue Piper

Roberts, Brenda <BRoberts@oaklandnet.com>

To: Gordon Piper <rgpiper33@gmail.com>

Thu, Dec 22, 2016 at 9:18 AM

Gordon and Sue

To let you know - I have been conducting inquiries and reviews of the Bentley CUP.

I would like to contact you sometime next week to regroup. What day or time would be good for a phone call?

Brenda

Sent from my iPhone

[Quoted text hidden]



Gordon Piper <rgpiper33@gmail.com>

Bentley School Enrollment and Staffing; Need for Independent Verification;

4 messages

Gordon Piper <rgpiper33@gmail.com>

Wed, Dec 21, 2016 at 11:23 AM

To: Broberts@oaklandnet.com

Cc: neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>, "Leila H. Moncharsh" <101550@msn.com>

Dear Brenda,

As I further researched the student enrollment count for Bentley School on its Oakland and Lafayette campuses in relation to the limit of 360 imposed by the City Planning Commission, I found that Bentley was indicating on its website there were 700 total students enrolled on both of its campuses. When I reviewed in more detail the numbers of students that have been reported by Bentley School in its annual "private school" report to the California Department of Education in a private school affidavit for 2015-2016, the numbers of students enrolled did not appear to add up to the same 700 students I found listed on its website and some other websites relative to the total enrollment. Bentley reported only 324 students at the high school 2015-16, and only 319 students enrolled on its Lafayette campus high school for 2104-15. If you add 360 to either of these reported student enrollment figures to reflect the maximum # of students that can be enrolled on the Oakland campus, the math doesn't add up to 700 students.

The question arises as to what does Bentley know about its total number of students that makes the numbers add up to 700 students.

Given the school's past history of inaccurate self-reporting, we believe that the attached spread sheet shows enough red flags that warrant verification of the number of students enrolled at each campus by independent review. The School falsely reported to the City of Oakland and to neighbors for many years that it only had 200 students when in reality it was exceeding the previous limit of 200 students in its Conditional Use Permit by about 50% and had more than 350 students. When Sue and I met with Planning Staff earlier this year, we asked for the Planning Staff to review the enrollment information reported by Bentley School. I don't believe the Planning staff ever followed up on this request and this may have allowed Bentley School to get back to its past practice of inaccurately reporting on its enrollment for students on the Oakland campus. Bentley still claims it is under the 360 limit on students on the Oakland campus, but the math doesn't add up to the 700 students Bentley School now indicates on its website it has on the 2 campuses.

I also found in reviewing online the information on Linked In that Bentley School lists its "Company Size" as "51-200". This information appears to reflect that there are more staff members on the two Bentley campuses than was reported by Bentley School to the California Department of Education in its 2015-2016 Private School Affidavit, which claimed it only had 71 staff members on the Oakland campus and 71 staff members on the Lafayette campus, or 142 total staff members. The total number of staff members on both campuses employed by the Bentley School needs to be independently verified to evaluate the accuracy or inaccuracy of the number of staff members being reported to the State of California Department of Education and to the City of Oakland, Planning staff members and neighbors. My research suggests that the total # of staff members utilized by the Bentley School is more than the 142 being reported, and that it is probably closer to or even above the 200 number referenced as "Company Size" on Linked In.

The Linked In service references on its website that it has a Premium Service and : "Linked In offers for those that Try premium for free to uncover unique insights about Bentley School - Employee distribution by Department; Notable leadership additions; Employee growth rates; Trends in hiring activity".

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 County, Basketball, Strength, Volleyball and Baseball. Who is teaching these courses? How do kids go from one campus to the other and is it round trips? Are there any games played at the Oakland camps? Coaches are not reported I the Employee Compliance Report. We continue to see people carrying a box of materials parking on lower Hiller in the late afternoon." In checking on the Bentley online Directory this past week I found a link for After School Program Electives or a link labeled "

- 4) After School Program Enrichment Classes 2016-17 T2" that listed a long series of After School Program Enrichment Classes for the 2016-2017 school year being offered to students and taught on the Oakland by staff or instructors and all of the instructors or staff are not being listed by the School or counted as staff members in the report that was submitted to Planning staff in October 2016. For example, the After School Program Enrichment Classes link revealed that Coach Barry Kleiman +++was the staff member being used to teach the basketball skills, drills and thrills I observed in late November as an enrichment class to Groades 1-4 students for which parents were being charged \$265 by the School,. The information regarding the enrichment classes that were being offered like the basketball class, tennis classes, and other enrichment classes revealed that the school was registering students for class online at its website at "www.bentleyschoo.net/afterschool" and there appears to be no reason why this part-time coach teaching a sports class should not be counted as a staff member like other staff teaching classes on the Oakland campus.

5)

- 6) After School Enrichment Classes 2016-2017" that listed a long series of elective courses for students in the After School Program that are being offered by Bentley with multiple sports offerings with instructors that were described. For example, the coach being utilized in late November on the ball court next to my property was apparently Coach Barry Kleiman who was described as offer a class for students in Grades 1-4 teaching "Basketball skills, drills and

7)

8)

1)

 zoominfo.

- Platform

TO: Brenda Roberts, City Auditor
FROM: Gordon Piper
SUBJECT: Additional Information, Bentley School, Code Compliance Audit
DATE: December 6, 2016

I wanted to share with you additional information that I feel is relevant from my review of possible violations of the 71-staff limit by the Bentley School that I believe require independent verification and investigation as part of an audit by your office or a Code Compliance investigation by an independent investigator with investigative expertise. I did a follow-up review in relation to the information previously submitted in my November 14 memo, and found more information that raises questions about the total number of staff members working on the Oakland campus. My impression after doing another online review of information pertaining to staff members is that the report submitted by Bentley to City Planning staff is just a partial list of the staff members actually working on the Oakland campus and there are more individuals working on campus that a thorough audit and code compliance investigation could uncover and that might establish a violation of the staffing limit imposed by the Planning Commission.

For example, I found in doing research online last week:

- 1) **There were additional individuals listed online on Zoominfo's website that were shown as having a contact phone number at the Oakland campus that did not appear on the Bentley School Employee List – Oakland 2016-2017 School Year that was submitted by the School to the Planning Department. For example I found online that there were specific listings for Dana Anvari, Alumni Relation and Special Events Manager showing the contact as the Oakland campus phone number. Anvari from my prior review in 2015 was one of the 4 individuals in the Development section that had parking spaces reserved on the Bentley campus. The listed Oakland phone number for contacting Anvari raises a question as to whether she has an office in Oakland and whether she is working full time or part time, and how many hours she is working each week in Oakland and what "Special Events" she works on during the year in Oakland and how she manages these. Anvari should be interviewed along with others that have information regarding the duties and location(s) in which she performs her duties.**
- 2) **I also found a listing for a Lafayette Sita Lujintanon that appeared to reflect she was working now in some capacity on the Oakland campus. In checking for further information regarding Lujintanon online I found the same name for Lujintanon appearing when she apparently was playing basketball at the Bentley High School in Lafayette, and this made me wonder if she was being utilized perhaps in some capacity related to coaching on the Oakland campus.**
- 3) **I saw a male staff member leading many Bentley students in basketball related drills in late November, and this caused me to review my records and memo to Planner Heather Klein from approximately October 2015 in which I noted regarding "Coaches and Afterschool Employees": "If after school staff are counted as employees, why aren't coaches ? There are coaches listed in the**

if added to
71

employees

reported in Where Found Online:
October, Bentley School Directory
2016 or Other Location

Job Area/Classification/Employee

COMMENTS

Admin	Atheletic/K-6 through 12 Athletic Director/Rob Rafeh	71 Directory;	If has duties in K-6 through 12, why not counted & hours not reported?
Admin	Alumni Relation&Special Events Manager/Dana Anvari	72 Zoominfo;	Zoominfo listed Oakland phone # & has parking space for Dev. Staff
Admin	Technology/Director of Technology & Educational Tech. Tech Dept Chair k-12/Steve Netniss	73 Directory & Linked In	Directory notes he is Technology Dept. Chair K-12, ? Why not counted
Admin	Technology/IT Coordinator/ Rover Spotts	74 Directory;	October report claims 2 hours per week; ? Accuracy & why not counted
Admin	Director of Communication/Lisa Lomba	75 Directory; Linked In;	Lomba appears to cover newsletter/more on both campuses
Admin	Dean of Teaching and Learning/Alexis Filipini	76 Linked In	Shows curent March 2013-Present 3 yrs 9 months
Admin	Associate Head of School K-8/ Laura Konigsberg	77 Linked In	Shows July 2013-Present: 3 yrs t months
Admin	Annual Fund and Database Manager	78 Directory	Annual Fund work could require part-time or more at Oaklandsite
Admin	CFO/COO/Alex Kopelevich	79 Directory; October Report	Claims just 2 hours per week but no independent verification
Admin	Director of Facilities/ Nunez	80 October Report	Claims just 3 hours per week but no independent verification
Admin	Controller/Ina Stahl	81 Directory	? If claim that she no longer comes to Oakland is accurate or not
Admin	Photographer and Webmaster/Vincenter Jurgens	82 Linked In; Directory	Linked In shows Photographer/web since 11/13 3yrs 2 months in Oakland
After School	Physical Education/After School Enrichment Class Coach/Barry Kleiman	83 Directory;	After School Enrichment Class link: teaching basketball; I observed
After School	Physical Education/After School Tennis Coach/ William Higgins	84 Director Link	Teaches after school tennis enrichment class to students in Oakland
After School	Introduction to Social Graces Enrichment Course/Sylvia Montgomery	85 Directory Link	After School Enrichment Class link shows Montgomery as Instructor
After School	Architecture Using Lego at Bentley (Grades 2-5)/?	86 Directory Link	After School Enrichment Class link shows class Sept.-November

Directory: Visual arts elective taught 4 times per week, ? Who teaches
 Online noes 8/2008-Present
 Phography/Visual Arts Teacher & T. Asst.

107 Directory;

108 Online:

Zoominfo noted Oakland phone # for
 Has worked for years with middle school students, should be counted
 Was counted in some past reports as a staff member

109 Zoom Info, Update 1-8-20 this dance teacher

110 Directory;

111 Online:

Was listed as String Academy

112 Linked In

Instructor in April 2016 Report

After School Enrichment Class link

show class for 5th-8th graders

Linked In indicates Music teacher 1999.

Present 17 yrs. Oakland phone#

113 Directory Link

114 Linked In; Zoominfo

Directory indicates Lower School staff, but doesn't show job title

115 Directory;

Linked In shows as Educator;

previously listed as 5th Grade Teacher

Gonzalez has been previously listed on reports, but not the latest one

116 Linked In;

117 Past reports

Linked in shows Teaching Asst. 3rd

Grad Aug. 2013-Present 3 years 4 mo

linked In show Teaching Association

Aug. 2015-Present 1 year 5 months

118 Linked In

Lists job title and Oakland phone # for

Balbo

Directory job title reflects working part-time on Oakland campus

Linked in indicates at bentley since

2008 to Present 5 years 5 months

Directory does not clarify which

119 Linked InL

120 Linked In;

121 Zoominfo

122 Directory;

123 Linked In;

124 Directory & Online in past campus Canada-Smith works on

Arts Visual Arts

Arts Visual Arts/Photography& Visual Arts Teacher/Aram Muksian

Dance Dance/Dance Teacher/Juliana Monin

Music Music/Middle & Upper School Jazz Band Teacher/ Ken Berman

Music Music/Strings Cello Teacher & Instructor/Crystal Pascucci

Music Music/music director, chamber-music coach & instructor/Ondine Young

Music Music/Rock Band Instructor/?

Music Music/Music Teacher/Adrienne Ricardo

Staff Lower School staff/Sarino Romero

Staff Educator/Will Green

Staff Facilities/Custodian/Felipe Gonzalez

TA Teaching Assistant 3rd Grade/Emilie Crofton

TA Teaching Assistant/Caroline Gerber

TA Teaching Assitant/Naomi Nankin-Royer

TA Teaching Associate/Monica Balbo

Teacher Middle School & Upper School Debate Teacher/Steve Clemmons

Teacher Learning Specialist K-8/Melissa Hyde

Teacher English Teacher/ Donna Canada-Smith



Gordon Piper <rgpiper33@gmail.com>

Our meeting with Brenda Roberts today.

1 message

Susan Piper <susangpiper@gmail.com>

Mon, Nov 21, 2016 at 5:32 PM

To: Linda Harris <lkharris73@gmail.com>, Donna Karch <donna_karch@yahoo.com>, Leila Monscharsh

<101550@msn.com>

Cc: "rgpiper33@gmail com" <rgpiper33@gmail.com>

We reviewed the email we sent to Brenda with the list of questionable employees, and also went over the key issues:

1. Planning does only limited monitoring, putting neighbors into the uncomfortable position have having to monitor the CUP. Does not help create positive relations with the school.
2. Attempts to retaliate when we have had to document our findings have occurred at least 3 or 4 times in the past 6 years.
3. Need to document by an independent party the employees that Bentley says have been terminated.
4. Need to verify those employees who are working in Lafayette but are listed as serving the middle school.
5. Need to explore why there is only 1 custodian listed when there have been 2 in the past and the Pipers continue to see 2 custodians.
6. Need to get clarification about the two positions that are being advertised-- a math teacher and after school staff person. Either one would put Bentley over the 71 limit.
7. Need for Planning Department to use the tools available to them to verify Bentley's self reported information.
8. Need for stiffer consequences when Bentley is out of compliance or makes misleading reports.

Brenda said she would meet with Darin Ranelletti to find out what Planning is doing with this report. She asked us to provide her with the documentation of the two fire incidents that occurred in the past. She also asked us to send her the California Department of Education report for this year, understanding that it is a report for the past school year.

We also talked about the need to strengthen the tree ordinance, and the need for Bentley to make employee and enrollment reports every trimester-- not just once a year and then checking it off.

She hoped to get back to us within 2 weeks after Thanksgiving.

—
Sue Piper

April 5, 2017 – Direct Observations of 2 Groundskeepers at Bentley School and Additional Staff Parking on Hiller Drive in violation of CUP Prohibition of Staff Parking on Hiller Drive in Conditions of Approval by Gordon Piper

On April 5, 2017, as I was returning to my home in my van on Hiller Drive I observed two green-shirted Bentley School Groundskeepers working on or near the sidewalks area on Hiller Drive near the property line and fence that separates School property from our home at 33 Hiller Drive. The Groundskeepers worked from approximately from 1 p.m. to 2 p.m. while I observed and I found at 1:50 p.m. the two Groundskeepers had parked their white Bentley School truck on Hiller Drive and were violating the prohibitions contained in the Conditional Use Permit Conditions of approval that prohibited any staff parking on Hiller Drive and also North Hill Court. I had previously observed two Groundskeepers on March 21, 2014 and taken pictures of the parked truck of the Bentley School groundskeepers and had an opportunity to talk to one of the Groundskeepers who confirmed that they were School employees. The Bentley School's CFO/COO in submitting the School's Employee List for 2016-2017 reported that the School had only one Groundskeeper working on the Oakland campus but I have been seeing on a regular basis the School utilizing in February, March and now April two Groundskeepers working on the Oakland campus. This would be put the School apparently over the limit of 71 employees and raises a question as to how many other staff members working regularly on the Oakland campus part-time or full time have not been counted and reported accurately either in the Affidavit filed with the California Department of Education or the approximately October 13, 2016 report to the Planning Department staff and neighbors claiming there were only 71 employees while failing to report other staff that could be found online through research or by direct observation that were working on the Oakland campus. This raises questions about the School's claim of compliance with its Compliance Plan with the City for past noncompliance in relation to staffing that was supposed to bring the School into compliance by the the reports submitted to the City in mid October 2016 and also the accuracy, completeness or truthfulness of the Affidavit submitted by the Bentley School Head of School in making a report on October 13, 2016 in a Private School Affidavit submitted to the California Department of Education claiming under penalty of perjury that Arlene Hogan as the Head of School knew the information in the Affidavit claiming the School had only 71 staff "is true, accurate, and complete".

<u>Job Area/Classification/E employee</u>	<u>October, 2016</u>	<u>Where found</u> Online: Bentley School Directory or Other Location	<u>COMMENTS</u>
Music/Middle & Upper School Jazz Band Teacher/ Ken Berman		72 Directory;	Has worked for years with middle school students, should be counted as PT employee since his work involves students on Oakland campus who he is teaching; see job title; he should be interviewed and possibly other witnesses to see if he has worked PT in Oakland in the years he worked for the School and if he should have been counted and reported in this year and prior years.
Music/Strings Cello Teacher & Instructor/Crystal Pascucci		73 Online:	Was counted in some past reports as a staff member; Linked In notes employed July 2013-Presept 3 yrs. 9 months Oakland; need to review my previous comments about Crystal Pascucci and Ondine Young who both have taught in the Strings Academy program for years, but have not always been counted or reported even if they worked PT in Oakland; they should be interviewed and records reviewed and determinations made about whether in the years that they have worked if the School accurately reported or not and counted them;
Music/music director, chamber-music coach & instructor/Ondine Young		74 Linked In	Was listed as String Academy Instructor in April 2016 Report; Linked In notes employee July 2013-Present Oakland
Athletic/K-6 through 12 Athletic Director/Rob Rafeh		75 Directory;	If has duties in K-6 through 12, why not counted & hours not reported? Job title on Bentley School Directory reflect PT in re duties that extend to K6-8 as Athletic Director beyond working at the High School in Lafayette and the School counts Head of School for PT on both campuses

School online Directory shows Associate Teacher in Lower School with her picture now shown so she should have been counted/reported ; The Directory previously listed Romero as a staff member without any information on her what duties she was performing and interviews and record reviews should assist in determining why she was counted and reported by the School and CFO/COO Alex Kopelevich in the October 2016 Compliance matrix and report to Planning Staff and whether she should have been reported and counted.

Lower School
staff/Sarino Romero

76 Directory;

School online Directory and Linked In show Kopelevich as an All School Administrator and he works PT on the Oakland campus and should be counted as staff similar to the Head of School Arlene Hogan; previously the School claimed he worked only 2 hours per week in Oakland but there was no independent verification of this.

CFO/COO/Alex
Kopelevich

Directory; October
77 Report

Directory: Visual arts elective taught 4 times per week, ? Who teaches; on the Directory link re Visual Arts staff it appears Muksian might be the possible staff person teaching visual arts classes that are describe at the Oakland campus, such as 2D&3D classes; Muksian could be witness to interview and to review records to determine who is teaching the visual arts classes on the Oakland campus even if working just PT; Online noted for him previously 8/2008-Present Photography/Visual Arts Teacher & T. Asst.

Visual Arts/Aram
Muksian

78 Directory;

Linked In shows Sept. 2014-Present 2 yrs. 7 mos. Oakland and even if just working PT should have been reported and counted and interviews and record review should clarify if he should have been added to the Compliance matrix and counted and reported as a staff member in October 2016.

Technology /Director
of Technology &
Educational Tech;
Tech Dept.

Linked In;
79 Directory

Chair/Steve Netness

Directory job title reflects working part-time on Oakland campus at least in the past and even if he has a new job title it is worth interviewing him to see if he is still working PT in Oakland or if someone has taken his place and should have been reported and counted

Middle School &
Upper School Debate
Teacher/Steve
Clemmons

81 Directory;

<p>Visual Arts/Photography & Visual Arts Teacher/Aram Muksian</p>	<p>82 Online: Online noes 8/2008-Present Photography/Visual Arts Teacher & T. Asst.</p>	<p>Directory notes he is Technology Dept. Chair K-12, ? Why not counted if he is working PT in Oakland since the Planning Commission made no distinction re if only working PT and counted the Head of School as a staff member on the Oakland campus even though she works just PT; need to interview him and check how many hours per week he works in Oakland and what duties he performs with LS or MS students and in Oakland;</p>
<p>Technology/IT Coordinator/ Rover Spotts</p>	<p>83 Directory</p>	<p>Linked In indicates August 2012-Present 4 yrs 8 mos. Oakland; need to interview and check records to see when she has worked in Oakland and if she should have been reported & counted both last year and this;</p>
<p>Director of Performing Arts/Emily Morrison</p>	<p>84 Linked In</p>	<p>Stahl is listed as a Controller and All School Administrator and previously it was reported she worked 1 hour per week in Oakland, but there has been no independent verification. She should be interviewed to determine how much time she works on the Oakland campus and if she should be counted like Head of School Arlene Hogan as a staff member for the work she performs PT in Oakland either last year or for the 2016-2017 school year and should have been counted and reported.</p>
<p>Controller/Ina Stahl</p>	<p>85 Directory 86 87</p>	<p>After School Enrichment Class link: teaching basketball; I observed instructor Barry Kleiman teaching basketball class to students on the ball court and the School charges students and pays Kleiman for this PT work on the Oakland campus so it appears he should have been counted and reported as staff member; this is shown on the School's Directory in an After School list of many programs offered to students.</p>
<p>Phys. Educ/After School Enrichment Class Coach/Barry Kleiman</p>	<p>Directory; After School Link</p>	

Lomba appears to cover newsletter/more on both campuses; Linked In indicates August 2015-Present; 1 yrs 8 mos. And interview and record reviews might establish if she worked PT in Oakland and when, and if she should have been reported & counted since she started working for the school and what her dates of employment are.

Director of External Relations/Lisa Loma

Directory; Linked In; 89

Linked in shows Teaching Asst. 3rd Grad Aug. 2013-Present 3 years 4 months but Crofts was not reported or counted in October 2015 compliance report of the October 2016 compliance report; but she was shown on the School Directory in November 2015 as 3rd Grade Teaching Assistant. The Feb. 2016 report to Planning staff that was shared with neighbors claimed Crofton was terminated but did not list her dates of employment or termination date or last day worked, and there was no independent verification. The needs to be verification, record reviews and interviews to determine if she should have been counted and reported both last year and in 2016-2017 report;

Teaching Assistant
3rd Grade/Emilie Crofton

90 Linked In

Physical Education/After School Tennis Coach/ William Higgins

Teaches after school tennis enrichment class to students in Oakland and the School Directory's After School Enrichment Class link shows that the School charges for students to take class and pays Higgins for his PT work with students in the class.

Directory; After School Link 91

Directory does not clarify which campus Canada-Smith works on since her hire and she should be interviewed and records checked to see if she worked on the Oakland campus and when and what she did and whether she should have been reported and counted last year or this;

English Teacher/
Donna Canada-Smith

Directory & Online 92 in past

I spoke with a staff member overseeing an Oakland school garden class and there was no indication in my file review and online reviews to determine who has been performed these duties PT or FT and what the persons name, job title, and dates of employment are or were and whether they should have been counted and reported last year or this;

Garden Teacher

Direct 93 contact/interview

linked in show Teaching Association Aug. 2015-Present 1 year 5 months when I compile my list of apparent staff members based on online research in September 2016, and I found in November 2016 a listing for Gerber as Teaching Associate Kindergarten. There needs to be a record review and possibly interview to determine her dates of employment at the School and whether she should have been counted and reported in the mid October Compliance Matrix list of employees at the time that list was submitted to Planning staff.

Teaching Assistant/Caroline Gerber

94 Linked In

Teaching

Assistant/Naomi Nankin-Royer

In approximately November 2016 Linked In showed Naomi Nankin-Royer with Teaching Assistant job title and Oakland phone #

95 Linked In;

Educator/Will Green

96 Linked In;

Linked In showed Konigsberg and dates of employment for 16 years 7 months to Present and her still working for the School now as well as another school Turning Point School as Head of School, and indicated she was Director of Teaching and Learning at Bentley. The School Attorney Anne Mudge reported on February 14, 2017 she was no longer employed by the School, but independent verification and interview and record review is needed to clarify dates of her employment since the February 14, 2017 report from attorney Anne Mudge did not clarify the dates of employment for any of the 13 staff that Planner Heather Klein had asked for clarification about from Ms. Mudge

Associate Head of School K-8/ Laura Konigsberg

97 Linked In

Linked In showed Jurgens dates of employment as November 2013-Present 3 yrs 5 months Oakland. However, Jurgens was not counted or listed as a staff member in the mid October 2016 Compliance Matrix and interview, record review and review of prior Compliance Reports should be done to determine if the School has failed to count and report Jurgens in several annual reports; I directly observed Jurgens taking pictures at the Oakland campus on the ball court and believe he works PT or more at the Oakland campus.

Photographer and Webmaster/Vincent Jurgens

98 Linked In

The School only listed 1 Groundskeeper as working on its Compliance Matrix reports in 2015-2016 and 2016-2017 to the Planning staff but for years the Pipers have observed at least 2 Groundskeepers working on the Oakland campus including most recently on dates in February and March, and Facilities staff members have been listed in the past in an article in the School's newsletter; direct interview previously confirmed there was more than one Groundskeeper being utilized on the Oakland campus.

Groundskeeper/?

99 Direct observations

Annual Fund work could require part-time or more at Oakland campus and it is not clear there has been any independent certification as to where this manager is working PT in Oakland and if so how many hours per week in the last couple of years, and whether the Manager should have been counted and reported as a staff member possibly working PT in Oakland similar to the Head of School Arlene Hogan.

Annual Fund and Database Manager

100 Directory

Music/Rock Band Instructor/?

101 Directory Link

After School Enrichment Class link show class for 5th-8th graders

Intro. To Social Grades Enrichment Class/Sylvia Montgomery

102 Directory Link

After School Enrichment Class link shows Montgomery as Instructor

Architecture Using Lego at Bentley (Grades 2-5)/?

103 Directory Link

After School Enrichment Class link shows class Sept.-November

Directory; October 104 Report

Director of Facilities/ Nunez

105 October Report

Claims just 3 hours per week but no independent verification

Controller/Ina Stahl

106 Directory

? If claim that she no longer comes to Oakland is accurate or not

Code Ninjaz		
Computer Science Enrichment	107 Directory Link	After School Enrichment Class link show classes being held
Chess at Bentley School	108 Directory Link	After School Enrichment Class link shows teacher & class
Martial Arts course/?	109 Directory Link	After School Enrichment Class link shows K-3 grade class
Math Lab at Bentley School/?	110 Directory Link	After School Enrichment Class link shows class
Taro's Origami Grade 1-3/?	111 Directory Link	After School Enrichment Class link shows class
Kindergarten & 1st Grade Classroom Aides/Network students	112 Directory Link	Directory article says foreign students can served as K & 1 class aides
Martial Arts, K-3 classes/?	113 Directory Link	Directory article described classes for K & 1-3 grades on Fridays
Capoeira classes/?	114 Directory Link	Directory article lists Capoeira classes in after school enrichment
Writing Games - Forbidden Island/Heather McLeod	115 Directory Link	After School Enrichment Class link lists class
After School Cooking Class/Jarrod Jayne	116 Directory Link	After School Enrichment Class link lists class
Global Web Design/?	117 Directory Link	After School Enrichment Class link lists class

Global Storybook
Engineers/?

118 Directory Link After School Enrichment Class link lists class

Music Production &
DJ'ing classes/Elliott
Gann

119 Directory Link After School Enrichment Class link lists class & pictures instructor

Toyology: Science
Through Toys K-4
classes/Sarah Shaffer

120 Directory Link After School Enrichment Class link lists class & name of instructor

Math Lab classes/?

121 Directory Link After School Enrichment Class link lists 3 classes

Playwell-

Architecture/?

122 Directory Link After School Enrichment Class link lists class

Global Doctors:

DNA/?

123 Directory Link After School Enrichment Class link lists class

Bentley Math

Circle/?

124 Directory Link After School Enrichment Class link lists class

Pre-Engineering
Using Lego @Bentley
K-1/?

125 Directory Link After School Enrichment Class link lists class

Nexplore

Games/Claire Finders
Music/Music

126 Directory Link After School Enrichment Class link lists class for K-2

Teacher/Adrienne

Linked In;

Ricardo

127 Zoominfo

Linked In;

128 Directory

Linked In indicates Music teacher 1999-Present 17 yrs. Oakland phone#

Mathematics Teacher/Elyse Wilson- Egolf Mathematics Teacher/ Danielle Dell Mathematics Teacher/Patrick Bruno Mathematics Teacher/Mischa Lassow	129 Directory 130 Linked In 131 Linked In 132 Directory	? if teaching in Middle School, Lower School or Upper School ? if teaching in Middle School, Lower School or Upper School ? if teaching in Middle School, Lower School or Upper School ? if teaching in Middle School, Lower School or Upper School
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The School listed two Custodians on its Oakland staff in information provided in April 2016 and October 2016 by School CFO/COO Alex Kopelevich. They were Mauricio Alvarado and _____ Navarro. However, as recently as Sunday March 19, 2017 Gordon Piper observed the School appeared to have as many as 5 Facilities staff members including 1 Groundskeeper working at the school, and there appear to have been more Facilities staff assigned in the 2016-2017 on a periodic basis to perform different types of duties, and a blurring of the total # of maintenance or Facilities staff working PT or FT at the Oakland campus. There is a need to do interviews and record reviews to determine how many Facilities employees have been working at the Oakland campus, and to get their names, dates of assignment and also of employment, and to independently verify how many maintenance/Facilities staff employees should be counted and should have been reported for the 2016-2017 school year and 2015-2016.

Custodians/?

April 5, 2017 – 8:35 a.m. - Observations of Gordon Piper

This morning at approximately 8:12 a.m. I looked out of a window in my home and observed a gray vehicle with a parent and children that was unloading the children while blocking my driveway and red-zone area next to my driveway in violation of the Municipal Code prohibitions against parking in a red-zone. I also observed from my downstairs window Bentley School's Complaint Manager and sometimes-called "Compliance Manager" Wendi Berardi located very close to this vehicle in front of my property who spent time herding children or talking to children walking down our front sidewalk in the extended dropoff area in violation of the School's own Traffic Demand Management Plan and the School's Handbook so-called Traffic or parking Rules that spell out that Traffic Assistants are supposed to be located on either lower Hiller Drive or in the School's parking lot. Ms. Berardi did not monitor or address the violation of the School's own Traffic Rules that indicates that parents cannot block a neighbor's driveway at any time or park in the red zone of a neighbor and did not issue any formal warning or issue any written warning to the parent driver who dropped off her children while blocking my driveway and the red-zone area for over a minute. The actions of Ms. Berardi were almost identical to her failure on February 15, 2017 to address a red-zone area parking violation that I observed in the morning dropoff next to my front driveway, when she had been walking up and down the hill observing the parents dropping off children according to her later statements and had observed a red-zone violation and then had a brief conversation with me but continued to walk past me towards another Bentley School parent with a child that was parked and unloading a child above my driveway.

On February 15 I observed that Ms. Berardi as the so-called Compliance Manager and the Complaint Manager for the Bentley School did not appear to take any action to place a written warning on the car parked in my red zone, and that she failed to answer my question to her why the School had extended its drop-off area from the area by the Firestorm Memorial Garden and their parking lot to the homes next to the School. I pointed out to Ms. Berardi on February 15 in our brief conversation that the School's extension of the drop-off zone in contradiction to the TDM requirements (which also violated the School's own directions on where children should be dropped off and the instructions for parents/children to go through the School parking lot and to wait until a Traffic Assistant was available to unload children or other items from the cars such as backpacks) was causing the red-zone violations to increase, and the need for the School to follow the drop-off zone Directions and rules and to stop extending the drop-off and pick-up of children to the area in front of my home or neighbors' homes at 33 Hiller and 37 Hiller Drive.

The School and its Transportation and Operations Coordinator Cydnee Taylor as well as Gordon and Susan Piper had been put on notice by City of Oakland Planner Heather Klein in her March 24, 2017 email that their actions were a "major change" and would require going to the Planning Commission for making any change in the existing Transportation Demand Management Plan and its provisions. I have observed the School allowing its Transportation and Operations Coordinator Cydnee Taylor (since being advised in writing by Planner Heather Klein) to walk up and down in front of our property and the property of the Harris' at 37 Hiller Drive when there were less than 9 Traffic Assistants in place in the designated drop-off/pick-up area such as on March 27 when I observed her and drove by the designated drop-off area and counted the number of Traffic Assistants (including Ms. Taylor) that were

present, and what I observed today reflects that the School is continuing to not enforce its own traffic rules and drop-off rules and other rules that are supposed to prevent parents from blocking neighbors' driveways and parking in our red zones. I drove down the hill in my van at approximately 8:15 a.m. and counted 10 Bentley Traffic Assistants in vests one lower Hiller Drive or near the driveway/parking lot area including Complaint Manager and so-called Compliance Manager Wendi Berardi but it is clear that the Compliance Manager was not enforcing traffic rules in the School's Handbook or drop-off/picku-up Directions in its Handbook for parents. The letter from Bentley School's Head of School Arlene Hogan at the start of this School year advised parents there were to be no exceptions to its Traffic Rules and that the School was to be judged not by what it said but by their "actions" and I found on February 15 and today on April 5 that by the actions of parents and by those of its Compliance Manager and Complaint Manager Wendi Berardi that the School is not following its own Four Strikes Policy for violations of their Traffic Rules or Handbook requirements and Directions, and it has extended its drop-off area in front of our homes on Hiller Drive and is allowing parents to violate the Municipal Code prohibitions for parking in red zone-areas next to driveways that are marked. I believe what I have seen in relation to the actions of the School and its Compliance Manager Wendi Berardi indicates that the School retaliated against me after I filed a CUP Hotline complaint and written complaint with City of Oakland Planner III Heather Klein at 8:53 a.m. on February 14 complaining about the extension of the School's drop-off area in front of my home and also regarding the School's permitting staff to park on Hiller Drive in violation of the prohibitions against staff parking on Hiller Drive and North Hill Court.

The School's violations of its own Traffic Rules and failure to enforce these rules and to address the continuing blocking of neighbor driveways and red-zone areas in violation of the Municipal Code poses a continuing and major safety risk to neighbors, by not allowing us to be able to get out of our own driveways in case of a medical or fire emergency or other valid reason, and is having an impact on neighbors adding to serious concerns about the School's actions in violation of its Conditional Use Permit Conditions of Approval, the Traffic Demand Management Plan, the Oakland Municipal Code that covers the Violation of any term, Conditions or project description relating to the Approvals, and which the Bentley Conditions of Approval issued on March 2, 2012 indicates is "prohibited,, and a violation of the Oakland Municipal Code". The Bentley Conditons of Approvals issued by the City of Oakland noted these prohibited violation of terms were ones where "The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approval or alter these Conditions if it is found that there is violation of any of the Conditons or the provisions of the Planning Code or Municipal Code, or the project operates as or cause a public nuisance. The provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions."

I have found evidence in my research and direct observation that the Bentley School is in violation of its Conditional Use Permit Conditions of Approval including Conditions related to the following:

- (1) The Traffic Demand Management Plan and the enforcement of traffic and safety rules in the School's "Traffic & Safety Handbook;
- (2) The Conditional Use Permit Condition of Approval limiting staff working on the Oakland campus to 71 staff members;

Klein, Heather

From: Klein, Heather
Sent: Tuesday, February 07, 2017 2:49 PM
To: Mudge, Annie
Subject: Accepted: Bentley and ANBA follow up

Klein, Heather

From: Klein, Heather
Sent: Thursday, February 09, 2017 9:14 AM
To: 'Mudge, Annie'
Subject: RE: Bentley and ANBA follow up

Are we meeting today? I just looked at this and it said August?

-----Original Appointment-----

From: Mudge, Annie [<mailto:amudge@coxcastle.com>]
Sent: Tuesday, February 07, 2017 10:40 AM
To: Klein, Heather
Subject: Bentley and ANBA follow up
When: Thursday, August 10, 2017 4:00 PM-4:45 PM (UTC-08:00) Pacific Time (US & Canada).
Where: 866 506 1421 passcode 415 262 5107

Klein, Heather

From: Klein, Heather
Sent: Friday, January 27, 2017 3:29 PM
To: 'Alex Kopelevich'
Subject: RE: Bentley School 2015-2016 Compliance Matrix

great.

From: Alex Kopelevich [mailto:akopelevich@bentleyschool.net]
Sent: Friday, January 27, 2017 3:25 PM
To: Klein, Heather
Subject: Re: Bentley School 2015-2016 Compliance Matrix

Hi Heather,
I will call you at the beginning of the next week.
Thanks, Alex

On Thu, Jan 26, 2017 at 16:18 Klein, Heather <HKlein@oaklandnet.com> wrote:

Alex,

I'm finally following up on this list and well as my other comments below. When you have a chance please give me a call as soon as possible to discuss.

Heather Klein, Planner IV | City of Oakland | Bureau of Planning | 250 Frank H. Ogawa, Suite 2114 | Oakland, CA 94612 |
Phone: (510)238-3659 | Fax: (510) 238-6538 | Email: hklein@oaklandnet.com | Website: www.oaklandnet.com/planning

From: Alex Kopelevich [mailto:akopelevich@bentleyschool.net]
Sent: Thursday, October 13, 2016 7:41 PM
To: Klein, Heather
Cc: cuphotline; Anne Mudge; Klein, Linda C.; Arlene Hogan; Wendi Berardi; Ranelletti, Darin; Bolotina, Olga; Neighbors for Safety in Hiller Highlands (neighbors.safety.hiller.highlands@gmail.com); Kenny Jeong
Subject: Re: Bentley School 2015-2016 Compliance Matrix

Dear Heather,

Below are our responses to your email dated September 29, 2016.

QUESTION 1: Condition 14 A –requires management of parking. Per exhibit 1, the actual number of persons driving to the school (not shuttles) is 56. Please clarify the number of person driving to the school.

RESPONSE 1: There are 56 employees who regularly drive to school and park on the Oakland Campus. Five employees drive to and park on the Lafayette Campus, and then take a shuttle to the Oakland Campus. Ten employees regularly get to campus by other means.

QUESTION 2: Condition 14 B and 14K- requires submittal of a TDM plan and review once per year, updated as necessary. The plan is for the upcoming school year and should be accurate. I'm assuming that most of the plan has not changed since 2015-2016 school year. However, I quickly glanced through it and noticed that the one thing that did seem to change was the use of the Claremont lot and the change to a shuttle for certain staff members. The plan should be revised to reflect this change and any others that occurred since the 2015-2016 school year. DKS should review the plan and it should be forwarded to all persons affected by the changes.

RESPONSE 2. The Claremont Hotel cannot renew its agreement to allow Bentley employees to park in its lot due to their own logistics situation. The School is in the process of updating its TDM for the 2016-2017 school year to reflect this change, and has reached out to Parisi & Associates for its review. (Parisi & Associates wrote and has been updating the School's TDM. Once finalized, the School will submit the revised TDM to the City, and DKS.)

QUESTION 3: Condition 14 I and 1B- requires school events for the upcoming year to be provided to neighbors and posted on the website. I reviewed the calendar list that was sent on August 29th and September 20th, the website calendar and the previous calendar. First, is the September 20th calendar complete? It only provides events up to the end October. Is this all the events that you are planning on holding this school year? If not, when will you be submitting the rest of the calendar to the City and the neighbors? Second, the calendar on the website seems to indicate that more events have occurred than the calendar that was emailed. Specifically, the website calendar notes new parent orientation on August 26th and student orientation for grades 6-8 on August 29th. Also, the previous year's calendar included two summer (August 31st and September 1) new student orientation. An explanation is needed for why these events weren't counted but the student orientation for grades K-5 were per the emailed schedule. The City needs to confirm that all events are counted per the requirement.

RESPONSE 3: Condition 14.I and the TDM measure drafted to comply with it requires the School to place special events on its calendar and to give the NLC notice of those events at least one month in advance of the event (Condition 1B does not give a time frame for notice of special events). Accordingly, the September calendar lists special events through October. Bentley will continue to provide at least one month notice through calendar updates and notice to the NLC throughout the school year. Bentley will submit its complete 2016-2017 special events calendar with its 2016-2017 compliance matrix submission in September 2017.

Bentley's online calendar lists both its Oakland and Lafayette campus events. All upper school events occur on the Lafayette campus, including the new upper school student orientation on August 26. The Oakland campus conducts two events prior to the first day of school every year. In 2016, an event on August 29 was for new families grades 6-8 and August 30 for grades K-5. Both of which were included in the calendar distributed on August 29 and September 20.

The 2015-2016 special events calendar includes two summer events (August 31st and September 1st), that Bentley counted, and are the two summer events allowed by Bentley's Conditions of Approval.

QUESTION 4: Condition 16- requires that the traffic and parking handbook to be sent to parents and reviewed once per year, updated as necessary. The compliance report notes that the handbook was sent to families and acknowledgements were collected as part of the registration process for 2015-2016. The registration process has been completed for the 2016-2017 school year and families need to understand the traffic and parking procedures for this school year now. Please provide conformation that the handbook for this year has been submitted to parents (when and how).

RESPONSE 4: For the 2016-2017 school year, the school sent a newsletter to parents on August 19 with the traffic and parking handbook, and all parent acknowledgments were submitted to the School between August 19 and August 30. The

School also reviewed the traffic and parking information during the new parent and student orientations and gives traffic and parking guidance in its weekly communications with the School community. Bentley will submit its complete 2016–2017 traffic and parking procedure communications with its 2016–2017 compliance matrix submission in September 2017.

QUESTION 5: Condition 18- requires mandatory meetings with parents about traffic and parking at the beginning of each semester. The compliance plan lists the dates for 2015. We are assuming that since school has started, these meetings have taken place. Please provide the dates of these meetings.

RESPONSE 5: The School discussed traffic and parking with new parents at the lower and middle school parent and student orientations held on August 29, August 30. The traffic and parking were also discussed with all parents at back to school night meetings on September 12, 14 and 15. Bentley will submit its complete 2016–2017 mandatory meeting dates with its 2016–2017 compliance matrix submission in September 2017.

QUESTION 6: Condition 21- requires compliance with enrollment and staffing number. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. Furthermore, the School's Compliance Plan with the City, dated May 29, 2015, requires that "No later than October 15, 2015, the School shall submit to the City 1) the annual Compliance Matrix with the employee count and 2) the employee count as part of their Private School affidavit submittal to the California Department of Education. Furthermore, and going forward every year, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus." Compliance is pending for this Condition until this date.

RESPONSE 6: The School will submit its enrollment and employee information to the California Department of Education on October 14, and will provide the City with its enrollment number and employee list, including hours worked on each campus, no later than October 15. We have noted in our list new faculty that have replaced faculty that have departed Bentley School for other opportunities, or have been assigned to a different role.

Sincerely,

Alex Kopelevich

On Thu, Sep 29, 2016 at 1:40 PM, Klein, Heather <HKlein@oaklandnet.com> wrote:

Alex,

I've had a chance to review the compliance matrix and have a couple of questions, comments and requests for further documentation.

1. Condition 14 A –requires management of parking. Per exhibit 1, the actual number of persons driving to the school (not shuttles) is 56. Please clarify the number of person driving to the school.

2. Condition 14 B and 14K- requires submittal of a TDM plan and review once per year, updated as necessary. The plan is for the upcoming school year and should be accurate. I'm assuming that most of the plan has not changed since 2015-2016 school year. However, I quickly glanced through it and noticed that the one thing that did seem to change was the use of the Claremont lot and the change to a shuttle for certain staff members. The plan should be revised to reflect this change and any others that occurred since the 2015-2016 school year. DKS should review the plan and it should be forwarded to all persons affected by the changes.

3. Condition 14 I and 14B- requires school events for the upcoming year to be provided to neighbors and posted on the website. I reviewed the calendar list that was sent on August 29th and September 20th, the website calendar and the previous calendar. First, is the September 20th calendar complete? It only provides events up to the end of October. Is this all the events that you are planning on holding this school year? If not, when will you be submitting the rest of the calendar to the City and the neighbors? Second, the calendar on the website seems to indicate that more events have occurred than the calendar that was emailed. Specifically, the website calendar notes new parent orientation on August 26th and student orientation for grades 6-8 on August 29th. Also, the previous year's calendar included two summer (August 31st and September 1) new student orientation. An explanation is needed for why these events weren't counted but the student orientation for grades K-5 were per the emailed schedule. The City needs to confirm that all events are counted per the requirement.

4. Condition 16- requires that the traffic and parking handbook be sent to parents and reviewed once per year, updated as necessary. The compliance report notes that the handbook was sent to families and acknowledgements were collected as part of the registration process for 2015-2016. The registration process has been completed for the 2016-2017 school year and families need to understand the traffic and parking procedures for this school year now. Please provide confirmation that the handbook for this year has been submitted to parents (when and how).

5. Condition 18- requires mandatory meetings with parents about traffic and parking at the beginning of each semester. The compliance plan lists the dates for 2015. We are assuming that since school has started, these meetings have taken place. Please provide the dates of these meetings.

6. Condition 21- requires compliance with enrollment and staffing number. The school shall submit the enrollment numbers to the Planning and Zoning Division at the beginning of each semester or no later than the date required by the State. Furthermore, the School's Compliance Plan with the City, dated May 29, 2015, requires that "No later than October 15, 2015, the School shall submit to the City 1) the annual Compliance Matrix with the employee count and 2) the employee count as part of their Private School affidavit submittal to the California Department of Education. Furthermore, and going forward every year, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus." Compliance is pending for this Condition until this date.

Please provide the information and clarification as noted above by October 15th. All of the rest of the items have been reviewed and are in compliance.

Best,

From: Alex Kopelevich [<mailto:akopelevich@bentleyschool.net>]
Sent: Friday, August 26, 2016 3:33 PM
To: Klein, Heather
Cc: cuphotline; Anne Mudge; Klein, Linda C.; Arlene Hogan; Wendi Berardi
Subject: Bentley School 2015-2016 Compliance Matrix

Dear Heather,

In compliance with Conditions of Approval 11(A), please find attached Bentley School's 2015-2016 Compliance Matrix and corresponding exhibits. Bentley School is in compliance with all conditions of approval.

Please contact me at [\(925\) 283-2101 ext. 3289](tel:9252832101) or at akopelevich@bentleyschool.net with any questions.

Sincerely,

--
Alex Kopelevich

Bentley School

Oakland/Lafayette, CA

CFO/COO

[\(925\)900-4089](tel:9259004089) office

[\(310\)560-0445](tel:3105600445) mobile

akopelevich@bentleyschool.net

www.bentleyschool.net

--
Alex Kopelevich

Klein, Heather

From: Mudge, Annie <amudge@coxcastle.com>
Sent: Tuesday, February 14, 2017 11:31 AM
To: Klein, Heather
Subject: Bentley Compliance Matrix

Hi Heather, as a follow up to our call from Thursday last, here is the additional information you requested about Bentley School:

--Status of 2016-2017 update to TDM: *Parisi is under contract to review TDM and is expected to turn around revisions by mid-March.*


--Status of spring semester parent meeting to address traffic rules: *Meeting will be held on February 16 at the Lafayette campus.*

--Status of certain employees who were listed in 2015/2106 but are no longer listed, specifically: Young, Chow, Do, Duffield, Philippini, Gerber, Gonzalez, Revelle, Green, Konigsberg, Royer, Parrish, Schmidt: *None of these individuals is employed by Bentley School any longer.*


Best regards,

Annie

Anne E. Mudge

 COX CASTLE
NICHOLSON

direct: 415.262.5107

amudge@coxcastle.com | vCard | bio | website | 

April 5, 2017 – 8:35 a.m. - Observations of Gordon Piper

This morning at approximately 8:12 a.m. I looked out of a window in my home and observed a gray vehicle with a parent and children that was unloading the children while blocking my driveway and red-zone area next to my driveway in violation of the Municipal Code prohibitions against parking in a red-zone. I also observed from my downstairs window Bentley School's Complaint Manager and sometimes-called "Compliance Manager" Wendi Berardi located very close to this vehicle in front of my property who spent time herding children or talking to children walking down our front sidewalk in the extended dropoff area in violation of the School's own Traffic Demand Management Plan and the School's Handbook so-called Traffic or parking Rules that spell out that Traffic Assistants are supposed to be located on either lower Hiller Drive or in the School's parking lot. Ms. Berardi did not monitor or address the violation of the School's own Traffic Rules that indicates that parents cannot block a neighbor's driveway at any time or park in the red zone of a neighbor and did not issue any formal warning or issue any written warning to the parent driver who dropped off her children while blocking my driveway and the red-zone area for over a minute. The actions of Ms. Berardi were almost identical to her failure on February 15, 2017 to address a red-zone area parking violation that I observed in the morning dropoff next to my front driveway, when she had been walking up and down the hill observing the parents dropping off children according to her later statements and had observed a red-zone violation and then had a brief conversation with me but continued to walk past me towards another Bentley School parent with a child that was parked and unloading a child above my driveway.

On February 15 I observed that Ms. Berardi as the so-called Compliance Manager and the Complaint Manager for the Bentley School did not appear to take any action to place a written warning on the car parked in my red zone, and that she failed to answer my question to her why the School had extended its drop-off area from the area by the Firestorm Memorial Garden and their parking lot to the homes next to the School. I pointed out to Ms. Berardi on February 15 in our brief conversation that the School's extension of the drop-off zone in contradiction to the TDM requirements (which also violated the School's own directions on where children should be dropped off and the instructions for parents/children to go through the School parking lot and to wait until a Traffic Assistant was available to unload children or other items from the cars such as backpacks) was causing the red-zone violations to increase, and the need for the School to follow the drop-off zone Directions and rules and to stop extending the drop-off and pick-up of children to the area in front of my home or neighbors' homes at 33 Hiller and 37 Hiller Drive.

The School and its Transportation and Operations Coordinator Cydnee Taylor as well as Gordon and Susan Piper had been put on notice by City of Oakland Planner Heather Klein in her March 24, 2017 email that their actions were a "major change" and would require going to the Planning Commission for making any change in the existing Transportation Demand Management Plan and its provisions. I have observed the School allowing its Transportation and Operations Coordinator Cydnee Taylor (since being advised in writing by Planner Heather Klein) to walk up and down in front of our property and the property of the Harris' at 37 Hiller Drive when there were less than 9 Traffic Assistants in place in the designated drop-off/pick-up area such as on March 27 when I observed her and drove by the designated drop-off area and counted the number of Traffic Assistants (including Ms. Taylor) that were

present, and what I observed today reflects that the School is continuing to not enforce its own traffic rules and drop-off rules and other rules that are supposed to prevent parents from blocking neighbors' driveways and parking in our red zones. I drove down the hill in my van at approximately 8:15 a.m. and counted 10 Bentley Traffic Assistants in vests one lower Hiller Drive or near the driveway/parking lot area including Complaint Manager and so-called Compliance Manager Wendi Berardi but it is clear that the Compliance Manager was not enforcing traffic rules in the School's Handbook or drop-off/pick-up Directions in its Handbook for parents. The letter from Bentley School's Head of School Arlene Hogan at the start of this School year advised parents there were to be no exceptions to its Traffic Rules and that the School was to be judged not by what it said but by their "actions" and I found on February 15 and today on April 5 that by the actions of parents and by those of its Compliance Manager and Complaint Manager Wendi Berardi that the School is not following its own Four Strikes Policy for violations of their Traffic Rules or Handbook requirements and Directions, and it has extended its drop-off area in front of our homes on Hiller Drive and is allowing parents to violate the Municipal Code prohibitions for parking in red zone-areas next to driveways that are marked. I believe what I have seen in relation to the actions of the School and its Compliance Manager Wendi Berardi indicates that the School retaliated against me after I filed a CUP Hotline complaint and written complaint with City of Oakland Planner III Heather Klein at 8:53 a.m. on February 14 complaining about the extension of the School's drop-off area in front of my home and also regarding the School's permitting staff to park on Hiller Drive in violation of the prohibitions against staff parking on Hiller Drive and North Hill Court.

The School's violations of its own Traffic Rules and failure to enforce these rules and to address the continuing blocking of neighbor driveways and red-zone areas in violation of the Municipal Code poses a continuing and major safety risk to neighbors, by not allowing us to be able to get out of our own driveways in case of a medical or fire emergency or other valid reason, and is having an impact on neighbors adding to serious concerns about the School's actions in violation of its Conditional Use Permit Conditions of Approval, the Traffic Demand Management Plan, the Oakland Municipal Code that covers the Violation of any term, Conditions or project description relating to the Approvals, and which the Bentley Conditions of Approval issued on March 2, 2012 indicates is "prohibited,, and a violation of the Oakland Municipal Code". The Bentley Conditions of Approvals issued by the City of Oakland noted these prohibited violation of terms were ones where "The City of Oakland reserves the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, to revoke the Approval or alter these Conditions if it is found that there is violation of any of the Conditions or the provisions of the Planning Code or Municipal Code, or the project operates as or cause a public nuisance. The provision is not intended to, nor does it limit in any manner whatsoever the ability of the City to take appropriate enforcement actions."

I have found evidence in my research and direct observation that the Bentley School is in violation of its Conditional Use Permit Conditions of Approval including Conditions related to the following:

- (1) The Traffic Demand Management Plan and the enforcement of traffic and safety rules in the School's "Traffic & Safety Handbook;
- (2) The Conditional Use Permit Condition of Approval limiting staff working on the Oakland campus to 71 staff members;

- (3) The School's indicating it has 700 students enrolled on its two campuses, which appears to reflect that there are more than the limit of 360 students allowed on the Oakland campus, since there are only approximately 325 students that have been reported on the Lafayette campus of the School;
- (4) The prohibition of staff parking on Hiller Drive and North Hill Court during school days;
- (5) The hours and days of operation for the School that were supposed to limit activities on Sundays and Saturday or beyond 6 p.m. in the evening;
- (6) Requirements for having parking spaces for its staff on campus, which appear to have been violated when the School continually over a series of years has more than the authorized 71 employees and has made reports to the State of California Department of Education that either revealed it was in violation of the Conditions of Approval or potentially submitted reports on its staff that were not accurate, complete or true and may have violated State of California law by providing information on its staffing in a sworn Affidavit that was not accurate, complete or true in an Affidavit made under penalty of perjury by a School representative such as its Head of School Arlene Hogan made in October 2016.
- (7) Violations of the School's supposed "Good Neighbor" policy that would require compliance and enforcement of its Traffic and Parking Rules and enforcement of its Four Strikes Policy for parents and staff that violate the so-called Rules.
- (8) Failure to address CUP Hotline complaints regarding violations or to respond to the Hotline complaints in a timely and appropriate manner, and by harassing neighbors that have filed complaints regarding apparent violations of the School's CUP Conditions of Approval and of its Traffic and Parking Handbook, including those relating to the blocking of driveways and red-zone areas next to driveways, and parents not following drop-off and pick-up Directions in the School's own Traffic and Parking Handbook.

These violations or potential violations of the Bentley Schools' Conditions of Approval of March 2, 2012 or the appropriate date of the final approval of the Conditions of Approval I believe should be fully investigated by the City of Oakland and other government agencies and if violations of the Conditions of Approval that constitute violations of the Oakland Municipal Code are found should be fully addressed and remedied by the City of Oakland and others with potential jurisdiction to stop the violations of the Oakland Municipal Code, traffic laws, and violations of the Traffic Demand Management Plan and the School's own Traffic and Safety Handbook.

April 5, 2017 – Direct Observations of 2 Groundskeepers at Bentley School and Additional Staff Parking on Hiller Drive in violation of CUP Prohibition of Staff Parking on Hiller Drive in Conditions of Approval by Gordon Piper

On April 5, 2017, as I was returning to my home in my van on Hiller Drive I observed two green-shirted Bentley School Groundskeepers working on or near the sidewalks area on Hiller Drive near the property line and fence that separates School property from our home at 33 Hiller Drive. The Groundskeepers worked from approximately from 1 p.m. to 2 p.m. while I observed and I found at 1:50 p.m. the two Groundskeepers had parked their white Bentley School truck on Hiller Drive and were violating the prohibitions contained in the Conditional Use Permit Conditions of approval that prohibited any staff parking on Hiller Drive and also North Hill Court. I had previously observed two Groundskeepers on March 21, 2014 and taken pictures of the parked truck of the Bentley School groundskeepers and had an opportunity to talk to one of the Groundskeepers who confirmed that they were School employees. The Bentley School's CFO/COO in submitting the School's Employee List for 2016-2017 reported that the School had only one Groundskeeper working on the Oakland campus but I have been seeing on a regular basis the School utilizing in February, March and now April two Groundskeepers working on the Oakland campus. This would be put the School apparently over the limit of 71 employees and raises a question as to how many other staff members working regularly on the Oakland campus part-time or full time have not been counted and reported accurately either in the Affidavit filed with the California Department of Education or the approximately October 13, 2016 report to the Planning Department staff and neighbors claiming there were only 71 employees while failing to report other staff that could be found online through research or by direct observation that were working on the Oakland campus. This raises questions about the School's claim of compliance with its Compliance Plan with the City for past noncompliance in relation to staffing that was supposed to bring the School into compliance by the the reports submitted to the City in mid October 2016 and also the accuracy, completeness or truthfulness of the Affidavit submitted by the Bentley School Head of School in making a report on October 13, 2016 in a Private School Affidavit submitted to the California Department of Education claiming under penalty of perjury that Arlene Hogan as the Head of School knew the information in the Affidavit claiming the School had only 71 staff "is true, accurate, and complete".

Bentley Employee List 2015-2016
Planning Staff - 4-26-2016

Name	Previous Job Title	Current Job Title	Comment	Count
Alvarado Austin	Custodian Director of Performing Arts	Custodian Director of Performing Arts	On 2014-2015 Compliance Plan list On 2014-2015 Compliance Plan list -	1
Bellantini Bellanti	Grade 4 Teacher Admissions Director	Grade 4 Teacher Admissions Director	Sussman subbed while she was on maternity leave On 2014-2015 Compliance Plan list	2
Berardi	Admissions Director	Admissions Director	On 2014-2015 Compliance Plan list	3
Buechner	Perfect	Temp. Grade 1 Teacher	On 2014-2015 Compliance Plan list - Pannell is subbing for Buechner while Buechner subs for Crawford	4
Bonvini	Alicia	Spanish Teacher	Crawford	5
Brown	Lloyd	Spanish Teacher After School	On 2014-2015 Compliance Plan list	6
Bryant	Julie	After School	On 2014-2015 Compliance Plan list	7
Burelson	Emily	Front Desk	replaced Do	8
Chow	N/A	Director of Counseling	replaced Young	9
Crawford	Ludena	Latin Teacher	On 2014-2015 Compliance Plan list	10
	Deborah	Latin Teacher (out on maternity leave)	On 2014-2015 Compliance Plan list - Buechner is subbing why she is on maternity leave	11
Molina	Francesca	Admissions Associate	On 2014-2015 Compliance Plan list	12
Deleen	Ara	Admissions Associate	On 2014-2015 Compliance Plan list	13
Do	Naha	After School	under maiden name of Danby	14
Durfield	Blythe	After School	On 2014-2015 Compliance Plan list	15
Feltman	Joshua	English Teacher and Humanities	On 2014-2015 Compliance Plan list	16
Filipini	Alexis	Director of Music	On 2014-2015 Compliance Plan list	17
Fischer	Trisha	Dean of Teaching and Learning	On 2014-2015 Compliance Plan list	18
Freed	Ryan	Kindergarten Teacher	On 2014-2015 Compliance Plan list	19
Galliard	Gina	Assistant Athletic Director/PE	New position	20
Gerber	Caroline	Grade 6 Humanities Teaching Assistant	On 2014-2015 Compliance Plan list Replaced Robertson who is no longer employed by Bentley	21
Gonzalez	Felipe	Grade 6 Humanities	On 2014-2015 Compliance Plan list	22
Gravelle	Colleen	Custodian	On 2014-2015 Compliance Plan list	23
Green	Will	Teaching Assistant	On 2014-2015 Compliance Plan list	24
Guillen	Lourdes	Grade 5 Teacher	On 2014-2015 Compliance Plan list	25
Ha	Richard	Spanish Teacher	On 2014-2015 Compliance Plan list	26
Hackford	Beverly	N/A	New Position	27
Harrigan	Brenda	Director of Middle School	On 2014-2015 Compliance Plan list	28
Hedgess	Robb	Grade 4 Teacher	On 2014-2015 Compliance Plan list	29
Hogan	Arlene	Kindergarten Teacher	On 2014-2015 Compliance Plan list	30
Hsu	Sheryl	Head of School	On 2014-2015 Compliance Plan list	31
Miller	Mike	Mandarin Teacher	On 2014-2015 Compliance Plan list	32
Ilyin	Kathy	N/A	Replaced Hyde	33
Crowley	Beth	Librarian Grade 2 Teacher	On 2014-2015 Compliance Plan list	34

Kendall	Faye	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list - Lori Now subbed while Kendall was on maternity leave, LN no longer employed by Bentley	35
Kirby	Ashlie	Dance Teacher	Dance Teacher	On 2014-2015 Compliance Plan list - Carol Kueffer-Moore, subbed while Kirby was on maternity leave, CKM no longer employed by Bentley	36
Konigsberg	Laura	Associate Head of School	Associate Head of School	On 2014-2015 Compliance Plan list	37
Kortcan	Leah	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list	38
Layton	Sarah	Middle School English Teacher	Middle School English Teacher	On 2014-2015 Compliance Plan list	39
Leland	Jacob	Middle School Prefect	After School	On 2014-2015 Compliance Plan list	40
Lummis Onell	Liz	Director of Lower School	Director of Lower School	On 2014-2015 Compliance Plan list	41
Mayer	Gale	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015 Compliance Plan list	42
Meversalm	Jim	IT Associate	IT Associate	On 2014-2015 Compliance Plan list	43
Munoz	Hector	Groundskeeper	Groundskeeper	On 2014-2015 Compliance Plan list	44
Nankin-Royer	Naomie	N/A	Teaching Assistant	Replaced Schmitt who is not longer employed by Bentley	45
Nepomuceno	Ryan	After School	After School	On 2014-2015 Compliance Plan list	46
Lee	Michelle	Teaching Assistant	Teaching Assistant	Replaced O'Gorman who is no longer employed by Bentley	47
Page	Rochelle	Grade 2 Teacher	Grade 2 Teacher	Replaced O'Gorman	48
Palange	David	Director of STEM Education	Director of STEM Education	On 2014-2015 Compliance Plan list	49
Parrish	Rachel	Grade 1 Teacher	Grade 1 Teacher	On 2014-2015 Compliance Plan list	50
Parsons-McLain	Kristy	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	51
Phillips	Peter	After School	After School	On 2014-2015 Compliance Plan list	52
Rablie	Gina	Registrar	Registrar/Assistant to the Head of School	On 2014-2015 Compliance Plan list	53
Rendon	Paul	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015 Compliance Plan list	54
Schmidt	Khara	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	55
Schug	Robert	History Teacher	History Teacher	Replaced Crofton who is no longer at Bentley	56
Scott	Jason	Middle School Science Teacher	Middle School Science Teacher	On 2014-2015 Compliance Plan list	57
Shaufele	Jim	PE Teacher	PE Teacher	On 2014-2015 Compliance Plan list	58
Gravely	Amber	N/A	Director of After School Program	Replaced Gujar	59
Taylor	Cyndee	N/A	Assistant to Associate Head for K-8 & Transportation and Operations Assistant	Replaced Thomas from the 2014-2015 list Thomas no longer at Bentley	60
Timmons	Adrienne	Music Teacher	Music Teacher	On 2014-2015 Compliance Plan list - James Pannell subbed while she was on maternity leave	61
Visser	Reona	5th Grade Teacher	5th Grade Teacher	On 2014-2015 Compliance Plan list	62
Von Euw	Erik	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	63
Webb	Hart	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	64
Wolfski	Rebecca	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	65
Wu	Faye-Lynn	Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	66
Young	Ondirne	Strings Academy Instructor	Strings Academy Instructor	On 2014-2015 Compliance Plan list	67
Zink	Jane	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	68

Garrison Syed	Danielle Zahra	Mathematics Specialist	Mathematics Specialist	On 2014-2015 Compliance Plan list	69
Trahan	Ashley	N/A	Lower School Teaching Assistant	Replaced Palmer Ghose who replaced Balbo; neither is employed by Bentley	70
No Longer Employed By Bentley		N/A	Middle School Math and Science Teacher	Replaced Lowe who is no longer employed by Bentley	71

Olgerman	Jessica Ruby	Teaching Assistant	N/A	No longer employed by Bentley
Palmer-Ghose	Ruby	Lower School Teaching Assistant	N/A	No longer employed by Bentley
Roberts	Dorothy	1st-Grade Teaching Assistant	N/A	No longer employed by Bentley
Kueffer-Moore	Carol	Interim Dance Teacher substituting for Ashley Kirby on maternity leave	N/A	No longer employed by Bentley
Griffin	Emilie Adam	Teaching Assistant 3rd Grade	N/A	No longer employed by Bentley
Sussman	Adam	Director of Performing Arts (fall trimester)	N/A	No longer employed by Bentley
Hyde	Melissa Lori	Learning Specialist K-8	N/A	No longer employed by Bentley
New	Lori	Lower School Art Teacher	N/A	No longer employed by Bentley

Work at Lafayette Campus and Occasionally visit Bentley

	Current Job Title	Previous Hours per Compliance Plan	Current Hours at Campus
Nunez	Director of Facilities	5 hours	4-5 hours a week
Berman	Middle School Jazz Band Director	Will no longer come to Bentley	Does Not Work in Oakland
Stahl	Controller	once every other week for 1 hour	Once every other week
Bischoff	Director of Advancement		Does Not Work in Oakland
Lomba	Director of Communications		Does Not Work in Oakland
Kopelevich	CFO/COO		30-45 minutes 2-3 times a week
Jurgens	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis
Pasucci	Cello Instructor		Does Not Work in Oakland unless subbing for Young
Ruffie	Learning Support Specialist		Does Not Work in Oakland
Gash	Soccer Coach 2014		Does Not Work in Oakland
Anvari	Alumni Relations and Special Events Manager		Does Not Work in Oakland
Lautz	Volleyball Coach		Does Not Work in Oakland
Potts	Basketball Coach		Does Not Work in Oakland
Netniss	Technology Support Specialist	Does Not Work in Oakland	Does Not Work in Oakland
Spotts	IT Coordinator	3 hours a week	Does Not Work in Oakland
Truong	Business Office Associate	Does Not Work in Oakland	30-45 minutes 2-3 times a week
Woaser	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland

Mazzei
Carmody

Courtney
Michael

Lower School Middle School Upper
School Administrator Annual Fund and
Database

Does Not Work for Bentley

Does Not Work in Oakland
N/A

Bentley Employee List 2015-2016
 Planning Staff - 4-26-2016

Name	Previous Job Title	Current Job Title	Comment	Count
Alvarado Austin	Custodian Director of Performing Arts	Custodian Director of Performing Arts	On 2014-2015 Compliance Plan list On 2014-2015 Compliance Plan list -	1
Bellanti Berardi	Grade 4 Teacher Admissions Director	Grade 4 Teacher Admissions Director	Sussman subbed while she was on maternity leave On 2014-2015 Compliance Plan list	2
Buechner Erin	Admissions Director Prefect	Admissions Director Temp: Grade 1 Teacher	On 2014-2015 Compliance Plan list On 2014-2015 Compliance Plan list - Pannell is subbing for Buechner while Buechner subs for Crawford	3
Bonvini Brown	Spanish Teacher After School	Spanish Teacher After School	On 2014-2015 Compliance Plan list	5
Bryant Burelson	N/A	Front Desk	On 2014-2015 Compliance Plan list replaced Do	6
Chow Crawford	N/A	Director of Counseling Latin Teacher (out on maternity leave)	replaced Young On 2014-2015 Compliance Plan list	7
Molina	Latin Teacher Grade 1 Teacher	Latin Teacher Grade 1 Teacher	On 2014-2015 Compliance Plan list - Buechner is subbing why she is on maternity leave	8
Deleon Do	Admissions Associate	Admissions Associate	On 2014-2015 Compliance Plan list Replaced Robertson who is no longer employed by Bentley	9
Duffield Feltran	Admissions Associate	Admissions Associate	On 2014-2015 Compliance Plan list	10
Filipini Fischer	After School Front Desk	After School After School	On 2014-2015 Compliance Plan list under maiden name of Darby	11
Freed Gailnard	English Teacher and Humanities Director of Music	English Teacher and Humanities Director of Music	On 2014-2015 Compliance Plan list	12
Gerber	Dean of Teaching and Learning Kindergarten Teacher	Dean of Teaching and Learning Kindergarten Teacher	On 2014-2015 Compliance Plan list	13
Gonzalez Gravelle	N/A	Assistant Athletic Director/PE Grade 6 Humanities Teaching Assistant	On 2014-2015 Compliance Plan list	14
Green Guillen	Grade 6 Humanities N/A	Grade 6 Humanities Teaching Assistant	On 2014-2015 Compliance Plan list	15
Ha Hackford	Spanish Teacher	Spanish Teacher	On 2014-2015 Compliance Plan list	16
Harrigan Hedges	N/A	Middle School Mathematics Director of Middle School	New Position On 2014-2015 Compliance Plan list	17
Hogan Hsu	Director of Middle School Grade 4 Teacher	Director of Middle School Grade 4 Teacher	On 2014-2015 Compliance Plan list	18
Hsu Miller	Kindergarten Teacher	Kindergarten Teacher	On 2014-2015 Compliance Plan list	19
Ilyin	Head of School	Head of School	On 2014-2015 Compliance Plan list	20
Crowley	Mandarin Teacher N/A Librarian	Mandarin Teacher N/A Librarian	On 2014-2015 Compliance Plan list Replaced Hyde	21
	Grade 2 Teacher	Grade 2 Teacher	On 2014-2015 Compliance Plan list	22
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Kendall	Faye	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list - Lori Now subbed while Kendall was on maternity leave. LN no longer employed by Bentley	35
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Webb	Hart	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	64
Wolski	Rebecca	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	65
Wu	Faye-Lynn	Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	66
Young	Ondine	Strings Academy Instructor	Strings Academy Instructor	On 2014-2015 Compliance Plan list	67
Zink	Jane	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	68

Garrison Syed	Danielle Zahra	Mathematics Specialist	Mathematics Specialist	On 2014-2015 Compliance Plan list	69
Tahan	Ashley	N/A	Lower School Teaching Assistant	Replaced Palmer Ghose who replaced Balbo; neither is employed by Bentley	70
		N/A	Middle School Math and Science Teacher	Replaced Lowe who is no longer employed by Bentley	71

No Longer Employed By Bentley

O'Gorman Palmer-Ghose	Jessica Ruby	Teaching Assistant	N/A	No longer employed by Bentley
Roberts	Dorothy	Lower-School Teaching Assistant	N/A	No longer employed by Bentley
Kueffer-Moore	Carol	1st-Grade Teaching Assistant	N/A	No longer employed by Bentley
		Interim Dance Teacher substituting for Ashley Kirby on maternity leave	N/A	No longer employed by Bentley
Erksten Sussman	Emilie Adam	Teaching Assistant 3rd Grade	N/A	No longer employed by Bentley
Hyde New	Melissa Lehi	Director of Performing Arts (fall trimester)	N/A	No longer employed by Bentley
		Learning Specialist K-8	N/A	No longer employed by Bentley
		Lower-School Art Teacher	N/A	No longer employed by Bentley

Work at Lafayette Campus and Occasionally visit Bentley

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Bischoff	Rebecca	Director of Advancement		Does Not Work in Oakland
Lomba	Lisa	Director of Communications		Does Not Work in Oakland
Kopelovich	Alex	CFO/COO		30-45 minutes 2-3 times a week
Jurgens	Vincent	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis
Pasucci	Crystal	Cello Instructor		Does Not Work in Oakland unless subbing for Young
Ruffie	Kathleen	Learning Support Specialist		Does Not Work in Oakland
Gash	Jordan	Soccer Coach 2014		Does Not Work in Oakland
Anvari	Dana	Alumni Relations and Special Events Manager		Does Not Work in Oakland
Lautz	Eric	Volleyball Coach		Does Not Work in Oakland
Potts	Kelvin	Basketball Coach		Does Not Work in Oakland
Netniss	Steve	Technology Support Specialist	Does Not Work in Oakland	Does Not Work in Oakland
Spotts	Rover	IT Coordinator	3 hours a week	30-45 minutes 2-3 times a week
Tuong	Tham	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland
Woesser	Tenzin	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland

Mazzei
Carmody

Courtney
Michael

Lower School Middle School Upper
School Administrator Annual Fund and
Database

Does Not Work for Bentley

Does Not Work in Oakland
N/A

Mazzei

Courtney

Lower School Middle School Upper
School Administrator Annual Fund and
Database

Carmody

Michael

Does Not Work for Bentley

Does Not Work in Oakland
N/A

On 2014-2015 Compliance Plan list
 Replaced Palmer Ghose who replaced Balbo; neither is
 employed by Bentley

Replaced Lowe who is no longer employed by Bentley

Mathematics Specialist
 Lower School Teaching Assistant

Mathematics Specialist
 N/A

Danielle Zahra
 Ashley

Garrison Syed
 Trahan

No Longer Employed By Bentley

Ol-Gorman	Jessica	Teaching Assistant	N/A	No longer employed by Bentley
Palmer-Ghose	Ruby	Lower-School Teaching Assistant	N/A	No longer employed by Bentley
Roberts	Dorothy	1st Grade Teaching Assistant	N/A	No longer employed by Bentley
Kueffer-Moore	Carol	Interim Dance Teacher-substituting for Ashley Kirby on maternity leave	N/A	No longer employed by Bentley
Greifen	Emilie	Teaching Assistant 3rd-Grade	N/A	No longer employed by Bentley
Suzsman	Adam	Director of Performing Arts (Fall semester)	N/A	No longer employed by Bentley
Hyde	Melissa	Learning Specialist K-8	N/A	No longer employed by Bentley
Now	Loi	Lower-School Art Teacher	N/A	No longer employed by Bentley

Work at Lafayette Campus and Occaisionly visit Bentley

	Current Job Title	Previous Hours per Compliance Plan	Current Hours at Campus
Nunez	Director of Facilities	5 hours	4-5 hours a week
Berman	Middle School Jazz Band Director	Will no longer come to Bentley	Does Not Work in Oakland
Stahl	Controller	once every other week for 1 hour	Once every other week
Bischoff	Director of Advancement		Does Not Work in Oakland
Lomba	Director of Communications		Does Not Work in Oakland
Kopelevich	CFO/COO		30-45 minutes 2-3 times a week
Jurgens	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if comes it is not on a regular basis
Pasucci	Cello Instructor		Does Not Work in Oakland unless subbing for Young
Ruffe	Learning Support Specialist		Does Not Work in Oakland
Gash	Soccer Coach 2014		Does Not Work in Oakland
Anvari	Alumni Relations and Special Events Manager		Does Not Work in Oakland
Lautz	Volleyball Coach		Does Not Work in Oakland
Potts	Basketball Coach		Does Not Work in Oakland
Netniss	Technology Support Specialist	Does Not Work in Oakland	Does Not Work in Oakland
Spotts	IT Coordinator	3 hours a week	30-45 minutes 2-3 times a week
Truong	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland
Woesser	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland

Kendall	Faye	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list - Lori Now subbed while Kendall was on maternity leave; LN no longer employed by Bentley	35
Kirby	Ashlie	Dance Teacher	Dance Teacher	On 2014-2015 Compliance Plan list - Carol Kueffer-Moore subbed while Kirby was on maternity leave; CKM no longer employed by Bentley	36
Konigsberg	Laura	Associate Head of School	Associate Head of School	On 2014-2015 Compliance Plan list	37
Korican	Leah	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list	38
Layton	Sarah	Middle School English Teacher	Middle School English Teacher	On 2014-2015 Compliance Plan list	39
Leland	Jacob	Middle School Prefect	After School	On 2014-2015 Compliance Plan list	40
Lummis Oneill	Liz	Director of Lower School	Director of Lower School	On 2014-2015 Compliance Plan list	41
Mayer	Gale	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015 Compliance Plan list	42
Meyersahm	Jim	IT Associate	IT Associate	On 2014-2015 Compliance Plan list	43
Munoz	Hector	Groundskeeper	Groundskeeper	On 2014-2015 Compliance Plan list	44
Nankin-Royer	Naomie	N/A	Teaching Assistant	Replaced Schmitt who is not longer employed by Bentley	45
Nepomuceno	Ryan	After School	After School	On 2014-2015 Compliance Plan list	46
Lee	Michelle	Teaching Assistant	Teaching Assistant	Replaced O'Gorman who is no longer employed by Bentley	47
Page	Rochelle	Grade 2 Teacher	Grade 2 Teacher	Replaced O'Gorman	48
Palange	David	Director of STEM Education	Director of STEM Education	On 2014-2015 Compliance Plan list	49
Parrish	Rachel	Grade 1 Teacher	Grade 1 Teacher	On 2014-2015 Compliance Plan list	50
Parsons-McLain	Kristy	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	51
Phillips	Peter	After School	After School	On 2014-2015 Compliance Plan list	52
Saible	Gina	Registrar	Registrar/Assistant to the Head of School	On 2014-2015 Compliance Plan list	53
Rendon	Paul	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015 Compliance Plan list	54
Schmidt	Khara	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	55
Schug	Robert	History Teacher	History Teacher	Replaced Crofton who is no longer at Bentley	56
Scott	Jason	Middle School Science Teacher	Middle School Science Teacher	On 2014-2015 Compliance Plan list	57
Shaufele	Jim	PE Teacher	PE Teacher	On 2014-2015 Compliance Plan list	58
Gravelly	Amber	N/A	Director of After School Program	Replaced Gujar	59
Taylor	Cyndee	N/A	Assistant to Associate Head for K-8 & Transportation and Operations Assistant	Replaced Thomas from the 2014-2015 list Thomas no longer at Bentley	60
Timmons	Adrienne	Music Teacher	Music Teacher	On 2014-2015 Compliance Plan list - James Pannell subbed while she was on maternity leave	61
Visser	Reona	5th Grade Teacher	5th Grade Teacher	On 2014-2015 Compliance Plan list	62
Von Euw	Erik	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	63
Webb	Hart	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	64
Wolski	Rebecca	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	65
Wu	Faye-Lynn	Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	66
Young	Ondine	Strings Academy Instructor	Strings Academy Instructor	On 2014-2015 Compliance Plan list	67
Zink	Jane	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	68

Bentley Employee List 2015-2016
 Planning Staff - 4-26-2016

Name	Previous Job Title	Current Job Title	Comment	Count
Alvarado Austin	Mauricio Emily Custodian	Custodian	On 2014-2015 Compliance Plan list	1
Bellanti	Director of Performing Arts	Director of Performing Arts	On 2014-2015 Compliance Plan list - Sussman subbed while she was on maternity leave	2
Berardi	Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 Compliance Plan list	3
Buechner	Admissions Director Prefect	Admissions Director Temp: Grade 1 Teacher	On 2014-2015 Compliance Plan list Pannell is subing for Buechner while Buechner subs for Crawford	4
Bonvini	Alicia Spanish Teacher	Spanish Teacher	On 2014-2015 Compliance Plan list	5
Brown	Lloyd After School	After School	On 2014-2015 Compliance Plan list	6
Bryant	Julie N/A	Front Desk	On 2014-2015 Compliance Plan list replaced Do	7
Burreison	Emily N/A	Director of Counseling	On 2014-2015 Compliance Plan list replaced Young	8
Chow	Ludenna Latin Teacher	Latin Teacher	On 2014-2015 Compliance Plan list	9
Crawford	Deborah Grade 1 Teacher	(out on maternity leave)	On 2014-2015 Compliance Plan list - Buechner is subing why she is on maternity leave	10
Molina	Francesca Admissions Associate	Admissions Associate	On 2014-2015 Compliance Plan list under maiden name of Danby	11
Deleon	Ana After School	After School	On 2014-2015 Compliance Plan list	12
Do	Naha Front Desk	After School	On 2014-2015 Compliance Plan list	13
Duffield	Blythe English Teacher and Humanities	English Teacher and Humanities	On 2014-2015 Compliance Plan list	14
Feltman	Joshua Director of Music	Director of Music	On 2014-2015 Compliance Plan list	15
Filipini	Alexis Dean of Teaching and Learning	Dean of Teaching and Learning	On 2014-2015 Compliance Plan list	16
Fischer	Trisha Kindergarten Teacher	Kindergarten Teacher	On 2014-2015 Compliance Plan list	17
Freed	Ryan N/A	Assistant Athletic Director/PE	New position	18
Gailmard	Gina Grade 6 Humanities	Grade 6 Humanities	On 2014-2015 Compliance Plan list	19
Gerber	Caroline N/A	Teaching Assistant	On 2014-2015 Compliance Plan list Replaced Robertson who is no longer employed by Bentley	20
Gonzalez	Felipe Custodian	Custodian	On 2014-2015 Compliance Plan list	21
Gravelle	Colleen Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	22
Green	Will Grade 5 Teacher	Grade 5 Teacher	On 2014-2015 Compliance Plan list	23
Guillen	Lourdes Spanish Teacher	Spanish Teacher	On 2014-2015 Compliance Plan list	24
Ha	Richard N/A	Middle School Mathematics	On 2014-2015 Compliance Plan list New Position	25
Hackford	Beverly Director of Middle School	Director of Middle School	On 2014-2015 Compliance Plan list	26
Harrigan	Brenda Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 Compliance Plan list	27
Hedges	Robb Kindergarten Teacher	Kindergarten Teacher	On 2014-2015 Compliance Plan list	28
Hogan	Arlene Head of School	Head of School	On 2014-2015 Compliance Plan list	29
Hsu	Sheryl Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	30
Miller	Mike N/A	Learning Specialist	On 2014-2015 Compliance Plan list Replaced Hyde	31
Ilyin	Kathy Librarian	Librarian	On 2014-2015 Compliance Plan list	32
Crowley	Beth Grade 2 Teacher	Grade 2 Teacher	On 2014-2015 Compliance Plan list	33
			On 2014-2015 Compliance Plan list	34

Bentley Employee List 2015-2016
 created by Planning Staff - 4-20-2016

Name	Previous Job Title	Current Job Title	Comment	Count
Alvarado Austin	Custodian	Custodian	On 2014-2015 Compliance Plan list	1
Bellanti	Director of Performing Arts	Director of Performing Arts	On 2014-2015 Compliance Plan list - Sussman subbed while she was on maternity leave	2
Serardi	Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 Compliance Plan list	3
Buechner	Admissions Director	Admissions Director	On 2014-2015 Compliance Plan list	4
	Prefect	Temp. Grade 1 Teacher	On 2014-2015 Compliance Plan list - Pannel is subing for Buechner while Buechner subs for Crawford	5
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Bryant	N/A	Front Desk	replaced Do	8
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Crawford	Grade 1 Teacher	(out on maternity leave)	Buechner is subing why she is on maternity leave	11
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Young	Ondine	Strings Academy Instructor	Strings Academy Instructor	On 2014-2015 Compliance Plan list	67
Zink	Jane	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	68
Garrison	Danielle	Mathematics Specialist	Mathematics Specialist	On 2014-2015 Compliance Plan list	69

Palmer-Ghose	Ruby	N/A	Lower School Teaching Assistant	Replaced Baibo who is no longer employed by Bentley
Trahan	Ashley	N/A	Middle School Math and Science Teacher	Replaced Love who is no longer employed by Bentley

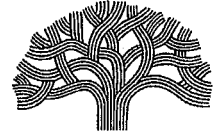
No Longer Employed By Bentley

Roberts Kuefer-Moore	Deborah Carol	3rd Grade Teaching Assistant Interim Dance Teacher substituting for Ashley Kirby on maternity leave	N/A N/A	No longer employed by Bentley No longer employed by Bentley
Griffin Stessman	Emmie Adam	Teaching Assistant 3rd Grade Director of Performing Arts (Fall Semester)	N/A N/A	No longer employed by Bentley No longer employed by Bentley
Hyde	Melissa	Learning Specialist K-8	N/A	No longer employed by Bentley

Work at Lafayette Campus and Occasionally visit Bentley

	Current Job Title	Previous Hours per Compliance Plan	Current Hours at Campus
Nunez	Director of Facilities	5 hours	4-5 hours a week
Berman	Middle School Jazz Band Director	Will no longer come to Bentley	Does Not Work in Oakland
Stahl	Controller	once every other week for 1 hour	once every other week
Bischoff	Director of Advancement		Does Not Work in Oakland
Lomba	Director of Communications		Does Not Work in Oakland
Kopceovich	CFO/COO		30-45 minutes 2-3 times a week
Now	Lower School Art Teacher		No longer employed by Bentley
Jurgens	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis
Pasucci	Cello Instructor		Does Not Work in Oakland unless subbing for Young
Ruffe	Learning Support Specialist		Does Not Work in Oakland
Gash	Soccer Coach 2014		Does Not Work in Oakland
Anvari	Alumni Relations and Special Events Manager		Does Not Work in Oakland
Lautz	Volleyball Coach		Does Not Work in Oakland
Potts	Basketball Coach		Does Not Work in Oakland
Nettiss	Technology Support Specialist	Does Not Work in Oakland	Does Not Work in Oakland
Spotts	Coordinator	3 hours a week	Does Not Work in Oakland 30-45 minutes 2-3 times a week
Truong	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland
Woeser	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland
Mazzei	Lower School Middle School Upper School Administrator Annual Fund and Database		Does Not Work in Oakland
Carmony	Michael	Does Not Work for Bentley	Does Not Work in Oakland N/A

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 2114 • OAKLAND, CALIFORNIA 94612-2031

Community and Economic Development Agency
Planning & Zoning Services Division

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

NOTICE OF DETERMINATION

VIA EMAIL AND US MAIL

May 18, 2016

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA 94618

RE: Case File No. CM04-411; REV10-0003, ER07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road -----Determination Regarding Bentley School Staffing Levels

Dear Ms. Hogan,

On May 29, 2015, the City issued a Letter of Determination regarding 1) Bentley School's compliance with Case File CM04-411 Conditions of Approval 1 and 20 regarding the number of faculty and staff permitted on the campus and 2) accepting the School's January 15, 2015 Compliance Plan as revised on May 22, 2015. The City's May 29th letter included additional conditions, specifically that:

No later than October 15, 2015, the School shall submit to the City: 1) the annual Compliance Matrix with the employee count and 2) the employee count as part of their Private School affidavit submittal to the California Department of Education. Furthermore, and going forward every year, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus.

The City has reviewed all the documentation submitted by the School for the 2015-2016 school year including the staff lists in the Compliance Plan, 2015-2016 Compliance Matrix, and responses to the City's and the neighbors' questions. City staff also reviewed additional documentation and lists submitted by the neighbors and thoroughly investigated allegations of non-compliance with staffing levels.

Based on review of all the information, the City has determined that the School currently has 71 employees (Attachment A). It is to be expected that the School's faculty and staff will, at various times, need to take a leave of absence (e.g. maternity leave, parental leave and sabbatical) but could still be considered staff at the campus. It is unreasonable to assume that these positions will not be filled in the

interim period. Therefore, City staff does not count substitute teachers or staff from the Lafayette campus "subbing" in these roles temporarily as additional faculty or staff.

An original staff list was approved by the Planning Commission on April 7, 2010. This list of positions has been and continues to be used as the baseline for analyzing staffing levels. Specifically, the original list included the Head of School position as one of the 71 employees since the campus includes that person's residence. Therefore, the Head of School is to be considered Bentley faculty and staff. Coaches were not on the list, despite the fact that the School had an athletic program. Therefore, these persons are not counted as staff.

As previously stated in the May 29th letter:

It is expected that a business the size of the Hiller and Lafayette campuses, and within close proximity to each other, would share resources and staffing. For example, the School would not have two Facilities Directors, two Technology Coordinators or two Business Managers, with one for each campus. As such, Lafayette staff may need to visit the Hiller campus on a periodic or even semi-regular basis and vice versa. City staff has reviewed the Lafayette personnel and number of hours spent on the Hiller campus. The City has determined that the Lafayette staff visiting the Hiller campus does not meet the definition of faculty and staff per Condition 1 or 20 due to the limited number of hours spent on the Bentley campus.

And:

The vendors or suppliers of good and services are not faculty or staff and are not counted towards the maximum 71 employees.

In addition, the May 29th letter points out that several staff are no longer employed by the School or come to the School.

This determination may be appealed pursuant to the administrative appeal procedure in Oakland Planning Code Chapter 17.132. If you, or any interested party, seek to challenge this decision, an appeal must be filed by no later than ten (10) calendar days from the date of this letter, **by 4:00 pm on May 30, 2016**. An appeal shall be on a form provided by the Bureau of Planning of the Department of Planning and Building, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2214, to the attention of **Heather Klein, Planner III**. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion by the City or wherein the City's decision is not supported by substantial evidence. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record, which supports the basis of the appeal. The appeal must include payment of **\$1,622.57** in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal will be limited to issues and/or evidence presented to the City prior to the close of the previously noticed public comment period on the matter.

If you choose to proceed with an Appeal, please be aware that the Planning Commission will only be considering whether there was error or abuse of discretion or wherein this interpretation/determination is not supported by substantial evidence.

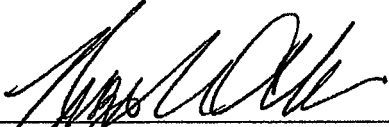
Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

May 18, 2016

Page 3

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

Sincerely,



Heather Klein
Planner III



Darin Ranelletti
Deputy Director
Bureau of Planning

Attachment A: City of Oakland Bentley School Staffing Matrix, dated April 26, 2016

cc:

Mark Wald, City Attorney
Dan Kalb, Councilmember, District 1
Alex Kopelvich, Bentley School, Chief Financial Officer/Chief Operating Officer
Anne E Mudge, Cox, Castle & Nicholson LLP
Neighbors for Safety in Hiller Highlands
Gordon and Susan Piper

Bentley Employee List 2015-2016
Planning Staff - 4-26-2016

Name	Mauricio Emily	Previous Job Title	Current Job Title	Comment	Count
Alvarado Austin		Custodian Director of Performing Arts	Custodian Director of Performing Arts	On 2014-2015 Compliance Plan list	1
Bellantì	Cathy	Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 Compliance Plan list - Susman subbed while she was on maternity leave	2
Berardi	Wendi	Admissions Director	Admissions Director	On 2014-2015 Compliance Plan list	3
Buechner	Erin	Prefect	Temp: Grade 1 Teacher	On 2014-2015 Compliance Plan list - Pannell is subing for Buechner while Buechner subs for Crawford	4
Bonvini	Alicia	Spanish Teacher	Spanish Teacher	On 2014-2015 Compliance Plan list	5
Brown	Lloyd	After School	After School	On 2014-2015 Compliance Plan list	6
Bryant	Julie	N/A	Front Desk	On 2014-2015 Compliance Plan list	7
Burelson	Emily	N/A	Director of Counseling	replaced Do	8
Chow	Ludenna	Latin Teacher	Latin Teacher	replaced Young	9
Crawford	Deborah	Grade 1 Teacher	(out on maternity leave)	On 2014-2015 Compliance Plan list	10
Molina	Francesca	Admissions Associate	Admissions Associate	On 2014-2015 Compliance Plan list - Buechner is subing why she is on maternity leave	11
Deleon	Ana	After School	After School	On 2014-2015 Compliance Plan list	12
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Duffield	Bythe	English Teacher and Humanities	English Teacher and Humanities	On 2014-2015 Compliance Plan list	14
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Ha	Richard	N/A	Middle School Mathematics	On 2014-2015 Compliance Plan list	25
Hackford	Beverly	Director of Middle School	Director of Middle School	New Position	26
Harrigan	Brenda	Grade 4 Teacher	Grade 4 Teacher	On 2014-2015 Compliance Plan list	27
Hedges	Robb	Kindergarten Teacher	Kindergarten Teacher	On 2014-2015 Compliance Plan list	28
Hogan	Arlene	Head of School	Head of School	On 2014-2015 Compliance Plan list	29
Hsu	Sheryl	Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	30
Miller	Mike	N/A	Learning Specialist	On 2014-2015 Compliance Plan list	31
IlWin	Kathy	Librarian	Librarian	Replaced Hyde	32
Crowley	Beth	Grade 2 Teacher	Grade 2 Teacher	On 2014-2015 Compliance Plan list	33
				On 2014-2015 Compliance Plan list	34

Kendall	Faye	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list - Lori Now subbed while Kendall was on maternity leave; LN no longer employed by Bentley	35
Kirby	Ashlie	Dance Teacher	Dance Teacher	On 2014-2015 Compliance Plan list - Carol Kueffer-Moore subbed while Kirby was on maternity leave; CKM no longer employed by Bentley	36
Konigsberg	Laura	Associate Head of School	Associate Head of School	On 2014-2015 Compliance Plan list	37
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Nepomuceno	Ryan	After School	After School	On 2014-2015 Compliance Plan list	46
Lee	Michelle	Teaching Assistant	Teaching Assistant	Replaced O'Gorman who is no longer employed by Bentley	47
Page	Rochelle	Grade 2 Teacher	Grade 2 Teacher	Replaced O'Gorman	48
Palange	David	Director of STEM Education	Director of STEM Education	On 2014-2015 Compliance Plan list	49
Parrish	Rachel	Grade 1 Teacher	Grade 1 Teacher	On 2014-2015 Compliance Plan list	50
Parsons-McLain	Kristy	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	51
Phillips	Peter	After School	After School	On 2014-2015 Compliance Plan list	52
Raible	Gina	Registrar	Registrar/Assistant to the Head of School	On 2014-2015 Compliance Plan list	53
Rendon	Paul	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015 Compliance Plan list	54
Schmidt	Khara	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	55
Schug	Robert	History Teacher	History Teacher	Replaced Crofton who is no longer at Bentley	56
Scott	Jason	Middle School Science Teacher	Middle School Science Teacher	On 2014-2015 Compliance Plan list	57
Shaufele	Jim	PE Teacher	PE Teacher	On 2014-2015 Compliance Plan list	58
Gravely	Amber	N/A	Director of After School Program	Replaced Gujar	59
Taylor	Cyndee	N/A	Assistant to Associate Head for K-8 & Transportation and Operations Assistant	Replaced Thomas from the 2014-2015 list Thomas no longer at Bentley	60
Timmons	Adrienne	Music Teacher	Music Teacher	On 2014-2015 Compliance Plan list - James Pannell subbed while she was on maternity leave	61
Visser	Reona	5th Grade Teacher	5th Grade Teacher	On 2014-2015 Compliance Plan list	62
Von Euw	Erik	Teaching Assistant	Teaching Assistant	On 2014-2015 Compliance Plan list	63
Webb	Hart	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	64
Wolski	Rebecca	French Teacher	French Teacher	On 2014-2015 Compliance Plan list	65
Wu	Faye-Lynn	Mandarin Teacher	Mandarin Teacher	On 2014-2015 Compliance Plan list	66
Young	Orndine	Strings Academy Instructor	Strings Academy Instructor	On 2014-2015 Compliance Plan list	67
Zink	Jane	Middle School Mathematics	Middle School Mathematics	On 2014-2015 Compliance Plan list	68

Garrison Syed	Danielle Zahra	Mathematics Specialist N/A	Mathematics Specialist Lower School Teaching Assistant	On 2014-2015 Compliance Plan list Replaced Palmer Ghose who replaced Balbo; neither is employed by Bentley	69
Trahan	Ashley	N/A	Middle School Math and Science Teacher	Replaced Lowe who is no longer employed by Bentley	70

No Longer Employed By Bentley

G-German	Jessica Ruby	Teaching Assistant Lower School Teaching Assistant	N/A	No longer employed by Bentley	
Palmer-Ghose	Ruby	Lower School Teaching Assistant	N/A	No longer employed by Bentley	
Roberts	Dorothy	1st Grade Teaching Assistant	N/A	No longer employed by Bentley	
Kueffer-Meete	Carol	Interim Dance Teacher substituting for Ashley Kirby on maternity leave	N/A	No longer employed by Bentley	
Groffan	Emilie Adam	Teaching Assistant 3rd Grade Director of Performing Arts (fall semester)	N/A	No longer employed by Bentley	
Suzerman	Adam	Director of Performing Arts (fall semester)	N/A	No longer employed by Bentley	
Hyde	Melissa Lori	Learning Specialist K-8 Lower School Art Teacher	N/A	No longer employed by Bentley	
New	Lori	Lower School Art Teacher	N/A	No longer employed by Bentley	

Work at Lafayette Campus and Occasionally visit Bentley

	Current Job Title	Previous Hours per Compliance Plan	Current Hours at Campus
Nunez	Director of Facilities	5 hours	4-5 hours a week
Berman	Middle School Jazz Band Director	Will no longer come to Bentley once every other week for 1 hour	Does Not Work in Oakland
Stahl	Controller		Once every other week
Bischoff	Director of Advancement		Does Not Work in Oakland
Lomba	Director of Communications		Does Not Work in Oakland
Kopelevich	CFO/COO		30-45 minutes 2-3 times a week
Jurgens	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis
Pasucci	Cello Instructor		Does Not Work in Oakland unless subbing for Young
Ruffie	Learning Support Specialist		Does Not Work in Oakland
Gash	Soccer Coach 2014		Does Not Work in Oakland
Anvari	Alumni Relations and Special Events Manager		Does Not Work in Oakland
Lautz	Volleyball Coach		Does Not Work in Oakland
Potts	Basketball Coach		Does Not Work in Oakland
Nettiss	Technology Support Specialist	Does Not Work in Oakland	Does Not Work in Oakland
Spotts	IT Coordinator	3 hours a week	30-45 minutes 2-3 times a week
Truong	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland
Woesser	Business Office Associate	Does Not Work in Oakland	Does Not Work in Oakland

Mazzei

Courtney

Lower School Middle School Upper
School Administrator Annual Fund and
Database

Does Not Work in Oakland

Carmody

Michael

Does Not Work for Bentley

N/A

TO: Rachel Flynn, Planning Director; Darrin Ranellettik Deputy Director, Bureau of Planning; Heather Klein, Planner III; City Council Member Dan Kalb; Council Aide Olga Bolotina; Neighbors for Safety in Hiller Highlands; City Attorney

From: Gordon and Sue Piper

SUBJECT: Request for Code Compliance Investigation of CUP Violations, Bentley School

DATE: May 26, 2016

We are writing to request that the City of Oakland commence a formal Code Compliance investigation of continuing and new violations of the Conditional Use Permit granted by the Planning Commission to the Bentley School. The City last May 29, 2015 issued a Letter of Determination finding the Bentley School had been in violations of the Conditions of Approval 1 and 20 regarding the number of faculty and staff permitted on the campus. Since that initial finding of Determination we have found repeated omissions and inaccurate representations (of actual faculty and/or staff members that in fact are working on the Oakland campus in subsequent reports made to City Planning staff that were shared with neighbors by Planning staff) that warrant a formal Code Compliance in:

- (1) The Annual Compliance Matrix with the employee count submitted on approximately October 15, 2015;
- (2) The subsequent report to Planning staff from Bentley School shared with neighbors in February, 2016;
- (3) The Bentley Employee List 2015-2016 created by Planning Staff on 4-20-2016 and shared with neighbors in a September 26, 2016 meeting based on information provided by Bentley School CFO Alex Kopelovich; and also
- (4) The Notice of Determination letter of May 29, 2016 and the Attachment A City of Oakland Bentley School Staffing Matrix apparently based on further information provided by either Alex Kopelovich of Bentley School attorney Anne Mudge.

Members for Safety in Hiller Highlands also found in our research and shared with City Planning staff this year an indication by the Bentley School in a report on student enrollment that it had reported it had 363 students enrolled, which exceeds the limit on enrollment established by the Planning Commission. We also believe that the student enrollment at the School in the last two years should be the subject of an independent Code Compliance investigation by the City, Planning Department and City Attorney's Office.

In the various reports that were submitted to the Planning staff and shared with neighbors the Bentley School always reported it was right at the 71-employee or staffing limit set forth by the Planning Commission in the Conditions of Approval. We found in our research, however, that there appeared to be a series of omissions in relation to the information provided to the Planning staff, which we feel warrant a formal Code Compliance investigation and independent verification beyond the self reporting

that has apparently been relief upon by Planning staff in issuing a letter on May 18 that proposed to make a "Determination Regarding Bentley School Staffing Levels" and find that the "the School currently has 71 employees" and to make claims that:

The City has reviewed all the documentation submitted by the School for the 2015-2016 school year including the staff lists in the Compliance Plan, 2015-2016 Compliance Matrix, and responses to the City's and neighbors' questions. City staff also reviewed additional documentation and lists submitted by the neighbors and thoroughly investigated allegations of non-compliance with staffing levels.

Our independent research in relation to the faculty and staff working on the Oakland campus in 2015 and 2016 revealed information and evidence that suggests that the Bentley School was not in compliance with the staffing limit of 71 at the time of the four reports referenced above that have been shared with neighbor by Planning staff including reports made in October 2015, February 2016, April 20 2016, and April 26 2016.

We shall summarize below some of the employees that we request be the focus of the Code Compliance investigation relative to violations of Conditions of Approval 1 and 20 that we do not have been adequately investigated to date along with the student enrollment at the Bentley School's Oakland campus in 2015 and 2016. We will summarize these in relation to the four separate reports shared with neighbors by Planning staff based on information provided by different Bentley School representatives:

- **Learning Specialist Mike Miller** was not reported on the October 15 report as a staff member, even though previous Learning Specialist Melissa Hyde had left Bentley School (according to her Linked In listing in June 2015) to accept a position at Prospect Sierra School. Miller was pictured after the October 2015 report on the Bentley School Directory but also was not counted or reported on the February 2016 report to Planning staff, and no clarification was provided in the April 20 Bentley Employee List 2015-2016 as to when Miller actually replaced Melissa Hyde and was hired and should have been counted potentially as exceeding the limit of 71 employees on the Oakland campus
- **Teaching Associate Monica Balbo** was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document Planning staff indicated was prepared April 26, 2016 after we called to the attention of Planning staff in an April 20 meeting and April 25 email that Syed's name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed

reported or counted by Bentley School on April 20, 2016 until after we raised a question in our April 25 2016 email as to why she was appearing on the Bentley School Directory as a staff member working on the Oakland campus.

- **Cello Instructor in the Strings Academy Crystal Pascucci** was not reported by the School in the October 2016 report to the City as working as a staff member in the Strings Academy on the Oakland campus. Sue Piper questioned in a November 12 email to Heather Klein and Darin Ranelettig on Planning staff and to Neighbors for Safety in Hiller Highlands why Pascucci was listed in prior reports to the City of one of 2 music instrctors in the Strings Acadmy on the Oakland campus and not in the October 2016 report. Pascucci was also noted reported or counted as a staff member working in the February 2016 report, the April 20 2016 list or the April 26 2016 list developed by Planning staff. Gordon Piper sent an email to Heather Klein on February 12, 2016 to advise her of information obtained from a parent of a student in the Strings Academy apparently being taught by Ms. Pascucci interviewed in the week prior to February 12 who indicated that Ms. Pascucci was working both on the Oakland and Lafayette campuses of the School. The April 20 2016 Bentley Employee List provided by Planning staff based on information provided by Bentley CFO Alex Kopelvich indicated that Ms. Pascucci had worked on the Oakland campus part-time reportedly "subbing for Strings Academy instructor Ondine Young". However, no documentation was provided to neighbors regarding the dates Young was absent in Oakland nor the dates that Ms. Pascucci worked in Oakland and that Ondine Young worked in Oakland to substantiate that Ms. Pascucci did not continue to work in the Strings Academy in Oakland on a part-time basis, along with Ms. Young.
- **Dance teachers Ashlie Kirby and Carol Kueffer-Moore (fall trimester):** The October 2016 report to the City from Bentley School only reported one employee as a Dance Teacher and that was Ashlie Kirby. It was subsequently reported by the School that Dance Teacher Carol Kueffer-Moore was taking the place of Kirby during the Fall Trimester when Kirby was on maternity leave. However, in February 2016 an article was posted on the Bentley School's online website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and, in fact, was dancing during the week with Middle School students in a "Physics: The Science of Dance " class performance for the students' peers. This raised a question as to the dats of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby, whether they overlapped, the actual date of return for Kirby and the the start date and termination date or last day worked for Ms. Kueffer Moore. This was raised in a February 11, 2016 email to Heather Klein from Sue and Gordon Piper but not answered by Planning staff in the April 20 meeting or the Bentley Employee List 2015-2016 in the information provided by Bentley CFO Alex Kopelvich, and only an indication that Kueffer-Moore was "No longer employed" or the April 26 list. An online listing for Ms. Kueffer-Moore makes reference to her working at Bentley at 1 Hiller Drive in 2015 without clarifying details in the link at: <http://www.danceanywhere.org/participant/carolkueffer>.
- **1st Grade Teaching Assistant Dorothy Roberts:** The October 2016 report to the City of Oakland and Planning staff from Bentley did not list or count Ms. Roberts as staff member. We pointed out in a February 1, 2016 email to Planner Heather Klein that: "There also is still a question

about the counting of 1st Grade tEaching Assistant Dorothy Roberts. Arlene Hogan reported in her May 22, 015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees. In the same letter she noted that Dorthy Roberts was a 1st Grade teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The February report Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on Bentley School's online Director of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus After July 1 who should have been counted." The April 20 and April 26 lists and the Determination Letter did not clarify the dates of employment and for Ms. Roberts or answer the questions we raised, such as an indication of the date that she last worked or provide any documentation of this .

- **3rd Grade Teaching Assistant Emilie Crofton:** The October 2015 report from Bentley did not report or count Emilie Crofton as an employee working on the Oakland campus, even though we raised a question in a February 11, 2016 email to Planner Heather Klein regarding Ms. Crofton, who was shown on the Bentley School Directory in November 2015 when checked as a 3rd Grade Teaching Assistant, The February 2016 report to Planning staff that was shared with neighbors included a claim that Crofton was terminated but does not list her dates of employment of her termination or last day worked. We noted previously that this needed to be independently verified and to not rely on the accuracy of Bentley's "self report". Our questions about this employee and potential or actual violation of the 71 employee staffing limit to date have not been answered by the City of apparently Bentley with specific dates being provided.
- **Dance teacher Penny Boyes:** The Bentley School's information provided to Planner Heather Klein for the April 20 meeting and the Bentley Employee List 2015-2016 that was provided April 20 as well as the April 26, 2016 Bentley Employee List 2015-2016 makes no mention of Penny Boyes, even though Gordon Piper in an April 25, 2016 raised questions regarding Penny Boyes in an April 25 email to . We noted in the April 25 email shared with Heather Klein Darin Ranelletti, Dan Kalb, Olga Bolotina, Susan Pier, Linda Harris and Donna Karch. It was noted in the April 25 email that Penny Boyes "Appears on the Bently School Directory and is listed as a substitute teacher. But no explanation as to who she is substituting for. We need to determine if she is working part time and how many days per week and what she is doing." Further online research showed a picture of Penny Boyes dancing with Bentley School's Lower School Creative Movement and Dance Teachers Ashlie Kirby and Hiip Hot Dance Teacher and Bentley Middle School Mathematics Teacher Richard Ha, and "former colleague Cherie Hill" in an online article posted on April 22, 2016 by Ashlie Kirby. There was no indication in this article or accompanying picture to indicate that Ms. Boyes was "substituting" for any dance teacher. A separate online listing for Penny Boyes found currently at link <http://www.danceacademyusa.com/pennyboyes> also indicates regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco"Area." Our questions about this staff member working part-time have not been answered or addressed in the Determination Letter since the article of April 22, 2016 does not show Penny Boyes substituting for a dance teacher on a leave of

absence and we question the indication in the May 16 letter why City staff and Bentley school do not count and report individuals such as Penny Boyes that appear to be working part-time and not "subbing" or substituting for another dance teacher. There are questions regarding multiple dance instructors and the accuracy of the reporting of these staff members when more than two dance instructors are being utilized at one time.

- **Donna Canada-Smith:** The Bentley School and Bentley School CFO Alex Kopelovich did not report teacher Donna Canada-Smith among the employees counted toward the 71-employee staffing limit in the information provided for the April 20 Bentley Employee List 2015-2016. However, at the time this information was provided, Donna Canada-Smith was shown on the Bentley School online Directory as an employee with no information on where she is working and what she is doing. I found online as I reported on April 25 in my email to Planning staff, some members of Neighbors for Safety in Hiller Highlands and Council member Kalb and aide Olga Bolotina that I had questions as to why Ms. Canada-Smith was not counted. I found she had completed recent studies in French. No information regarding Ms. Canada-Smith's actual work place or dates of employment was provided in the April 26, 2016 Bentley Employee List 2015-2016 prepared by Planning staff or included in the Determination letter of May 18, 2016. Independent verification and documentation appears to be needed to answer the questions we raised on April 25, 2016.
- **Teaching Assistant Michele Lee:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelovich did not count or provide any information regarding employee Michele Lee. However, Gordon Piper found at this time that Ms. Lee was listed on the Bentley School Directory and informed Planning staff members Kleing and Ranelletti, Council member Kalb and Aide Olga Bolotina and some members of Neighbors for Safety in Hiller Highlands in my April 25 email regarding Ms. Lee: "Is listed on the Bentley School Directory as a Teaching Assistant Lower School, without any picture, There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelevich or Bentley why Ms. Lee is not being counted as an employee" which would have meant the School was not in compliance with the 71 employee limit on April 20. The very next day after Gordon Piper's April 25, 2016 email the Bentley School reported that in fact Ms. Lee was a Teaching Assistant and the April 26, 2016 list apparently based on information provided by either Kopelovich or Bentley School attorney Anne Mudge indicated now that Lee had "Replaced O'Gorman who is no longer employed by Bentley". No information was provided answering Gordon Piper's question regarding the dates of employment for Ms. Lee or on when she was hired, nor on when Jessica O'Gorman who was reported as an employee just 6 days earlier was discharged or what her actual dates of employment were and last day worked and whether there was any overlap between the hiring of Lee and the employment and counting of Jessica O'Gorman on April 20, 2016.
- **Middle School Music Teacher Interim James Pannell:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided to Planner Klein by Bentley School CFO Alex Kopelovich indicated that Mr. Pannell "is subbing for Buechner while Buechner subs for Crawford". Gordon Piper raised questions in the April 25 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors of Safety in Hiller Highland regarding Pannell and noted: "Panell is currently shown on the Bentley School Directory as Music

Teacher intern. The information provided to the Planning Staff that "Pannell is subbing for Buechner" but Beuchner is supposed to have been previously a Prefect and currently works as Temporary Grade 1 Teacher for Crawford". The Determination letter of May 18 did not explain why an individual who is described on the Bentley School Directory as a Music Teacher Interim is substituting for a Prefect of Temp: Grade 1 Teacher, as Beuchener was described in the April 20, 2016 Bentley Employee List. The information provided does not clarify whether Pannell was working part-time as a Music Teacher Interim and what his dates of employment were and when he reportedly worked as a Music Teacher for the School and when he reportedly was assigned to perform duties a substitute.

- **Lower School Teaching Assistant Zahra Syed:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelvich to Planner Heather Klein did not count or report Lower School Teaching Assistant Zahra Syed. Gordon Piper pointed out in a April 25, 2016 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors for Safety in Hiller Highlands that the Bentley School Directory at that time had " Zahra Syed-Is shown on the Bentley School Directory as a Teaching Associate after School Program staff, but no information was provided to Planning staff in the latest report about her." Only one day after Gordon Piper raised this question, Bentley revised its list of employees for 2015-2016 to now include Zahra Syed and noted Ms. Syed: "Replaced Palmer Ghose who Replaced Balbo, neither is employed by Bentley". Monica Balbo was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document Planning staff indicated was prepared April 26, 2016 after we called to the attention of Planning staff in the April 25 email that Syed's name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed reported or counted by Bentley School on April 20, 2016 until after we raised a question in our April 25 2016 email as to why she was appearing on the Bentley School Directory as a staff member working on the Oakland campus.
- **Lower School Art Teacher Lori Now:** Now was a Lower School Art Teacher that the Bentley School indicated was no longer employed in its April 20, 2016 report to Planner Kleiing, but no dates of employment were provided on April 20 or April 26, 2016. Now had been listed online as an Art Teacher Interim in 2015, and more details are needed regarding her dates of employment and why she was listed as an Interim Art Teacher during 2015 and where she worked and whether she substituted or worked in addition to some other art teacher on the Oakland campus.

There are summarized above approximately 11 or 12 employees that we still have and have had questions on that have been raised previously and are asking be reviewed in a more detailed Code

Compliance Investigation to determine if there have been a series of violations of the 71-employee staff limit during 2015 and/or 2016 imposed by the Conditions of Approval and 20. We asking that the Code Compliance investigate more fully investigate and answer these questions and to provide more clarification on what was done by Planning staff in its investigation of our questions and lists from us and neighbors containing names of these individuals. We would like to find out based on a review by Code Compliance staff and the staff in the City Attorney's Office of what documentation and information was obtained by the Planning staff and the City and relied on as a basis for concluding that the Bentley School in the periods of time from the initial finding of non-compliance in May 2015 to date to conclude that Bentley has been in compliance and not exceeded in the 71-staff limit imposed by the Planning Commission. We are asking for a determination as to whether in fact the School has been in non compliance during the period in question and whether it currently remains in non-compliance and whether more sanctions should be imposed by the Planning staff and Planning Commission for violations of not only the 71-employee staffing limit but the limit of 360 students on the Oakland campus imposed by the Planning Commission.

Simiarly,

TO: Rachel Flynn, Planning Director; Darrin Ranellettik Deputy Director, Bureau of Planning; Heather Klein, Planner III; City Council Member Dan Kalb; Council Aide Olga Bolotina; Neighbors for Safety in Hiller Highlands; City Attorney

From: Gordon and Sue Piper

SUBJECT: Request for Code Compliance Investigation of CUP Violations, Bentley School

DATE: May 26, 2016

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- **Dance teachers Ashlie Kirby and Carol Kueffer-Moore (fall trimester):** The October 2016 report to the City from Bentley School only reported one employee as a Dance Teacher and that was Ashlie Kirby. It was subsequently reported by the School that Dance Teacher Carol Kueffer-Moore was taking the place of Kirby during the Fall Trimester when Kirby was on maternity leave. However, in February 2016 an article was posted on the Bentley School's online website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and, in fact, was dancing during the week with Middle School students in a "Physics: The Science of Dance " class performance for the students' peers. This raised a question as to the dates of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby, whether they overlapped, the actual date of return for Kirby and the the start date and termination date or last day worked for Ms. Kueffer Moore. This was raised in a February 11, 2016 email to Heather Klein from Sue and Gordon Piper but not answered by Planning staff in the April 20 meeting or the Bentley Employee List 2015-2016 in the information provided by Bentley CFO Alex Kopelvich, and only an indication that Kueffer-Moore was "No longer employed" or the April 26 list. An online listing for Ms. Kueffer-Moore makes reference to her working at Bentley at 1 Hiller Drive in 2015 without clarifying details in the link at: <http://www.danceanywhere.org/participant/carolkueffer>.
- **1st Grade Teaching Assistant Dorothy Roberts:** The October 2016 report to the City of Oakland and Planning staff from Bentley did not list or count Ms. Roberts as staff member. We pointed out in a February 1, 2016 email to Planner Heather Klein that: "There also is still a question

about the counting of 1st Grade tEaching Assistant Dorothy Roberts. Arlene Hogan reported in her May 22, 015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees. In the same letter she noted that Dorthy Roberts was a 1st Grade teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The February report Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on Bentley School's online Director of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus After July 1 who should have been counted." The April 20 and April 26 lists and the Determination Letter did not clarify the dates of employment and for Ms. Roberts or answer the questions we raised, such as an indication of the date that she last worked or provide any documentation of this .

- **3rd Grade Teaching Assistant Emilie Crofton:** The October 2015 report from Bentley did not report or count Emilie Crofton as an employee working on the Oakland campus, even though we raised a question in a February 11, 2016 email to Planner Heather Klein regarding Ms. Crofton, who was shown on the Bentley School Directory in November 2015 when checked as a 3rd Grade Teaching Assistant, The February 2016 report to Planning staff that was shared with neighbors included a claim that Crofton was terminated but does not list her dates of employment of her termination or last day worked. We noted previously that this needed to be independently verified and to not rely on the accuracy of Bentley's "self report". Our questions about this employee and potential or actual violation of the 71 employee staffing limit to date have not been answered by the City of apparently Bentley with specific dates being provided.
- **Dance teacher Penny Boyes:** The Bentley School's information provided to Planner Heather Klein for the April 20 meeting and the Bentley Employee List 2015-2016 that was provided April 20 as well as the April 26, 2016 Bentley Employee List 2015-2016 makes no mention of Penny Boyes, even though Gordon Piper in an April 25, 2016 raised questions regarding Penny Boyes in an April 25 email to . We noted in the April 25 email shared with Heather Klein Darin Ranelletti, Dan Kalb, Olga Bolotina, Susan Pier, Linda Harris and Donna Karch. It was noted in the April 25 email that Penny Boyes "Appears on the Bently School Directory and is listed as a substitute teacher. But no explanation as to who she is substituting for. We need to determine if she is working part time and how many days per week and what she is doing." Further online research showed a picture of Penny Boyes dancing with Bentley School's Lower School Creative Movement and Dance Teachers Ashlie Kirby and Hiip Hot Dance Teacher and Bentley Middle School Mathematics Teacher Richard Ha, and "former colleague Cherie Hill" in an online article posted on April 22, 2016 by Ashlie Kirby. There was no indication in this article or accompanying picture to indicate that Ms. Boyes was "substituting" for any dance teacher. A separate online listing for Penny Boyes found currently at link <http://www.danceacademyusa.com/pennyboyes> also indicates regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco"Area." Our questions about this staff member working part-time have not been answered or addressed in the Determination Letter since the article of April 22, 2016 does not show Penny Boyes substituting for a dance teacher on a leave of

absence and we question the indication in the May 16 letter why City staff and Bentley school do not count and report individuals such as Penny Boyes that appear to be working part-time and not "subbing" or substituting for another dance teacher. There are questions regarding multiple dance instructors and the accuracy of the reporting of these staff members when more than two dance instructors are being utilized at one time.

- **Donna Canada-Smith:** The Bentley School and Bentley School CFO Alex Kopelovich did not report teacher Donna Canada-Smith among the employees counted toward the 71-employee staffing limit in the information provided for the April 20 Bentley Employee List 2015-2016. However, at the time this information was provided, Donna Canada-Smith was shown on the Bentley School online Directory as an employee with no information on where she is working and what she is doing. I found online as I reported on April 25 in my email to Planning staff, some members of Neighbors for Safety in Hiller Highlands and Council member Kalb and aide Olga Bolotina that I had questions as to why Ms. Canada-Smith was not counted. I found she had completed recent studies in French. No information regarding Ms. Canada-Smith's actual work place or dates of employment was provided in the April 26, 2016 Bentley Employee List 2015-2016 prepared by Planning staff or included in the Determination letter of May 18, 2016. Independent verification and documentation appears to be needed to answer the questions we raised on April 25, 2016.
- **Teaching Assistant Michele Lee:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelovich did not count or provide any information regarding employee Michele Lee. However, Gordon Piper found at this time that Ms. Lee was listed on the Bentley School Directory and informed Planning staff members Kleing and Ranelletti, Council member Kalb and Aide Olga Bolotina and some members of Neighbors for Safety in Hiller Highlands in my April 25 email regarding Ms. Lee: "Is listed on the Bentley School Directory as a Teaching Assistant Lower School, without any picture, There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelevich or Bentley why Ms. Lee is not being counted as an employee" which would have meant the School was not in compliance with the 71 employee limit on April 20. The very next day after Gordon Piper's April 25, 2016 email the Bentley School reported that in fact Ms. Lee was a Teaching Assistant and the April 26, 2016 list apparently based on information provided by either Kopelovich or Bentley School attorney Anne Mudge indicated now that Lee had "Replaced O'Gorman who is no longer employed by Bentley". No information was provided answering Gordon Piper's question regarding the dates of employment for Ms. Lee or on when she was hired, nor on when Jessica O'Gorman who was reported as an employee just 6 days earlier was discharged or what her actual dates of employment were and last day worked and whether there was any overlap between the hiring of Lee and the employment and counting of Jessica O'Gorman on April 20, 2016.
- **Middle School Music Teacher Interim James Pannell:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided to Planner Klein by Bentley School CFO Alex Kopelovich indicated that Mr. Pannell "is subbing for Buechner while Buechner subs for Crawford". Gordon Piper raised questions in the April 25 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors of Safety in Hiller Highland regarding Pannell and noted: "Panell is currently shown on the Bentley School Directory as Music

Teacher intern. The information provided to the Planning Staff that "Pannell is substituting for Buechner" but Buechner is supposed to have been previously a Prefect and currently works as Temporary Grade 1 Teacher for Crawford". The Determination letter of May 18 did not explain why an individual who is described on the Bentley School Directory as a Music Teacher Interim is substituting for a Prefect of Temp: Grade 1 Teacher, as Buechner was described in the April 20, 2016 Bentley Employee List. The information provided does not clarify whether Pannell was working part-time as a Music Teacher Interim and what his dates of employment were and when he reportedly worked as a Music Teacher for the School and when he reportedly was assigned to perform duties as a substitute.

- **Lower School Teaching Assistant Zahra Syed:** The April 20, 2016 Bentley Employee List 2015-2016 based on information provided by Bentley CFO Alex Kopelovich to Planner Heather Klein did not count or report Lower School Teaching Assistant Zahra Syed. Gordon Piper pointed out in a April 25, 2016 email to Planning Staff, Council member Kalb and Aide Bolotina, and some members of Neighbors for Safety in Hiller Highlands that the Bentley School Directory at that time had " Zahra Syed-Is shown on the Bentley School Directory as a Teaching Associate after School Program staff, but no information was provided to Planning staff in the latest report about her." Only one day after Gordon Piper raised this question, Bentley revised its list of employees for 2015-2016 to now include Zahra Syed and noted Ms. Syed: "Replaced Palmer Ghose who Replaced Balbo, neither is employed by Bentley". Monica Balbo was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document Planning staff indicated was prepared April 26, 2016 after we called to the attention of Planning staff in the April 25 email that Syed's name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed reported or counted by Bentley School on April 20, 2016 until after we raised a question in our April 25 2016 email as to why she was appearing on the Bentley School Directory as a staff member working on the Oakland campus.
- **Lower School Art Teacher Lori Now:** Now was a Lower School Art Teacher that the Bentley School indicated was no longer employed in its April 20, 2016 report to Planner Kleiing, but no dates of employment were provided on April 20 or April 26, 2016. Now had been listed online as an Art Teacher Interim in 2015, and more details are needed regarding her dates of employment and why she was listed as an Interim Art Teacher during 2015 and where she worked and whether she substituted or worked in addition to some other art teacher on the Oakland campus.

There are summarized above approximately 11 or 12 employees that we still have and have had questions on that have been raised previously and are asking be reviewed in a more detailed Code

Compliance Investigation to determine if there have been a series of violations of the 71-employee staff limit during 2015 and/or 2016 imposed by the Conditions of Approval and 20. We asking that the Code Compliance investigate more fully investigate and answer these questions and to provide more clarification on what was done by Planning staff in its investigation of our questions and lists from us and neighbors containing names of these individuals. We would like to find out based on a review by Code Compliance staff and the staff in the City Attorney's Office of what documentation and information was obtained by the Planning staff and the City and relied on as a basis for concluding that the Bentley School in the periods of time from the initial finding of non-compliance in May 2015 to date to conclude that Bentley has been in compliance and not exceeded in the 71-staff limit imposed by the Planning Commission. We are asking for a determination as to whether in fact the School has been in non compliance during the period in question and whether it currently remains in non-compliance and whether more sanctions should be imposed by the Planning staff and Planning Commission for violations of not only the 71-employee staffing limit but the limit of 360 students on the Oakland campus imposed by the Planning Commission.

Simiarly,

filed

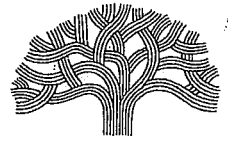
that has apparently been relied upon by Planning staff in issuing a letter on May 18 that proposed to make a "Determination Regarding Bentley School Staffing Levels" and find that the "the School currently has 71 employees" and to make claims that:

The City has reviewed all the documentation submitted by the School for the 2015-2016 school year including the staff lists in the Compliance Plan, 2015-2016 Compliance Matrix, and responses to the City's and neighbors' questions. City staff also reviewed additional documentation and lists submitted by the neighbors and thoroughly investigated allegations of non-compliance with staffing levels.

Our independent research in relation to the faculty and staff working on the Oakland campus in 2015 and 2016 revealed information and evidence that suggests that the Bentley School was not in compliance with the staffing limit of 71 at the time of the four reports referenced above that have been shared with neighbor by Planning staff including reports made in October 2015, February 2016, April 20 2016, and April 26 2016.

We shall summarize below some of the employees that we request be the focus of the Code Compliance investigation relative to violations of Conditions of Approval 1 and 20 that we do not have been adequately investigated to date along with the student enrollment at the Bentley School's Oakland campus in 2015 and 2016. We will summarize these in relation to the four separate reports shared with neighbors by Planning staff based on information provided by different Bentley School representatives:

- **Learning Specialist Mike Miller**, *added in April 26, 2016 report* was not reported on the October 15 report as a staff member, even though previous Learning Specialist Melissa Hyde had left Bentley School (according to her Linked In listing in June 2015) to accept a position at Prospect Sierra School. Miller was pictured after the October 2015 report on the Bentley School Directory but also was not counted or reported on the February 2016 report to Planning staff, and no clarification was provided in the April 20 Bentley Employee List 2015-2016 as to when Miller actually replaced Melissa Hyde and was hired and should have been counted potentially as exceeding the limit of 71 employees on the Oakland campus *JB*
- **Teaching Associate Monica Balbo** was referenced in the Attachment A as apparently a Lower School Teaching Assistant that another Lower School Teaching Assistant named Ruby Rose Palmer Ghose replaced along with a more recently hire Lower School Teaching Assistant named Zahra Syed, who was not listed on the April 2016 list of employees by Bentley School but appeared on the most recent Attachment A document ~~Planning staff indicated was prepared April 26, 2016~~ *After* we called to the attention of Planning staff in an April 20 meeting and April 25 email that Syed's name was not included on the April 20 Bentley Employee List. Online research revealed Monica Balbo on October 3, 2015 had updated her profile on Zoom Info to show she was a Teaching Associate and gave her phone # as the HQ Phone for the Bentley School. Ms. Palmer-Ghose was reported on the October 2015 report to Planning staff and counted as an employee but Ms. Balbo was not reported or counted. Nor was Ms. Syed



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Department of Planning and Building
Zoning Division

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

NOTICE OF DETERMINATION

VIA EMAIL AND US MAIL

May 29, 2015

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA.94618

RE: Case File No. CM04-411; REV10-0003, ER07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road -----Determination Regarding Bentley School Compliance Plan

Dear Ms. Hogan,

On May 21, 2014 the Bureau of Planning made a formal determination that Bentley School (School) was non-compliant with its Conditional Use Permit's Conditions of Approval, specifically, Condition 1 and 20 regarding the number of faculty and staff permitted on the campus.

While the School appealed the City's determination on May 30, 2014, a Compliance Plan was submitted on November 17, 2014 which noted that the School had 82 employees during the 2013-2014 academic year. Furthermore, the November 17, 2014 letter also noted that the School had 83 employees at the start of the 2014-2015 academic year.

On January 15, 2015, the School submitted a revised Compliance Plan along with responses to the City's December 19, 2014 letter requesting additional information. The January 15, 2015 Compliance Plan noted that the School relocated seven (-7) administrators, eliminated one (-1) part-time staff person at the front desk, and relocated two (+2) custodians from Lafayette to the Hiller Campus. Per the January 15, 2015 letter, the School had 77 employees. The Compliance Plan noted that to comply with the 71 maximum of faculty and staff at the Hiller Campus six (6) childcare worker positions would be eliminated and these duties transferred to Teaching Assistant Positions.

On May 26, 2015, the School submitted a letter revising the January 15, 2015 Compliance Plan. Per this letter and as of July 1, 2015, five (5), as opposed to six (6), childcare worker contracts will not be renewed and one music instructor position will be terminated. This would reduce the number of employees to 71 as of July 1, 2015 and the School will obtain full compliance with its Conditions of Approval.

The City has reviewed all the documentation submitted by the School including the staff lists and responses to the City's and the neighbors' questions. City staff also reviewed documentation submitted by the neighbors. Based on review of all the information:

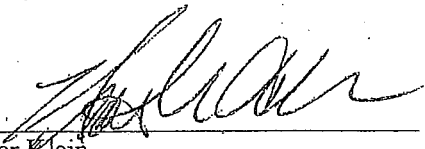
1. The City has determined that the School currently has 77 employees which meet the definition of faculty and staff.
2. It is expected that a business the size of the Hiller and Lafayette campuses, and within close proximity to each other, would share resources and staffing. For example, the School would not have two Facilities Directors, two Technology Coordinators or two Business Managers, with one for each campus. As such, Lafayette staff may need to visit the Hiller campus on a periodic or even semi-regular basis and vice versa. City staff has reviewed the Lafayette personnel and number of hours spent on the Hiller campus. The City has determined that the Lafayette staff visiting the Hiller campus does not meet the definition of faculty and staff per Condition 1 or 20 due to the limited number of hours spent on the Bentley campus.
3. The vendors or suppliers of good and services are not faculty or staff and are not counted towards the maximum 71 employees.
4. The City has accepted the January 15, 2015 Compliance Plan as revised per the May 22, 2015 letter (Attachment A and B) with further conditions as described in Attachment C. If the School agrees to the Compliance Plan as conditioned, please sign the Bentley School Compliance Plan Schedule and Conditions and return the document to the attention of Heather Klein, Planner III no later than 4:00 pm on June 8, 2015.

This determination may be appealed pursuant to the administrative appeal procedure in Oakland Planning Code Chapter 17.132. If you, or any interested party, seek to challenge this decision, an appeal **must** be filed by no later than ten (10) calendar days from the date of this letter, **by 4:00 pm on June 8, 2015**. An appeal shall be on a form provided by the Bureau of Planning of the Department of Planning and Building, and submitted to the same at 250 Frank H. Ogawa Plaza, Suite 2214, to the attention of **Heather Klein, Planner III**. The appeal shall state specifically wherein it is claimed there was error or abuse of discretion by the City or wherein the City's decision is not supported by substantial evidence. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record, which supports the basis of the appeal. The appeal must include payment of **\$1,352.91** in accordance with the City of Oakland Master Fee Schedule. Failure to timely appeal will preclude you, or any interested party, from challenging the City's decision in court. The appeal will be limited to issues and/or evidence presented to the City prior to the close of the previously noticed public comment period on the matter.


If you choose to proceed with an Appeal, please be aware that the Planning Commission will only be considering whether there was error or abuse of discretion or wherein this interpretation/determination is not supported by substantial evidence.

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

Sincerely,



Heather Klein
Planner III



Darin Ranelletti
Deputy Director
Bureau of Planning

Attachment A: Bentley School Compliance Plan, dated January 15, 2015
Attachment B: Letter from the School dated May 22, 2015
Attachment C: Bentley School Compliance Plan Schedule and Conditions



BENTLEY SCHOOL

January 15, 2015

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Klein,

This is in response to your letter of December 19, 2014 concerning Bentley's plan to come into compliance with the 71 employee limit imposed by Conditions 1 and 20 of its Conditional Use Permit. Below you will find the information you requested for the City's review and consideration of Bentley School's Employee Compliance Plan. The following responses address your questions point by point:

1. The names and titles of all full- and part-time employees at the School's Oakland campus. (See Appendix A.) Please note that Appendix A lists 77 employees for 2014-2015, while the list attached to the school's November 17, 2014 compliance plan showed 83 employees. This reduction reflects the immediate relocation of seven administrators to the Lafayette campus (-7) as of January 5, 2015, the elimination of one of the part-time people staffing the front desk (-1), and the relocation of 2 custodians from Lafayette to Oakland (+2).
2. The names, titles and numbers of hours per week that employees at the School's Lafayette campus spend at the Oakland campus.

Ken Berman, Upper School Jazz Director, is assigned to the Lafayette campus, but spends up to two hours four times per week (a total of up to 8 hours per week) at the Oakland campus.

Andres Nunez, Facilities Director, oversees all of the school's physical assets and his office is located on the Lafayette campus. He spends on average five hours per week on the Oakland campus.

Rover Spotts, Technology Coordinator, comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there.

3. A detailed explanation of the positions and staff who are noted on the document submitted by Susan Piper to the City Administrator, dated December 2, 2014, who are not included on the School's staff list submitted with the compliance plan on November 17, 2014.

Bentley has provided comments and corrections on the document submitted by Ms. Piper, including correcting employee numbers to reflect recent staff reductions. (See Appendix B.) As noted above, Bentley currently has 77 employees (see Appendices A and B).

Oakland Campus 1 Hiller Drive Oakland, CA 94618-2512 (510) 843-2512 Fax: (510) 843-5162
Lafayette Campus 1000 Upper Happy Valley Road Lafayette, CA 94549-2830 (925) 283-2101 Fax: (925) 299-0499

4. A detailed list of the names and/or companies who come to the campus that the School considers vendors, suppliers or independent contractors (not employees), and the purpose of their time on the Oakland campus.

The vendors, suppliers, and independent contractors are listed in Appendix C.

5. A detailed explanation of how much time the staff identified in the compliance plan moving to the Lafayette campus will spend at the Oakland campus.

Since submitting the original compliance plan on November 19, 2014, the school has relocated the Business and Development Office staff (seven employees) to the Lafayette campus. This move, effective as of January 5, 2015, is permanent. Their offices, conference space, and school documents are now all in Lafayette. Two staff members from the Business and Development Office will attend weekly senior administrative team meetings once a week for 90 minutes on the Oakland campus. There are no other formal meetings that will require their presence in Oakland.

6. A detailed explanation as to where the additional faculty and staff are currently parking.

When faculty and staff from the Lafayette campus visit the Oakland campus, they park in empty faculty parking spaces in our two parking lots. Some Lafayette faculty ride bicycles or motorcycles to Oakland, and they park outside the administration building on campus. When necessary, Lafayette staff members also utilize streets other than Hiller, such as Vicente Road in Berkeley.

7. A detailed description of what will happen to the five childcare staff who are currently employed at the campus if the five teaching assistants are going to have a combined job (teaching assistant and childcare staff). What will be their titles and roles at the Oakland campus? Will they continue working or visiting the campus in any function? If so, how much time will they spend at the Oakland campus? Also, provide a detailed explanation as to how relocating these persons to the Lafayette campus will result in a net decrease of five physical people at the Oakland campus.

In order to reduce the current number of faculty and staff on the Oakland campus from 77 to 71 (a reduction of six), our current ten-person childcare staff will be reduced to four. The remaining duties will be taken up by teaching assistants whose roles will expand to include childcare after school. The six childcare staff members who will be replaced by the teaching assistants will be fired, not relocated. They will no longer have titles or roles at the Oakland campus or anywhere at Bentley School. They will not continue working or visiting Bentley School in any function. This compliance plan will preclude their continued employment at Bentley.

8. A detailed explanation of why the School believes it will need until the 2015-16 school year to come into full compliance with Conditions 1 and 20. The explanation should further comment on the feasibility of achieving full compliance within 60 days as well as full compliance prior to the start of the next academic year (2015-16).

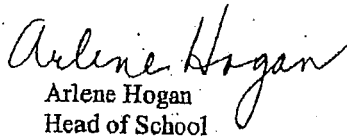
As discussed above, Bentley School has already reduced the number of staff on campus as follows: seven Business and Development Office employees are now located at our Lafayette campus. We have reduced the front desk staff from two to one. We are now at a bare minimum to provide the services to meet our obligations, including most importantly, safety of the children on our campus. We cannot further reduce staff without considerable risk to the welfare of our students.

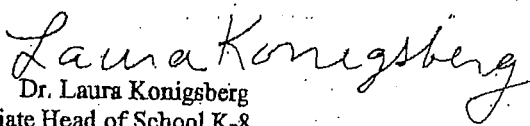
To maintain compliance with the use permit, we also will be firing six after-school childcare workers; for the reasons explained below, five will be fired at the end of this year and one will be fired at the end of the following school year. None of the childcare workers can be fired in 60 days because their contracts extend to the end of this school year. In addition, firing these employees without replacing them would create an unsafe environment for the children now under their supervision.

The fired after-school childcare workers will be replaced by current Bentley teaching assistants, whose jobs would be expanded to include after-school childcare. Of Bentley's seven teaching assistants, five can work full time beginning in the 2015-2016 school year. The other two are students pursuing masters in teaching who have classes in the afternoon, and thus cannot work full time. As is common in many schools, Bentley has masters students work part time as teaching assistants to help them fulfill their degree requirement of having two years of in-classroom experience. Bentley entered into two-year employment contracts with its two student teaching assistants in June 2014 to allow them to meet their degree requirement. To come into compliance with its use permit by the 2015-2016 school year, Bentley would have to break its contract with one of its student teaching assistants, which would jeopardize that person's ability to timely obtain her degree. Bentley therefore needs until June 2016, which is when the two-year contracts end and one of the student teaching assistants will be replaced with a non-student teaching assistant who also can work in the after-school childcare program, to meet its employment cap. With this replacement, Bentley would fire a sixth after-school child care worker, thereby reducing its employees to 71 by the beginning of the 2016-2017 school year. (see Appendix D.)

Should you have any questions, please let Arlene Hogan or Laura Konigsberg know by email (afhogan@bentleyschool.net or lkonigsberg@bentleyschool.net) as well as by mail.

Sincerely,


Arlene Hogan
Head of School


Dr. Laura Konigsberg
Associate Head of School K-8

enc: Appendices A, B, C and D

cc: Anne E. Mudge, Cox, Castle & Nicholson LLP
Mark Wald, Deputy City Attorney
Neighbors for Safety in Hiller Highlands

Bentley School Faculty/Staff 2014-15: Appendix A

	HILLER FACULTY	
2	Kindergarten Teacher	Fischer, Hedges
2	Teaching Assistant: Kindergarten	Gravelle, O'Gorman
2	Grade 1 Teacher	Crawford, Parrish
2	Teaching Assistant: Grade 1	Robertson, Schmitt
2	Grade 2 Teacher	Crowley, Page
2	Teaching Assistant: Grade 2	Balbo, Von Euv
2	Grade 3 Teacher	Mayer, Rendon
1	Teaching Assistant: Grade 3	Crofton
2	Grade 4 Teacher	Bellant, Harrigan
2	Grade 5 Teacher	Green, Visser
1	Grade 6 Humanities	Gallmard
2	Middle School Mathematics Teachers	Webb, Zink
1	Mathematics Specialist	Garrison
2	Middle School Science Teachers	Lowe, Scott
1	Director of STEM Education	Palange
1	Middle School History Teacher	Schug
1	Middle School English Teacher	Layton
1	Humanities Chair and English Teacher	Duffield
1	Director of Counseling K-8	Young
1	Learning Specialist: Lower School	Hyde
1	Learning Specialist: Middle School	Scanlon
1	Dean of Teaching and Learning	Filipphi
1	Director of Music	Feltman
1	Music Teacher	Timmons
2	Art Teacher	Kendall, Korican
1	Librarian	Ilyin
1	Latin Teacher	Chow
2	French Teacher	Parsons-McClain, Wolski
2	Spanish Teacher	Bonvini, Guillen
2	Mandarin Teacher	Hsu, Wu
1	PE Teacher	Schaufele
1	Dance Teacher	Kirby
1	Athletic Director	Lawson
1	Director of Performing Arts	Austin
2	Strings Teacher	Pascucci, Young
2	Prefects	Buechner, Leland
	HILLER ADMINISTRATION AND STAFF	
1	Front Desk	Do
1	Registrar	Raible
1	Assistant to the Head of School (formerly Operations and Compliance Coordinator)	Thomas
1	Admissions Director	Berardi
1	Admissions Associate	Danby
1	IT Associate	Meyersahm
1	Director of Middle School	Hackford
1	Director of Lower School	Lummis O'Neil
1	Associate Head of School	Konigsberg
1	Head of School	Hogan
	HILLER CHILDCARE STAFF	
10	After School Program Childcare Staff	Brown, Cohen, DeLeon, Nepomuceno, Papafrangou, Perez, Phillips, Ramirez, Reagan, Sare
1	After School Program Director	Gujar
	HILLER MAINTENANCE	
1	Groundskeeper	Munoz
2	Custodian	Alvarado, Gonzalez
77	TOTAL EMPLOYEES	

Positions and Staff Noted on Document Submitted by Susan Piper (dated 12.2.14): Appendix B

KEY
rows with green background = positions currently at Oakland

Row #	Piper #	Comm. #	Facility	By Name	Bentley's Response
1	2	2	Kindergarten Teachers	Fisher, Hedges	SP: Fischer
2	2	2	Teaching Assistants	??	G. Gorman, Gravelle
3	2	2	Grade 1 Teachers	Parrisi, Crawford	
4	2	2	Teaching Assistants 1st Grade	??	
5	2	2	Grade 2 Teachers	Layton	Roberts, Schmitt
6	2	2	Teaching Assistants 2nd Grade	??	Crowley, Page
7	2	2	Grade 3 Teachers	Majer, Rendon	Von Ewig, Balbo
8	1	1	Teaching Assistant 3rd Grade	Crofton	SP: Mayer
9	2	2	Grade 4 Teachers	Bellard, Geller, Harrigan	
10	2	2	Grade 5 Teachers	Crowley, Visser	Bellard, Harrigan (Geller: retired 2012)
11	1	1	Grade 6 Humanities	Gallman	Green (Crowley: see above)
12	2	2	Mathematics Teachers, MS	Webb, Zink	
13	1	1	Math Specialist	Gerry	Garrison (Gerry: left Bentley 2014)
14	2	2	Science Teachers	Lowe, Scott	Director of STEM Education
15	1	1	Elementary Science Teacher	Palange	
16	1	1	MS History Teacher	Shug	
17	1	1	MS English & Debate Teacher	Gershenson	Layton (Gershenson: left Bentley 2014)
18	1	1	MS English & History Teacher	Buffield	Humanities Chair/English Teacher
19	3	1	Counselors	Young, only one accounted for	1 Counselor: Young
20	1	1	Learning Director	Phillipi	Dean of Teaching and Learning K-8
21	2	2	Music Teachers	Feliman, Timmons	Director of Music: Feliman, Music Teacher: Timmons
22	2	2	Art Teachers	Kendall, Korlan	
23	1	1	Librarian	Mih	SP: Ilyin
24	1	1	Latin Teacher	Crow	
25	2	2	French Teachers	Parsini-McClain, Welsh	
26	2	2	Spanish Teachers	Borwin, Guillen	
27	2	2	Mandarin Teachers	RSU, Wu	SP: Mandarin
28	2	2	PE Teachers	Schraufle	1 PE Teacher (Schraufle) and 1 Dance Teacher (Kirby)
29	1	1	K-8 Athletic Director	Lawson	
30	1	1	Drama Teacher	Austin	Director of Performing Arts

31	2	2	Strings Teacher	Young, Pasucci					Young, Pasucci (Young left Bentley 2014)
32	2	2	Prefects	??					Buchner, LeJano
33	?	?	MS Learning Support Specialist	Seaton	Are they listed under counselors?	Not on November 2014 list			Was listed as counselor on November 2014 list
34	?	?	J.K.S. Learning Specialist	Hyde	Are they listed under counselors?	Not on November 2014 list			Was listed as counselor on November 2014 list
35	?	?	Learning Specialist	Ruffe	How does she fit in?	Not on November 2014 list			Works exclusively at Upper School
36	?	?	Creative Movement & Dance Teacher	Kirby		Not on November 2014 list			Was included in 2014-15 list as a PE teacher above (row 28)
37	?	?	English Teacher	Leland					Prefect (see row 32)
38	?	?	Teacher	Baron					Left Bentley in 2014
39	?	?	OLS Performing Arts Teacher	Young, Ondine					Incorrect position; Ondine Young is the Springs Teacher (see row 31). Note that Ondine is Ms. Young's first name and is not a separate person.
40	?	?	Jazz band Director	Berman		Was listed on 2013-14, but not in 2014-15, even though still in			Upper School Jazz Director: at Oakland up to 2 hrs, 4 days per week
41	?	?	4th Grade Teacher	Geller*		One more than on November list, but listed in Director (see above)			No longer at Bentley (see row 9)
42	?	?	Teacher	Strickling					Left Bentley in 2012
43	?	?	LS??	Buchner					Accounted for as Prefect (row 32)
44	?	?		Carmody					Left Bentley in 2014
45	?	?		Garrison					Accounted for as Math Specialist (row 13)
46	?	?		Graville					Accounted for as Teaching Assistant (row 2)
47	?	?		Green					Accounted for as Grade 5 Teacher (row 10)
48	?	?		Hastings					Not a Bentley employee
49	?	?	LS??	O'Gorman					Accounted for as Teaching Assistant (row 2)
50	?	?	LS	Page					Accounted for as Grade 2 Teacher (row 5)
51	?	?		Troung					Business Office (moved to Lafayette Campus 1/2/15)
52	?	?		Von Eow					Accounted for as Grade 2 Teaching Assistant (row 6)
53	?	?	Tutor & Creative Writing Instructor	Papirangou					Accounted for as After School Program employee (row 79); sp. Papirangou
54	?	?		Schmitt					Accounted for as Grade 1 Teaching Assistant (row 4)
55			Miller Administration & Staff						

57	2	1	Front Desk						Do (Forcum; left Bentley July 2014; Masada; left Bentley October 2014)
58	1	1	Registrar		Forcum; Masada				
59	1	1	Operations Coordinator						Assistant to the Head of School (was formerly called Operations Coordinator)
60	1	1	Admissions Director		Thomas				
61	1	1	Admissions Associate		Danby				
62	1	0	Development Director		Berardi				
63	1	0	Alumni Coordinator		Mulderig				Moved to Lafayette Campus 1/2/15
64	2	0	Media Coordinator/database		Starkey				Assistant in Development; moved to Lafayette Campus 1/2/15
65	1	0	CFQ/Business Manager		Jurgens and ???				
66	2	0	Business Support		Tooth				Jurgens is Webmaster; moved to Lafayette Campus 1/2/15
67	1	1	IT Associate		Mazzel and ???				Left Bentley June 2013
68	1	1	MS Director		Galtz				Mazzel is Development Associate; moved to Lafayette Campus 1/2/15
69	1	1	LS Director		Hackford				Meyersahm (Galtz); left Bentley October 2014
70	1	1	Head of School		O'Neill				
71	1	1	K-8 Head		Hogan				Sp. O'Neill
72	?	0	Admin All School		Konigsberg				Associate Head of School K-8
73	?	0	Technology Specialist		DeIapenna				Position does not exist; Dellapenna no longer consulting to Bentley
74	?	0	MS/LS Administration		Sports				Upper School Technology Team
75	?	0	Director of Finance		Do				Position does not exist; Do accounted for above (row 57)
76	?	0	All School Admin, Technology		Passmore				Left Bentley October 2014; sp. Director
77					Meyersham				Meyersham accounted for above (row 67); sp. Meyersham
78			Miller Childcare Staff						
79	10	10	After-school Program Staff		Berkeley, Costanza Monte, McMillan, O'Wings, Phillip, Picha ? ? ?				Brown; Coben, DeLeon, Nepomuceno, Papafrangou, Perez, Phillips, Ramirez, Reagan, Sarr
80	1	1	After-school Program Childcare Director						Gujar
81									
82									
83			Miller Maintenance						
84	1	1	Groundskeeping		?				Munoz

85 ?						Based at Upper School Campus: at Oakland campus 5 hours per week
86 ?	0 Director of Facilities (both campuses) 0 Head Custodian (both campuses)			Núñez Alvarado		Position does not exist
87 ?	0 Groundskeeper working 10/13/14 & 0 10/25/14			?		Munoz, accounted for above (row 84)
88 ?	0 Groundskeeper working 10/13/14 & 0 10/25/15			?		Munoz, accounted for above (row 84) Position does not exist; custodian accounted for below (row 92)
89 ?	0 Daytime custodian (working 9/16/14)					Position does not exist; custodian accounted for below (row 92)
90 ?	0 Daytime custodian (working 9/1/146)					Position does not exist; custodian accounted for below (row 92)
91 ?	0 Daytime custodian (working 10/23/14)					Position does not exist; custodian accounted for below (row 92)
92 ?	Evening custodian (working most weekdays) Evening custodian (working most weekdays)					There is no "daytime" and "evening" custodian. There are two custodians who generally work from after school/hour until about 9 p.m. The two custodians are Gonzalez and Alvarado. The custodians also help Munoz in daily groundskeeping activities.
93 ?	0					Custodians listed above (row 92)
94						
95 Note:	My wife and I observed Maintenance workers on campus in the evening so far this year as follows:					
96						
97	November 24 (two Janitors observed between 4 and 5 p.m.);					Custodians (Gonzalez and Alvarado) (row 92)
98	October 29 (a Janitor turning out the lights at 9 p.m.);					Custodian (either Gonzalez or Alvarado) (row 92)
99	October 27 (a Janitor working between 8 and 9 p.m.);					Custodian (either Gonzalez or Alvarado) (row 92)
100	October 25 (2 Groundskeepers working during daytime hours);					Munoz (row 84) and one of the custodians (row 92)
101	October 24 (a Janitor working in the evening);					Custodian (either Gonzalez or Alvarado) (row 92)
102	October 23 (a Janitor working in the day and evening hours);					Custodian (either Gonzalez or Alvarado) (row 92)
103	October 22 (a Janitor working in the evening);					Custodian (either Gonzalez or Alvarado) (row 92)
104	October 21 (two Janitors working in the evening);					Custodians (Gonzalez and Alvarado) (row 92)
105	October 15 (two Janitors working in the evening);					Custodians (Gonzalez and Alvarado) (row 92)
106	October 13 (two Groundskeepers blowing and sweeping in the morning); and					Munoz (row 84) and one of the custodians (row 92)
107	September 4 (a custodian in the evening rolling trash down to dumpster).					Custodian (either Gonzalez or Alvarado) (row 92)

Vendors, Suppliers, Independent Contractors: Appendix C

Vendor	Description
Allen Lam	Sound engineering for auditorium
AMERICAN DISCOUNT SECURITY	Security guard
Andrea Hess	Literacy coaching
Armano LLP	Auditor: summer work (7 days)
Bay Alarm Company	Alarm service
Bay Cities Pyrotecior	Fire alarm service
Berkeley Chess School	After School Program vendor
Comcast	Internet and phone
Cresco Equipment Rentals & Affiliates	Construction equipment rental (summer)
Darius Kraus Electric Inc	Electric material supplier (summer)
DKS Associates, Inc.	Traffic monitor vendor
Durham School Services	School bus (serves campus but does not come onto campus)
EBMUD Payment Center	Waste removal
Excellent Packaging and Supply	Supplier for admission event
Federal Express	Pick up and drop off packages only
HARO'S TREE SERVICE	Tree and garbage cleaning service
Konica Minolta Business Solutions	Printer maintenance service
MMM GENERAL CONTRACTOR	Construction company
New Era Foods Co.	Lunch vendor
Nit Pixies LLC	Lice check (three times per year)
Office Depot	Pick up and drop off packages only
Pacific Gas & Electric	Public utility
Pallen's Martial Arts	After School Program vendor
Pinney Howes Global Fin Svcs LLC	Mailing machine: occasional maintenance
Pizza Rustica	Wednesday pizza lunch delivery
Roto Rooter	Plumber
Sarah's Science	After School Program vendor
Shred-It	Shredding company: comes once in summer
Sutter Care at Home Flu & Wellness Program	Flu shots: once per year
TechniClean Products	Cleaner company supplies delivery
The Balloon Man	Event vendor for promotion ceremony only
The Humen Termite & Pest Control, Inc	Occasional pest control
Tiny Techs Club	After School Program vendor
United Parcel Service	Pick up and drop off packages only
Village Market	Caterer for admission event
Waste Management of Alameda County	Pick up and drop off containers for waste management
William T. Higgins Tennis Pro Inc	After School Program vendor



BENTLEY SCHOOL

Appendix D: Revised Compliance Plan for Bentley School (1/15/15)

RE: Bentley School; Case File No. CM04-411; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

Overview

Bentley's Conditional Use Permit contains a cap of 71 on the number of full and part time employees. Included in this cap are full-time and part-time employees, each such employee counting as "1" toward the cap of 71. Excluded from the cap are vendors, consultants, volunteers and employees who are assigned to the Lafayette campus and work predominantly at the Lafayette campus.

During the 2013-2014 academic year, the school had 82 employees. At the start of the 2014-2015 academic year, the school had 83 employees. This count did not include two custodians who report first daily to the Lafayette campus, are supervised from the Lafayette campus and are driven by van to the Oakland campus but work predominantly at the Oakland campus. Since submitting the original compliance plan in November 2014, Bentley has reduced its employee count by permanently moving seven administrators to its Lafayette campus and eliminating one of its front desk employees. After conferring with planning staff, the School also reclassified the two custodians mentioned above to be counted as Oakland employees. As a result of these changes, Bentley's current employee count for the 2014-2015 school year is 77 employees.

By following the compliance plan below, Bentley School shall reduce the number of employees from 77 to 71 before the beginning of the 2016-2017 academic year:

Year 1 (2014-2015): Action:

- 5 Childcare Program Staff employees will be fired at the end of Year 1. School will renegotiate employment agreements for Year 2 and combine 5 of the 7 Teaching Assistant positions with afterschool Childcare Program Staff positions.

Required Compliance Milestone:

- Employee count at end of Year 1: 72

Monitoring:

- School shall report 2014-2015 revised employee count to Planning Department on July 1, 2015

Year 2 (2015-2016): Action:

- One additional Childcare Program Staff employee will be fired at the end of Year 2. School will renegotiate one employment agreement for Year 3 to combine 1 of the 2 remaining Teaching Assistant only positions with the open afterschool Childcare Program Staff position, eliminating the ability of that Teaching Assistant position to be held by a masters student.

Required Compliance Milestone:

- Employee count at end of Year 2: 71

Monitoring:

- School will report 2015-2016 revised employee count to Planning Department on July 1, 2016 and again on October 15, 2016

Date:

January 15, 2015

Arlene Hogan
Arlene Hogan
Head of School



May 22, 2015

VIA E-MAIL

Ms. Heather Klein
Planner III
City of Oakland
250 Frank Ogawa Plaza
Oakland, CA 94612

Re: Response to May 7, 2015, Letter from Veneruso & Moncharsh Concerning Bentley School

Dear Ms. Klein:

The concerns raised by Ms. Moncharsh's letter dated May 7, 2015 were fully addressed in the letter we sent to you on March 13, 2015. We nonetheless provide additional clarification in the table attached as **Exhibit A**.

On June 30, 2015, contracts for five childcare workers will expire and they will not be renewed. As explained in the Compliance Plan, this will reduce the number of employees to 72 as of July 1, 2015. In previous correspondence, we had requested permission to maintain 72 employees through the 2015-2016 to allow one of our teaching assistants to complete her two-year clinical teaching requirements and timely earn her masters' degree. We have now (with regret) found a way to maintain this relationship but nonetheless reduce employees to 71 in 2015 rather than 2016 by firing one of the music instructors. Thus, as of July 1, 2015, Bentley will be in compliance with the 71 employee cap and will provide a revised list of positions by name and title on or before July 1, 2015.

Bentley requests written confirmation that this proposed course of action puts the issue of compliance with the employee cap to rest.

Sincerely,

Arlene Hogan
Arlene Hogan

AEM/lck

Attachment: Exhibit A: Additional responses

EXHIBIT A: ADDITIONAL RESPONSES

Lafayette-based employees	# of hours and # of times/week on Hiller Campus (Bentley's response in blue.)	Comments from Leila H. H. Moncharsh
1. Andres Nunez, Director of Facilities	Andres Nunez spends an average of five hours a week on the Oakland campus.	
2. Rover Spotts, Technology Support Specialist	Rover Spotts is the Technology Coordinator, and comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there	
3. Steve Netniss, Technology Support Specialist	Steve Netniss is a Technology Support Specialist whose office is located in Lafayette. He never works on the Oakland campus.	
4. Unidentified additional groundskeeper on 3/14/15	There is no "additional" groundskeeper. Munoz is the groundskeeper. He sometimes is aided by the custodians.	
5. Additional maintenance staff on a regular basis—daytime and nighttime hours	There are no "additional" maintenance employees. Bentley has two custodians who work on their Oakland campus: Gonzalez and Alvarado.	
6. Ina Stahl, controller	Ina Stahl works on the Lafayette campus. She comes to the Oakland campus one time every other week for a one hour meeting.	
7. Tham Truong, Business Office Associate	Tham Truong works on the Lafayette campus only.	

8. Tenzin Wooser, Business Office Associate	Tenzin Wooser works on the Lafayette campus only.	
9. Ken Berman, MS/HS music teacher	Ken Berman is the Upper School Jazz Director. Starting July 1, he will no longer come to the Oakland campus.	
Unverified employees	Date of separation from Bentley (Bentley addressed the employment status of all of these former employees in its March 2015 letter to the City.)	
Christy Kyong, Strings Academy 2009-present on Linked In	Christy Kyong does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Judy Geller listed on Bentley website	Judy Geller retired from the Bentley faculty and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Michael Carmody listed on Bentley website	Michael Carmody does not work at Bentley and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Caroline Dellapenna listed on Bentley website	Caroline Dellapenna does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Wayne Franklin listed on Bentley website	Date of separation is irrelevant. Wayne Franklin does not work at Bentley and is not listed in the online faculty and staff directory.	

Brandon Dugan listed on Bentley website	Brandon Dugan does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Laura Gershenhorn, English Teacher 2014 on Linked In	Laura Gershenhorn does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Uncounted employees	# of hours and # of times /week on Hiller Campus	
Carol Kueffer-Moore-interim Dance Teacher & Performing Arts-LS/MS	Carol Kueffer-Moore has replaced Ashley Kirby, the dance teacher listed on early employee charts, while Ms. Kirby is out on maternity leave. Ms. Kueffer-Moore has been accounted for in the employee count.	Listed on Bentley website
Dorothy Roberts	Dorothy Roberts is a teaching assistant for first grade, as noted in previous reports of employees to the City.	Listed on Bentley website
Cyndee Taylor, Interim Front Desk	Cyndee Taylor is a temporary worker who staffs the front desk on the Oakland campus. As already explained, she will be joining Bentley as a permanent worker when the Learning Specialist leaves. The Learning Specialist, who is out on maternity leave was included in the March 2015 letter.	Not counted on March, 2015 letter

Bentley School Compliance Plan - Schedule and Conditions

Date: May 29, 2015

Site Address: Bentley School, 1 Hiller Drive, Oakland, CA 94608-2843

Parcel# 015-1298-009-00

The purpose of this Compliance Plan is to ensure compliance with Bentley School's Conditions of Approval

A. On the date(s) and by the signature(s) affixed below, the Owner(s) of this property and this business, whether singularly or jointly, agree(s) to perform faithfully each part and all terms of the January 15, 2015 Compliance Plan, as amended pursuant to the May 22, 2015 letter from the School.

B. Concurrent with execution of this Compliance Plan. Owner(s) shall pay a Compliance Plan fee of \$1,356.34 per the Master Fee Schedule, which includes administration fees (i.e. Compliance Plan Type, Record/Tech Fees) and two hours each for review of the documents submitted below.

C. *No later than July 1, 2015*, the School shall report to the City the revised employee count which will show a maximum of 71 faculty and staff. Furthermore, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus.

D. *No later than October 15, 2015*, the School shall submit to the City 1) the annual Compliance Matrix with the employee count and 2) the employee count as part of their Private School affidavit submittal to the California Department of Education. Furthermore, and going forward every year, the count shall include a list of positions and last names of all faculty and staff and the number of hours each Lafayette staff person spends at the Hiller campus.

BY _____
Owner(s) Signature

Date _____

TO: Brenda Roberts

FROM: Gordon Piper

SUBJECT: Reviewing Bentley School's Latest Compliance Report, Questions Re Compliance with Staffing Limits and CUP Requirements

DATE: November 14, 2016

I am writing to you to ask your assistance in thorough Code Compliance complaint investigation covering at least the last 2 years at Bentley School be conducted under the supervision of your office by a competent organization/auditor. Findings should be made as to whether the School is or is not in compliance with Condition 21 and also the limit on enrollment, which Planning staff also refused to look into this year, even as Bentley claimed it made a mistake in reporting it had more students than the 360 limit.

There should be much stronger sanctions and remedies to be established by the City:

- Revision of the CUP to take Bentley back to the level of 60 employees since it has repeatedly shown it will not comply with the 71 limit the Planning Commission granted based on Bentley's assurance of strict compliance with this limit;
- A much stiffer monetary fine than the \$1000 fine previously imposed for non-compliance, perhaps in the range of many thousands of dollars, as well as the cost of the audit and future audits that would be conducted on a bi-monthly basis;
- Remove the Code Compliance review role from Planner Heather Klein and the Planning staff that has clearly indicated that it doesn't want to monitor compliance or to independently verify or audit the accuracy of the compliance reports and to investigate allegations of violations that we find after reviewing reports;
- Require compliance reports be made by Bentley under penalty of perjury and that they certify the accuracy of the reports;
- Require Bentley to make employment records available and employees for interview by the City's auditor/investigator;
- Outline future penalties that might be imposed for any false reporting and outlined more detailed requirements for information that will be required in bi-monthly reports from Bentley on staffing and enrollment;
- Designate an auditor to be used by the City to monitor Bentley's compliance during the next several years of a closely monitored "probation" in relation to complying with CUP requirements;

You can see from the lengthy list I have provided above that it appears that Bentley may have selectively reported on how many staff it had working on the Oakland campus, and there still may be more

employees besides the ones identified above that are being hidden or not reported or disclosed to City staff and neighbors. Not listed here is the current advertisement for additional After School staff, which would also put Bentley over its 71 limit.

I believe that a thorough investigation by a City auditor and Code Compliance investigation will establish that the School has been in noncompliance for several years with Condition 71, and by more than one or two employees. I welcome an independent audit and investigation and feel the information provided above provides a good starting point for the audit.

Here's what I found:

I took time in September and today to review the information concerning Bentley School's compliance with the 71 employee limit imposed in Condition 21 of the CUP. I documented what I found online in an Excel chart regarding the number of apparent employees as of September, 2016.

When I compared the latest mid October 2016 Employee List to the list of employees I compiled in September 2016 from online information at that time and prior information on employees, I found that were a number of individuals whose names did not appear on the latest mid October 2016 list:

- 1) **Ken Berman**, who has been listed as a Middle School and Upper School Jazz Band Teacher on the Bentley School Directory for some time, both earlier this year in April, in September, and currently, was not included on the list of employees on the Oakland campus. I believe Heather indicated back in the Spring that Berman was working with students in the Jazz Band who were taken by bus to the Lafayette campus for the jazz band activities or classes. There was no independent verification, however, that Berman was not spending some time working at the Oakland campus in the Spring with the jazz band. Sue and I periodically have heard students playing instruments on the Oakland campus such as today, when I observed directly and heard a student playing a saxophone outside a classroom. It appears independent verification of where Berman is working or anyone else working on band instruments with students is needed, including a direct interview with Berman or students to ensure the accuracy of what is being reported by Bentley. There is also an issue as to whether Berman should be counted as an employee toward the 71 staff limit since his job title reflects he is working with Middle School students. The Planning Commission put an absolute limit of 71 staff members, and it should be determined how many hours per week Berman is working with Middle School students and on which campus(es).
- 2) **Penny Boyes** – The Bentley Schools' information provided to Planner Heather Klein for the April 20 meeting we had and the Bentley Employee List 2015-2016 made no mention of Penny Boyes as an employee. It was noted, however, in an April 25 email that Penny Boyes "Appears on the Bentley School Directory and is listed as a substitute teacher, but there was no indication as to who she was substituting for." As noted in our May 26, 2016 email to Heather Klein, we found online a picture showing Penny Boyes dancing with Bentley School's Lower School Creative Move and Dance Teacher Ashlie Kirby that was posted on April 22, 2016. We also found online at link <http://www.danceacademyusa.com/pennyboyes> that provides a written indication

regarding Penny Boyes: "She is currently teaching in both public charter and private schools in the San Francisco area." We found that our questions about this employee were not asked in the Planning Department "Determination Letter" since the article of April 22, 2016. We question why City staff and Bentley did not count and report individuals such as Penny Boyes that appear to be working part-time and not substituting for another dance teacher. We found today that Penny Boyes was still listed on the Bentley School Directory with a picture and indication that she worked in the After School program at this time. Independent verification is needed by review of employment records and interview of Penny Boyes to find out when she worked for the school and what she did, and whether Planning Staff should have investigated this earlier to make a proper determination regarding whether or not Bentley was in compliance or not in compliance with the 71 staff limit in either 2015 or 2016.

- 3) **Donna Canada-Smith** – Bentley CFO Alex Kopelvich did not report teacher Donna Canada-Smith toward the 71-staff limit in the information provided for the April 20 Employee List 2015-2016. However, at the time Canada-Smith was shown on the Bentley Employee Directory with no information on where she was working or what she was doing. I found Canada-Smith had completed recent studies in French, and no information regarding Canada-Smith work place or dates of employment. In the latest report for October 2016 from Bentley, there was also no listing of Canada-Smith as a staff member on the Oakland campus. However, Bentley's website lists t Canada –Smith as an English teacher, but does not list which campus she worked on now or in the past, and when she worked on a particular campus for Bentley. I believe independent verification is needed from interviewing Canada-Smithmother individuals at Bentley or students or parents to see where she has been working and to determine if Bentley has failed to report another individual staff member that worked on or now works on the Oakland campus.
- 4) **Steve Clemmons** -Clemmons has a job title listed on the Bentley School Directory currently as Middle School & Upper School Debate Teacher. The job title suggest he may be working on both Bentley campuses, and that Bentley School should have listed him as an employee on the October 2016 compliance report, or else report the hours per week that he works on the Oakland campus as requested by Planner Heather Klein. Independent verification is needed via review of records and interviews to determine how many hours per week that Clemmons works on the Oakland campus, which campus he is based at, and to evaluate if he should have been counted and reported as an employee in the October 2016 compliance report.
- 5) **Emilie Crofton** – Emilie Crofton was not reported by Bentley as an employee in the October 2015 compliance report or the latest October 2016 compliance report. However, as I noted in my May 26, 2016 email to Planner Heather Klein, Croft was shown on the Bentley School Directory in November 2015 as a 3rd Grade Teaching Assistant. The February 2016 report to Planning staff that was shared with neighbors included a claim that Crofton was terminated but did not list her dates of employment or her termination date or last day worked, and there was no independent verification by Planning Staff or any interview of Ms. Crofton. My online review today found on Linked In a listing for Emilie Crofton as a Teaching Assistant 3rd Grade for Bentley showing her employment dates as August 2013-Present or 3 years and 4 months. This information appears to contradict the accuracy or completeness of Bentley's prior report in October 201, February 2016 and October 2016. There needs to be independent verification and

- an interview and review of records to determine when Crofton worked for Bentley and to be able to evaluate the accuracy of prior reports and whether Bentley was in non-compliance at some points in time with the CUP limit by failing to count and report Crofton as an employee.
- 6) **Alexis Filipini** – Ms. Filipini has been reported by Bentley as its Dean of Teaching and Learning in the October 2015 compliance for the Oakland campus but not the October 2016 compliance report. In looking online today, I found on Linked In a listing for Filipini indicating that she was still the Dean of Teaching and Learning and noting the dates of employment as March 2013-Present 3 years 9 months. There needs to be an independent verification of Filipini's dates of employment by interviewing Filipini and reviewing employment records to evaluate if Bentley failed to report this individual and if this puts the school over the 71 staff limit.
 - 7) **Caroline Gerber** - Ms. Gerber's name was not included on the October 2016 compliance report, but I had found this name and a job title of Teaching Assistant when I compiled my listing of employees in September 2016. I found today on Linked In a listing for Gerber indicating Teaching Associate Kindergarten at Bentley School. There needs to be independent verification by reviewing employment records and interviewing Ms. Gerber to help evaluate if Gerber was and is working as an employed and her dates of employment and to evaluate if her employment should have been reported and if this puts Bentley over the 71 staff limit.
 - 8) **Felipe Gonzalez** – Mr. Gonzales had previously been reported as a Custodian working at the Oakland campus on multiple reports going back several years. For example, he was reported on the October 2015 compliance report as a Custodian. Bentley has had a history of having at least two custodians working for years. However, the October 2016 compliance report only lists Mauricio Alvarado as a Custodian at the school, and there is no mention of Gonzalez. There needs to independent verification by review of employee records and interviews with Gonzalez and other employees to see who exactly is working on the campus as a custodian and when, and if Gonzalez is still working at the Oakland campus as a Custodian. The verification should include what his dates of employment are or have been and to should determine why now only one custodian is listed, and if the School is actually over the 71 staff limit and failed to report Gonzalez as an employee. I looked today (November 9) to see how many custodians I could observe working on the Oakland campus and directly observed two custodians in their official Bentley shirts walking on the grounds and into a classroom. Bentley has previously inaccurately reported to the City and neighbors on how many custodians it had working on the Oakland campus. I believe there is evidence from my direct observation that suggests the school is over the 71 staff limit and has more than one custodian working regularly at the Oakland site. Other neighbors might want to monitor or report what they observe in relation to the number of custodians and groundskeepers now employed on the campus.
 - 9) **Melissa Hyde** – Ms. Hyde started working at the Bentley School in August 2008 as a Learning Specialist and today I found on Linked In an indication she had worked from August 2008 to the Present 8 years 5 months in this capacity. Hyde, however, was not listed by Bentley as an employee in its October 2016 compliance report. Bentley advised the City in its report in February 2016 that Hyde had been terminated but Linked In February 2016 indicated her employment is Current and she was still employed from August 2008-Present (7 years 7 months). Independent verification was and is needed to determine accurately when Hyde

worked for Bentley and should have been counted and reported, and if and when she was terminated by Bentley, and this should involve review of employee records and interviewing Hyde, which was never done by Planning staff. It should also be determined if Hyde's employment would have put Bentley over the 71 staff limit at any time.

- 10) **Laura Konigsberg** – Ms. Konigsberg was reported in October 2015 as being employed as the Associate Head of School. I also recorded Konigsberg on the list I compiled in September 2016 of Bentley employees from my online research. Bentley did not include Ms. Konigsberg's name, however, as an employee in the October 2016 compliance report. When I looked online today, I found on Konigsberg's Linked In listing that she was working at 2 schools: Bentley, as Associate Head of School K-8 for 3 years 5 months since July 2013 ,and also at Turning Pont School as Head of School. Interviews are needed with Konigsberg and with other Bentley employees to determine whether Konigsberg was an employee in October 2016 and should have been counted and reported by Bentley's CFO on the list provided to Planning Staff. Records should be reviewed as well to document when she was employed and if the failure to include her as an employee in October 2016 put the school in non-compliance and over the 71 staff limit.
- 11) **Mischa Lassow**- Lassow is listed as a Mathematics Teacher on the Bentley School online Directory.
- 12) **Lisa Lomba** – Ms. Lomba is listed by Bentley School on its Directory as Director of Communications and All School Administrator for the school, and on Linked in today I found it indicated she had worked in this capacity from August 2015 to the Present 1 year and 4 months. Bentley did not list Lomba either in October 2015 or October 2016 as an employee based on the Lafayette campus that did work on the Oakland campus. I found a job description online today for the Director of Communications position and it appears in order to perform all of the duties described on this job description that she would likely have done some work on both campuses in Lafayette and Oakland. For example, Lomba presumably helped in writing stories and developing publications and likely had to meet with or interview staff on both campuses. Independent verification should be done with interviews of Lomba and other staff to determine if Lomba does or does not work part time on the Oakland campus, and to find out how many hours per week she might work on the Oakland campus, and whether she should be counted as a staff members that works part-time on the Oakland campus.
- 13) **Will Green** – Green was reported as a Grade 5 teacher at Bentley at the Oakland campus in October 2015 but was not counted or reported on the latest October 2016 compliance report. Looking today on Linked In I found Green's listing shows Current as an Educator at Bentley. It is not clear why Green's name wasn't on the compliance report. Independent verification is needed to look at employment records and to interview Green and others at Bentley to determine if Green is still working on the campus, what he is doing and to find out why he was not counted as an employee, and if this failure to count Green would place Bentley in non-compliance with the 71 staff limit in the CUP.
- 14) **Crystal Pasccuci and Ondine Young** – Bentley in October 2015 listed only one staff member for the Strings Academy or Strings Teacher, and this was Ondine Young. Bentley had previously listed Strings Cello Teacher and instructor Crystal Pasccuci as an employee on the Oakland campus and counted her. We asked in April 2016 when we met with Planning Department staff

why Bentley CFO did not list Ms. Pasccuci as a staff member in the Strings Academy in 2016 working in Oakland when Young was still being listed as a String Academy in Oakland, and we were advised that Kopelevich claims that Pasccuci was based in Lafayette and students were being transported to Lafayette for classes with Pasccuci. However, there was no independent verification by the Planning Department staff that Pasccuci was only working in Lafayette, and we were advised by Planner Klein that sometimes Pasccuci reportedly filled in for Young in Oakland and worked in Oakland. We found it interesting in our review in September 2016 that neither Pasccuci nor Young were shown on the Bentley's October 2016 compliance report. In looking online today I found that both of these String Academy leaders and instructors were still listing themselves as staff members for Bentley. Independent verification was needed via interviews with the staff, students and parents to find out more about where these two staff members were performing their work with students in the school's orchestra, cello quartet, and duties as "music director, chamber-music coach and musicianship instructor" at Bentley as reported online. Young's Linked In listing reported the "music direct, chamber-music coach and musicianship instructor" duties for her working at Bentley and 2 other schools. Pasccuci's listing on Linked In that I reviewed today indicated the she had been working as a Cello Teacher from July 2013-Present (3 years 5 months) and it appears that Bentley has not reported completely or perhaps accurately to City Planning staff and neighbors on the employee staff of these String Academy teachers and leaders. Pasccuci's online listing on Linked In indicated as Current working for Bentley and two other organizations. Investigation is needed to determine in the last two years for both 2015 and 2016 exactly what duties they have performed, where, what duties were performed in Oakland, Lafayette, and on both campuses, where the Winter and Spring concerts were held and where practices were held and classes for the orchestra, Strings Academy, individuals lessons, etc. This information might also help in establishing if Bentley is over the 71 staff limit set forth in the CUP and has been continuing to intentionally, falsely report to City Planning staff in its compliance reports on compliance with condition 21, and help in evaluating whether Planning Staff has been ineffective in ensuring accurate reporting and compliance prior to finding Bentley to be in compliance and issuing a formal Determination Letter indicating that the school is in compliance with the 71 staffing limit.

- 15) **Rob Rafeh** – Rafeh was listed as K-6 through 12 Athletic Director for Bentley, but there is no indication on the October 2016 compliance report how many hours per week he spend working on the Oakland campus, why the K6-K8 is a part of his Athletic Director duties, and why he is not being counted as a part-time employee working at the Oakland campus. Independent verification with interviews is needed to determine how much time he spends working on the Oakland campus each week, and why his hours working on the Oakland campus were not reported as requested by Planner Heather Klein.
- 16) **Simone Romero**– The Bentley Directory listed the name of Simone Romero as a staff member without any information on what duties Romero is performing and where or on what campus. Independent verification via record review and interview would be helpful to see if Romero should have been included as a staff member in the October 2016 report from Bentley on staff working on the Oakland campus.

- 17) **Khara Schmitt** – Schmidt was listed on Linked In as Current at Bentley from July 2015 – Present 2 years 5 months, as an Associate Teacher. Schmidt was not listed on the October 2016 compliance report as an employee that worked on the Oakland campus, and it was not clear which campus Schmidt worked on. I had listed Schmitt when I did my online review in September 2016 as another staff person I had found as a Teaching Assistant, but I did not find her name either on the October 2016 compliance report or the Bentley School Directory today listed as a staff member. Independent verification is needed from reviewing employment records and conducting interviews with Schmitt and other Bentley staff regarding when she has worked for the school, where she has worked, what she has done, and why she has not been listed on the compliance reports in the last two years by Bentley if she has been doing any work on the Oakland campus.
- 18) **Zahra Syed** – The April 20, 2016 Bentley Employee List 2015-2016 did not count or report Lower School Teaching Assistant Zahra Syed, even though I pointed out in an April 25, 2016 email that the Bentley School Directory at that time had Syed shown as a Teaching Associate in the After School Program. One day after I raised a question about why Syed wasn't shown as an employee on the April 20, 2016 Bentley Employee List Syed shows up suddenly as a staff member. Independent verification is needed via record reviews and interviews to determine the dates of employment for Syed and why Syed wasn't properly reported as a staff member to Planning Staff in April 2016.
- 19) **Ina Stahl** is listed as a controller at Bentley School on the Directory currently and also as an "All School Administrator" but there is no listing of Stahl on the October 2016 compliance report regarding how many hours per week she spends working on the Oakland campus. Previously it was reported by Bentley she spent one hour every other week, but there has been no independent verification regarding the time spent by Planning Staff. Independent verification is needed to determine how much time each week that Stahl spends working on the Oakland campus via interviews or record reviews.
- 20) Bentley School has a staff person that I spoke with a number of months ago who was working in its **Oakland campus garden** and informed me that he also worked with students at the School in its raised-bed garden during the school year. I don't have the name of this staff member, but believe he is a Groundskeeper and may be working a certain number of hours per week in Oakland and was not reported or counted as a staff member in the October 2016 compliance report, no matter whether he was based in Oakland or Lafayette. Bentley has had a history in the last five years of not reporting all of the members of its Facility staff working either as Groundskeepers or custodians since the 71-staff limit was imposed by the Planning Commission in the CUP. There may be other members of the Facility staff working a certain number of hours on the Oakland campus who should have been reported beyond Mr. Nunez, Alvarado, and Navarro. Independent verification is needed based on a review of employment records and interviews with Bentley staff members including Facility staff members.
- 21) Even though Bentley School reported it had 71 staff members to the Planning staff as of mid October 2016 the Bentley School Directory currently indicates under the title of Employment that it is recruiting for two more staff members including an After School staff member and a Middle School Mathematics staff member. It is not clear why the school would be recruiting to

fill more staff positions when it is already at or exceeding the 71 staff limit based on our research online.

Based on my continuing review of the Bentley reports to Planning staff in the last five years and the last two years, it appears to me that Bentley has continually been not completely reporting the number of employees it has working on the Oakland campus, and therefore may not be in compliance with Condition 21 requirements, probably on a continuing basis since the Planning Commission first imposed the 71 employee limit. It appears to me that an independent audit is needed beyond what the Planning staff and Planner Heather Klein and Planning Deputy Chief Darin Ranneletti do. In May 2016, when Sue and I met with Klein and Ranneletti they admitted that that they had not independently verified the accuracy of compliance reports by reviewing records or interviewing employees or witnesses. My assessment is that the Planning Staff can't find whether the Bentley School is in compliance if they are not prepared to use the tools they have to find a competent investigator or firm to do a thorough independent audit relative to potential violations and omissions in the compliance report related to staffing at Bentley and whether Bentley has more staff than it reports.



Gordon Piper <rgpiper33@gmail.com>

Our meeting with Brenda Roberts today.

1 message

Susan Piper <susangpiper@gmail.com>

Mon, Nov 21, 2016 at 5:32 PM

To: Linda Harris <lkharris73@gmail.com>, Donna Karch <donna_karch@yahoo.com>, Leila Monscharsh <101550@msn.com>

Cc: "rgpiper33@gmail com" <rgpiper33@gmail.com>

We reviewed the email we sent to Brenda with the list of questionable employees, and also went over the key issues:

1. Planning does only limited monitoring, putting neighbors into the uncomfortable position have having to monitor the CUP. Does not help create positive relations with the school.
2. Attempts to retaliate when we have had to document our findings have occurred at least 3 or 4 times in the past 6 years.
3. Need to document by an independent party the employees that Bentley says have been terminated.
4. Need to verify those employees who are working in Lafayette but are listed as serving the middle school.
5. Need to explore why there is only 1 custodian listed when there have been 2 in the past and the Pipers continue to see 2 custodians.
6. Need to get clarification about the two positions that are being advertised-- a math teacher and after school staff person. Either one would put Bentley over the 71 limit.
7. Need for Planning Department to use the tools available to them to verify Bentley's self reported information.
8. Need for stiffer consequences when Bentley is out of compliance or makes misleading reports.

Brenda said she would meet with Darin Ranelletti to find out what Planning is doing with this report. She asked us to provide her with the documentation of the two fire incidents that occurred in the past. She also asked us to send her the California Department of Education report for this year, understanding that it is a report for the past school year.

We also talked about the need to strengthen the tree ordinance, and the need for Bentley to make employee and enrollment reports every trimester-- not just once a year and then checking it off.

She hoped to get back to us within 2 weeks after Thanksgiving.

--

Sue Piper

If added to
71

employees

reported in Where Found Online:
October, Bentley School Directory
2016 or Other Location

Job Area/Classification/Employee

COMMENTS

Admin	Atheletic/K-6 through 12 Athletic Director/Rob Rafeh	71 Directory;	If has duties in K-6 through 12, why not counted & hours not reported?
Admin	Alumni Relation&Special Events Manager/Dana Anvari	72 Zoominfo;	Zoominfo listed Oakland phone # & has parking space for Dev. Staff
Admin	Technology/Director of Technology & Educational Tech. Tech Dept Chair k-12/Steve Netniss	73 Directory & Linked In	Directory notes he is Technology Dept. Chair K-12, ? Why not counted
Admin	Technology/IT Coordinator/ Rover Spotts	74 Directory;	October report claims 2 hours per week; ? Accuracy & why not counted
Admin	Director of Communication/Lisa Lomba	75 Directory; Linked In;	Lomba appears to cover newsletter/more on both campuses
Admin	Dean of Teaching and Learning/Alexis Filipini	76 Linked In	Shows curent March 2013-Present 3 yrs 9 months
Admin	Associate Head of School K-8/ Laura Konigsberg	77 Linked In	Shows July 2013-Present 3 yrs t months
Admin	Annual Fund and Database Manager	78 Directory	Annual Fund work could require part-time or more at Oaklandsite
Admin	CFO/COO/Alex Kopelevich	79 Directory; October Report	Claims just 2 hours per week but no independent verification
Admin	Director of Facilities/ Nunez	80 October Report	Claims just 3 hours per week but no independent verification
Admin	Controller/Ina Stahl	81 Directory	? If claim that she no longer comes to Oakland is accurate or not
Admin	Photographer and Webmaster/Vincenter Jurgens	82 Linked In; Directory	Linked In shows Photograprer/web since 11/13 3yrs 2 months in Oakland
After School	Physical Education/After School Enrichment Class Coach/Barry Kleiman	83 Directory;	After School Enrichment Class link: teaching basketball; I observed
After School	Physical Education/After School Tennis Coach/ William Higgins	84 Director Link	Teaches after school tennis enrichment class to students in Oakland
After School	Introduction to Social Graces Enrichment Course/Sylvia Montgomery	85 Directory Link	After School Enrichment Class link shows Montgomery as Instructor
After School	Architecture Using Lego at Bentley (Grades 2-5)/?	86 Directory Link	After School Enrichment Class link shows class Sept.-November

After School	Code Ninjaz Computer Science Enrichment	87 Directory Link	After School Enrichment Class link show classes being held
After School	Chess at Bentley School	88 Directory Link	After School Enrichment Class link shows teacher & class
After School	Math Lab at Bentley School/?	89 Directory Link	After School Enrichment Class link shows class
After School	Taro's Origami Grade 1-3/?	90 Directory Link	After School Enrichment Class link shows class
After School	Martial Arts, K-3 classes/?	91 Directory Link	Directory article described classes for K & 1-3 grades on Fridays
After School	Capoeira classes/?	92 Directory Link	Directory article lists Capoeira classes in after school enrichment
After School	Writing Games - Forbidden Island/Heather McLeod	93 Directory Link	After School Enrichment Class link lists class
After School	After School Cooking Class/Jarrold Jayne	94 Directory Link	After School Enrichment Class link lists class
After School	Global Web Design/?	95 Directory Link	After School Enrichment Class link lists class
After School	Global Storybook Engineers/?	96 Directory Link	After School Enrichment Class link lists class
After School	Music Production & DJ'ing classes/Elliott Gann	97 Directory Link	After School Enrichment Class link lists class & pictures instructor
After School	Toyology: Science Through Toys K-4 classes/Sarah Shaffer	98 Directory Link	After School Enrichment Class link lists class & name of instructor
After School	Math Lab classes/?	99 Directory Link	After School Enrichment Class link lists 3 classes
After School	Playwell-Architecture/?	100 Directory Link	After School Enrichment Class link lists class
After School	Global Doctors: DNA/?	101 Directory Link	After School Enrichment Class link lists class
After School	Bentley Math Circle/?	102 Directory Link	After School Enrichment Class link lists class
After School	Pre-Engineering Using Lego @Bentley K-1/?	103 Directory Link	After School Enrichment Class link lists class
After School	Nexplore Games/Claire Finders	104 Directory Link	After School Enrichment Class link lists class for K-2
After School	Martial Arts course/?	105 Directory Link	After School Enrichment Class link shows K-3 grade class
Aids	Kindergarten & 1st Grade Classroom Aides/Network students	105 Directory Link	Directory article says foreign students can served as K & 1 class aides

Directory: Visual arts elective taught 4 times per week, ? Who teaches
 Online noes 8/2008-Present
 Phography/Visual Arts Teacher & T. Asst.

107 Directory;

108 Online:

Visual Arts/Photography& Visual Arts Teacher/Aram Muksian

Arts Visual Arts

Arts

109 Zoom Info, Update 1-8-20 this dance teacher
 Zoominfo noted Oakland phone # for Has worked for years with middle school students, should be counted

Dance/Dance Teacher/Juliana Monin

Dance

110 Directory;
 111 Online:

Music/Middle & Upper School Jazz Band Teacher/ Ken Berman
 Music/Strings Cello Teacher & Instructor/Crystal Pasccuci

Music

Music

112 Linked In
 113 Directory Link
 114 Linked In; Zoominfo

Music/music director, chamber-music coach & instructor/Ondine Young
 Music/Rock Band Instructor/?
 Music/Music Teacher/Adrienne Ricardo

Music

Music

Music

115 Directory;

Lower School staff/Sarino Romero

Staff

116 Linked In;
 117 Past reports

Educator/Will Green
 Facilities/Custodian/Felipe Gonzalez

Staff

Staff

118 Linked In
 119 Linked InL
 120 Linked In;

Teaching Assistant 3rd Grade/Emilie Crofton
 Teaching Assistant/Caroline Gerber
 Teaching Assitant/Naomi Nankin-Royer

TA

TA

TA

121 Zoominfo

Teaching Associate/Monica Balbo

TA

122 Directory;
 123 Linked In;

Middle School & Upper School Debate Teacher/Steve Clemmons
 Learning Specialist K-8/Melissa Hyde

Teacher

Teacher

124 Directory & Online in past campus Canada-Smith works on

English Teacher/ Donna Canada-Smith

Teacher

Teacher	Garden Teacher	125 Direct contact/interview	I spoke with a staff member overseeing an Oakland school garden class
Teacher	Mathematics Teacher/Elyse Wilson-Egolf	126 Directory	? if teaching in Middle School, Lower School or Upper School
	Mathematics Teacher/ Danielle Dell	127 Linked in	? if teaching in Middle School, Lower School or Upper School
	Mathematics Teacher/Patrick Bruno	128 Linked in	? if teaching in Middle School, Lower School or Upper School
	Mathematics Teacher/Mischa Lassow	129 Directory	? if teaching in Middle School, Lower School or Upper School
?	Lafayette Sita Lunintanon	130 ZoomInfo	ZoomInfo listing references Oakland campus phone # for Lafayette

TO: Brenda Roberts, City Auditor
FROM: Gordon Piper
SUBJECT: Additional Information, Bentley School, Code Compliance Audit
DATE: December 6, 2016

I wanted to share with you additional information that I feel is relevant from my review of possible violations of the 71-staff limit by the Bentley School that I believe require independent verification and investigation as part of an audit by your office or a Code Compliance investigation by an independent investigator with investigative expertise. I did a follow-up review in relation to the information previously submitted in my November 14 memo, and found more information that raises questions about the total number of staff members working on the Oakland campus. My impression after doing another online review of information pertaining to staff members is that the report submitted by Bentley to City Planning staff is just a partial list of the staff members actually working on the Oakland campus and there are more individuals working on campus that a thorough audit and code compliance investigation could uncover and that might establish a violation of the staffing limit imposed by the Planning Commission.

For example, I found in doing research online last week:

- 1) **There were additional individuals listed online on Zoominfo's website that were shown as having a contact phone number at the Oakland campus that did not appear on the Bentley School Employee List – Oakland 2016-2017 School Year that was submitted by the School to the Planning Department. For example I found online that there were specific listings for Dana Anvari, Alumni Relation and Special Events Manager showing the contact as the Oakland campus phone number. Anvari from my prior review in 2015 was one of the 4 individuals in the Development section that had parking spaces reserved on the Bentley campus. The listed Oakland phone number for contacting Anvari raises a question as to whether she has an office in Oakland and whether she is working full time or part time, and how many hours she is working each week in Oakland and what "Special Events" she works on during the year in Oakland and how she manages these. Anvari should be interviewed along with others that have information regarding the duties and location(s) in which she performs her duties.**
- 2) **I also found a listing for a Lafayette Sita Lujintanon that appeared to reflect she was working now in some capacity on the Oakland campus. In checking for further information regarding Lujintanon online I found the same name for Lujintanon appearing when she apparently was playing basketball at the Bentley High School in Lafayette, and this made me wonder if she was being utilized perhaps in some capacity related to coaching on the Oakland campus.**
- 3) **I saw a male staff member leading many Bentley students in basketball related drills in late November, and this caused me to review my records and memo to Planner Heather Klein from approximately October 2015 in which I noted regarding "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 County, Basketball, Strength, Volleyball and Baseball. Who is teaching these courses? How do kids go from one campus to the other and is it round trips? Are there any games played at the Oakland camps? Coaches are not reported I the Employee Compliance Report. We continue to see people carrying a box of materials parking on lower Hiller in the late afternoon.” In checking on the Bentley online Directory this past week I found a link for After School Program Electives or a link labeled “

- 4) **After School Program Enrichment Classes 2016-17 T2”** that listed a long series of After School Program Enrichment Classes for the 2016-2017 school year being offered to students and taught on the Oakland by staff or instructors and all of the instructors or staff are not being listed by the School or counted as staff members in the report that was submitted to Planning staff in October 2016. For example, the After School Program Enrichment Classes link revealed that Coach Barry Kleiman +++was the staff member being used to teach the basketball skills, drills and thrills I observed in late November as an enrichment class to Groades 1-4 students for which parents were being charged \$265 by the School,. The information regarding the enrichment classes that were being offered like the basketball class, tennis classes, and other enrichment classes revealed that the school was registering students for class online at its website at “wws.bentleyschoo.net/afterschool” and there appears to be no reason why this part-time coach teaching a sports class should not be counted as a staff member like other staff teaching classes on the Oakland campus.
- 5)
- 6) **After School Enrichment Classes 2016-2017”** that listed a long series of elective courses for students in the After School Program that are being offered by Bentley with multiple sports offerings with instructors that were described. For example, the coach being utilized in late November on the ball court next to my property was apparently Coach Barry Kleiman who was described as offer a class for students in Grades 1-4 teaching “Basketball skills, drills and

7)

8)

1)

 **zoominfo.**

- Platform



Gordon Piper <rgpiper33@gmail.com>

Bentley School Enrollment and Staffing; Need for Independent Verification;

4 messages

Gordon Piper <rgpiper33@gmail.com>

Wed, Dec 21, 2016 at 11:23 AM

To: Broberts@oaklandnet.com

Cc: neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>, "Leila H. Moncharsh" <101550@msn.com>

Dear Brenda,

As I further researched the student enrollment count for Bentley School on its Oakland and Lafayette campuses in relation to the limit of 360 imposed by the City Planning Commission, I found that Bentley was indicating on its website there were 700 total students enrolled on both of its campuses. When I reviewed in more detail the numbers of students that have been reported by Bentley School in its annual "private school" report to the California Department of Education in a private school affidavit for 2015-2016, the numbers of students enrolled did not appear to add up to the same 700 students I found listed on its website and some other websites relative to the total enrollment. Bentley reported only 324 students at the high school 2015-16, and only 319 students enrolled on its Lafayette campus high school for 2104-15. If you add 360 to either of these reported student enrollment figures to reflect the maximum # of students that can be enrolled on the Oakland campus, the math doesn't add up to 700 students.

The question arises as to what does Bentley know about its total number of students that makes the numbers add up to 700 students.

Given the school's past history of inaccurate self-reporting, we believe that the attached spread sheet shows enough red flags that warrant verification of the number of students enrolled at each campus by independent review. The School falsely reported to the City of Oakland and to neighbors for many years that it only had 200 students when in reality it was exceeding the previous limit of 200 students in its Conditional Use Permit by about 50% and had more than 350 students. When Sue and I met with Planning Staff earlier this year, we asked for the Planning Staff to review the enrollment information reported by Bentley School. I don't believe the Planning staff ever followed up on this request and this may have allowed Bentley School to get back to its past practice of inaccurately reporting on its enrollment for students on the Oakland campus. Bentley still claims it is under the 360 limit on students on the Oakland campus, but the math doesn't add up to the 700 students Bentley School now indicates on its website it has on the 2 campuses.

I also found in reviewing online the information on Linked In that Bentley School lists its "Company Size" as "51-200". This information appears to reflect that there are more staff members on the two Bentley campuses than was reported by Bentley School to the California Department of Education in its 2015-2016 Private School Affidavit, which claimed it only had 71 staff members on the Oakland campus and 71 staff members on the Lafayette campus, or 142 total staff members. The total number of staff members on both campuses employed by the Bentley School needs to be independently verified to evaluate the accuracy or inaccuracy of the number of staff members being reported to the State of California Department of Education and to the City of Oakland, Planning staff members and neighbors. My research suggests that the total # of staff members utilized by the Bentley School is more than the 142 being reported, and that it is probably closer to or even above the 200 number referenced as "Company Size" on Linked In.

The Linked In service references on its website that it has a Premium Service and : "Linked In offers for those that Try Premium for free to uncover unique insights about Bentley School - Employee distribution by Department; Notable leadership additions; Employee growth rates; Trends in hiring activity".



Gordon Piper <rgpiper33@gmail.com>

Requesting The Bentley School Student Directory

2 messages

Gordon Piper <rgpiper33@gmail.com>

Wed, Dec 21, 2016 at 9:21 PM

To: Broberts@oaklandnet.com

Cc: neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>, "Leila H. Moncharsh" <101550@msn.com>

In follow-up to the information I provided earlier today in relation to questions about Bentley's student enrollment and checking to determine if Bentley has more than the 360 students allowed on the Oakland campus in view of its reporting online it has 700 total students, I was advised from one source this evening that Bentley probably has an annual student directory that would list the students' names, addresses and contact information. You or an independent investigator should be able to obtain the student directories for each campus both for last school year and this school year and could see how the 700 students breaks down by campus and by year, and to evaluate the accuracy of reports last year and this school year regarding student enrollment and whether or not the School complied with the 360 student limit established by the Planning Commission for the Oakland campus. We request this evaluation be completed as part of the necessary independent verification regarding actual student enrollment in view of the higher enrollment figure reported by Bentley on its website. Gordon and Sue Piper

Roberts, Brenda <BRoberts@oaklandnet.com>

Thu, Dec 22, 2016 at 9:18 AM

To: Gordon Piper <rgpiper33@gmail.com>

Gordon and Sue

To let you know - I have been conducting inquiries and reviews of the Bentley CUP.

I would like to contact you sometime next week to regroup. What day or time would be good for a phone call?

Brenda

Sent from my iPhone

[Quoted text hidden]

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ABOUT ▾

Employment



Bentley School is an equal opportunity employer and does not discriminate in hiring on the basis of race, gender, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability or any other basis prohibited by law. We actively seek diversity in our community.

Available Positions:

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Technology

[Educational Technology Specialist](#)

Upper School

[Upper School English Teacher](#)

[Upper School Biology and Life Sciences Teacher](#)

[Upper School Chemistry and Biology Teacher](#)

[Upper School Part-Time Biology Teacher](#)

[Upper School Math Teacher](#)

[Upper School Visual Arts Ceramics Teacher](#)

[Upper School Visual Arts Drawing and Painting Teacher](#)

[Upper School Vocal Choir Teacher](#)

Lower / Middle School

[K-8 Dance Teacher and Advisor](#)

[K-8 Counselor \(Half-Time\)](#)

[2nd Grade Teacher](#)

[4th Grade Lead Teacher](#)

[Lower School Teaching Associate](#)

[K-5 French Teacher](#)

[Substitute Middle School Mandarin Teacher](#)

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Bentley School

1 Hiller Drive
Oakland, California 94618
United States [map](#)

(510) 843-2512
(510) 845-6516 Fax
www.bentleyschool.net



**BENTLEY
SCHOOL**

Company Background & Description

Employees: 250 - 500**Industry:** K-12 Schools , Education**SIC Codes:** 8211**NAICS Codes:** 611110

Company Attributes: Uses Salesforce , Has locations in North America , 5+ engineering employees , 5+ finance employees

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing educational values and approaches, Bentley has held steady. Our belief that academic achievement is the foundation for all great educational experiences is unwavering. At the same time, Bentley retains a deep commitment to the individual student. Our ability to be flexible, to grow, expand, and develop our program as the needs of the students develop and change is a hallmark of our intelligent and thoughtful approach to academic excellence. Recently, the school has expanded its Lower School Foreign Language program, increased Middle School offerings in Fine Arts, Music, and Drama, and, in the Upper School, added a series of high-level courses including Multi-variable Calculus and AP Art History. In short, the school's commitment to provide a strong and steady academic foundation along with the faculty's dedication to a continuous refinement of curriculum creates a learning environment with the proper balance of tradition and innovation. Bentley students will find themselves both challenged and supported. Families will discover an environment where every student is known by name, where interactions between teachers and students and faculty and families are positive and supportive. At Bentley, we believe that students, whether they are in first grade or tenth grade, have the innate capability to achieve extraordinary results, and to engage in a learning process based-upon Bentley's profound belief in the potential of all students. Take a moment, then, to explore our academic web pages. I feel certain that you will be excited by our curriculum, impressed by our teachers, and touched and inspired by our students.

People

All 193 people verified

Management Level

C-Level (3)
Director (28)
Non-Manager (15)

Job Function

Engineering & Technical (9)
Finance (5)
General Management (2)
Human Resources (1)
Marketing (1)
Operations (4)
Sales (1)
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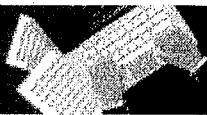
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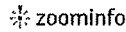
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Description

Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing educational values and approaches, Bentley has held steady. Our belief that academic achievement is the foundation for all great educational experiences is unwavering. At the same time, Bent... more

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Industries

K-12 Schools



Ondine Young

500+ connections

Lamonicaensemble.com and more
Richmond, California | Music

Current La monica, Self-employed, SFGC
Education University of Southern California

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Your colleagues, classmates, and 400 million other professionals are on LinkedIn.

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Summary

Bios for Ondine sfcv.org, Crowden.org, Bentleyschool.net, americanbach.org, lamonicaensemble.com, sacramentobaroque.org

ONDINE YOUNG (violin/viola) is currently music director at San Francisco Girls Chorus, Crowden/CCMC, Faith Lutheran, JAMS and other local institutions; and has recently been music director, chamber-music coach and musicianship instructor at Bentley, Oakland School for the Arts and a conductor for the San Francisco Boys' Chorus. Previously, she headed the choral program at the University of San Diego. Ondine completed a doctoral degree at the University of Southern California, studying Choral Conducting and Early Music Performance. She received both her Bachelor and Master of Arts degrees from the University of Santa Cruz, and did graduate work at the University of California at Santa Barbara. Ondine performs with various ensembles including La Monica, American Bach Soloists, Philharmonia Baroque, Musica Angelica, Sacramento Baroque Soloists, the California Bach Society, Hollywood Chamber Orchestra, and at festivals in Berkeley, Boston, Amherst, Santa Cruz, Aspen and Abbaye-aux-Dames (France). She has recorded for Musical Heritage Society, Albany Records & Focus among other labels. Ondine (Lamonicaensemble.com) is a Berkeley native, and lives in wildcat canyon with her children Talia (oakarts.org) and Liam (pacificboychoir.org); they all love to perform together when possible with



Crystal Pascucci

319 connections

Cellist at Eclecta Quartet
Oakland, California | Music

Current Eclecta Quartet, Bentley School, Tiny Telephone
Education Mills College

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Experience

Cellist

Eclecta Quartet

January 2015 – Present (1 year 11 months) | San Francisco Bay Area

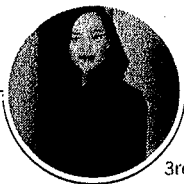
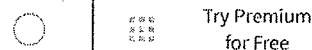
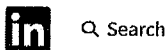
Cello Teacher

Bentley School

July 2013 – Present (3 years 5 months)



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Ondine Young

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Bios for Ondine sfcv.org, Crowden.org, Bentleyschool.net, americanbach.org, lamonicaensemble.com, sacramentobaroque.org **ONDINE YOUNG** (violin/viola) is currently music director at San Francisco Girls C... [See more](#)

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Ondine's Profile

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Ondine's Activity

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Ondine liked



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Las Vegas Philharmonic, choirs combine this weekend to explore music old and new
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This beautifully decorated 1900's German viola will be added to our online catalog in a few days...
Ondine liked

Cost of security for Trump Tower: \$183 million/year Budget for National Endowment Arts/Humanities...
Ondine commented

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Creator of The WholeHearted Musician



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michael conran • 3rd

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Songwriter,DeeJay in a virtual world Reiki

Freya Seeburger • 3rd
Cellist | Artistic Director | Educational Artist Enabler

Mary Anne Valch
Professor of Mathematics at Solano College, SF North Bay Area

Claudia Duarte
Administrator

Chris Hickey
Graphic Designer To The Stars..

Sarah Koenig Wagner
Photographer / Writer / Fundraiser

Experience

www.lamonicaensemble.com
La monica

Lamonicaensemble.com
Self-employed
Jun 2016 - Present • 11 mos • USA

San Francisco Girls Chorus
SFGC
Jan 2016 - Present • 1 yr 4 mos • San Francisco Bay Area

Lamonicaensemble.com
Self-employed
Jan 1997 - Present • 20 yrs 4 mos • Usa

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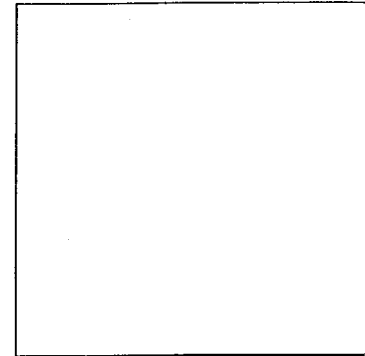
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Education

University of Southern California

Doctorate in musical arts, Choral/historical performance practice (violin/viola)

1997 - 2005



Ondine Young

Level I Director and Community Engagement Coordinator

Ondine Young holds a doctoral degree in choral conducting and early music performance from the University of Southern California, and also studied at UC Santa Cruz and UC Santa Barbara. Dr. Young has worked as a music director at The Crowden School, Faith Lutheran Church, Marin School of the Arts, Bentley School, Oakland School for the Arts, the San Francisco Boys Chorus, and University of San Diego. Previously, she headed the choral program at the University of San Diego.

Ondine performs with various ensembles including Hollywood Chamber Orchestra, La Monica, American Bach Soloists, Philharmonia Baroque, Musica Angelica, Sacramento Baroque Soloists, the California Bach Society and at festivals in Berkeley, Boston, Amherst, Santa Cruz, Aspen and Abbaye-aux-Dames (France). She has recorded for Musical Heritage Society, Albany Records & Focus among other labels.

Ondine is a Berkeley native, and lives with her children Talia and Liam; they all love to perform together when possible with their cellist father, William Skeen.

Calendar

April 2017

S	M	T	W	T	F	S
						<u>1</u>
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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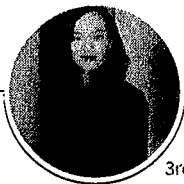
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ONDINE YOUNG (violin/viola) is currently music director at San Francisco Girls Chorus, Crowden/CCMC, Faith Lutheran, JAMS and other local institutions; and has recently been music director, chamber-music coach and musicianship instructor at Bentley, Oakland School for the Arts and a conductor for the San Francisco Boys' Chorus. Previously, she headed the choral program at the University of San Diego. Ondine completed a doctoral degree at the University of Southern California, studying Choral Conducting and Early Music Performance. She received both her Bachelor and Master of Arts degrees from the University of Santa Cruz, and did graduate work at the University of California at Santa Barbara. Ondine performs with various ensembles including La Monica, American Bach Soloists, Philharmonia Baroque, Musica Angelica, Sacramento Baroque Soloists, the California Bach Society, Hollywood Chamber Orchestra, and at festivals in Berkeley, Boston, Amherst, Santa Cruz, Aspen and Abbaye-aux-Dames (France). She has recorded for Musical Heritage Society, Albany Records & Focus among other labels. Ondine (Lamonicaensemble.com) is a Berkeley native, and lives in wildcat canyon with her children Talia (oakarts.org) and Liam (pacificboychoir.org); they all love to perform together when possible with their cellist father, William Skeen (newesterhazy.org) with kairosyouthchoir.org and other events. See less

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Ondine's Profile

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Cellist | Artistic Director | Educational Artist Enabler



Mary Anne Valch
Professor of Mathematics at Sol College, SF North Bay Area



Claudia Duarte
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Ondine commented

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Experience



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San Francisco Girls Chorus

SFGC

Jan 2016 – Present • 1 yr 4 mos • San Francisco Bay Area

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Self-employed

Jan 1997 – Present • 20 yrs 4 mos • Usa

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Musician/educator

Self-employed

Sep 1990 – Present • 26 yrs 8 mos • United States

Hug

Music Teacher

Self-employed

Jul 1989 – Present • 27 yrs 10 mos • United States

See more

Violin, viola, conductor, educator

Self-employed

Apr 1989 – Present • 28 yrs 1 mo • United States

Musician/teacher

Self-employed

Jan 1989 – Present • 28 yrs 4 mos • United States

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Education



University of Southern California

Doctorate in musical arts, Choral/historical performance practice (violin/viola)

1997 – 2005

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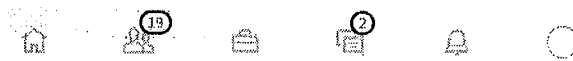
24,238,910 followers

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Leader, CEO Practice at Spencer Stuart and
Author, The Career Playbook
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Head of School

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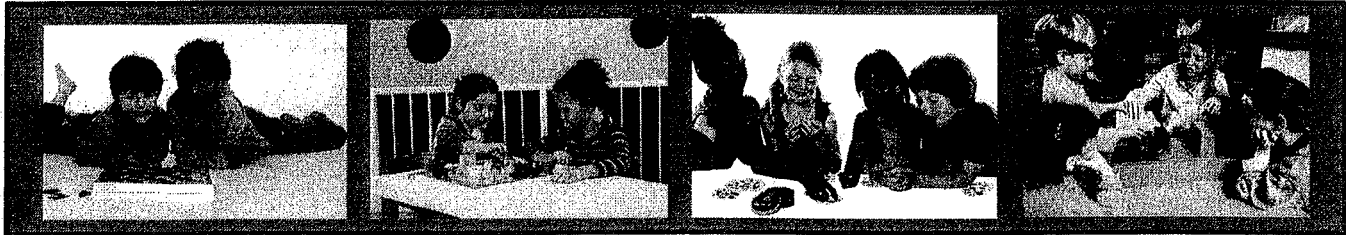


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Level-up Global Web Designers Grades 6-8 3:35 - 4:45 p.m. Room: Media Lab	Taro's Origami Grades 1-3 3:10- 4:10 p.m. Room: TBA			
Social Grades Grades 4-5 3:45 - 4:45 p.m. Room: TBA		Today's Future Sound Grades 4-5 3:30-5:30 p.m. Room: Media Lab	Creative Writing Grades 3-6 3:40- 5:10 p.m. Room: TBA	Level-up Global Doctors Doctors DNA Grades 3-5 2:15 - 3:05 p.m. Room: Media Lab
Math Lab Grades 4-5 4:00 - 5:00 p.m. Room: TBA				
	Today's Future Sound Grades 6-8 3:45-4:45 p.m. Room: Media Lab	Chess Grades 1-8 Level A/B 3:35 - 4:35 p.m. Room: TBA		Playwell-Architecture Grades 2-5 2:30 - 4:00 p.m. Room: TBA
		Math Lab Grades K-1 4:00 - 5:00 p.m. Room: TBA		
		Math Lab Grades 2-3 4:00 - 5:00 p.m. Room: TBA		

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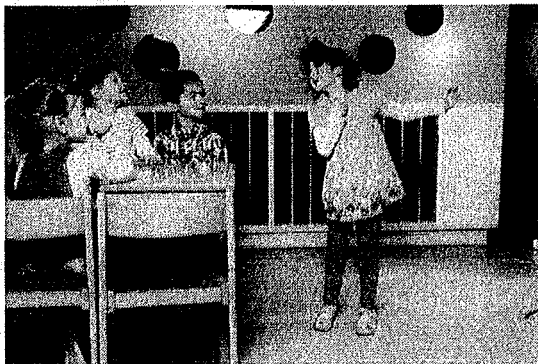
Sept. 19, Sept. 26, Oct. 3, Oct. 17,
Oct. 24, Oct. 31, Nov. 7, Nov. 14, Nov. 28
(no class Oct. 10 or Nov. 21)

9 sessions

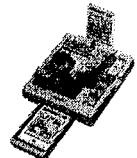
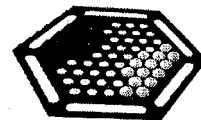
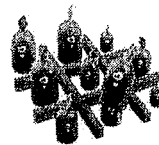
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Elliot Gann, Psy.D.

Executive Director, Licensed Psychologist and Music Producer/DJ at Today's Future Sound

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San Francisco Bay Area • 500+ &

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My goal is to use music production and DJ'ing, specifically Hip Hop and Electronic music, as a therapeutic and educational intervention to help under-served and resource-deprived youth to express themselves and gain n...

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To anyone who loves the written and spoken word, especially when it comes from young pe...
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I will be co-presenting on Socioemotional/Therapeutic and Educational Applications of Hip ...
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Free workshop/presentation I am doing at NYU/Silver School of Social Work, Wednesday, A...
Elliot shared

Last week I had the pleasure of co-presenting with my collaborator Raphael Travis Jr. at SXS...
Elliot shared

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Founder at SITT Life

Brady Hahn • 3rd
Content Curator, Experience Design, Growth Facilitator

Amy Gruenhut • 3rd
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Stacey Neil, MA, LMFT, CPT
Psychotherapist/Clinical Supervisor/Writer in private practice
Los Gatos, CA

Razia Iqbal, PsyD • 3rd
Clinical Psychologist /Founder of Bridges Family Care

Boyuan Gao • 3rd
Co-founder || Partner at Project

Anthony Krumeich • 3rd
Exploring the adjacent possible

Tami Romriell, MBA
Administrative Assistant at Idaho Department of Corrections

Shereen A. Mohsen, Psy.D.
Clinical Psychologist

Experience

Director, Founder and Lead Instructor

Today's Future Sound

Mar 2012 – Present • 5 yrs • Oakland, CA

Direct programming and workshops in music production and performance at public schools and community settings.

Currently I teach with Today's Future Sound in Oakland, San Francisco, Hayward and Martinez Unified School Districts (both in-school and after school) in over 20 schools in the San Francisco Bay Area as well as nationally and internationally. Since January, 2015 I have taught and consulted in Canada, Australia, Africa, Asia, and South America. I provide professional development and training in culturally responsive pedagogy and mental health interventions for youth, using Hip Hop culture and beat making/music production.

Media (1)

Messaging

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Today's Future Sound and Councilman Melvin Priester, Jr. (Ward 2) in the News in Jackson, MS

See less ^

Independent Contractor

Bay Area Community Resources
Oct 2013 – Present • 4 yrs • Oakland, California

See description v

Consultant

NYC Department of Education
Sep 2016 – Oct 2016 • 2 mos • Mott Haven Community High School

See description v

Consultant/Teaching Artist

Alameda County Office of Education
Jun 2016 • 1 mo • San Leandro, California

See description v

Consultant

Bronx Compass H.S. NYC BOE
Jun 2016 • 1 mo • Bronx, New York

See description v

See more positions v

Education

The Wright Institute

Psy.D., Clinical Psychology
2004 – 2010

Studied Clinical Psychology, specializing in Children and Adolescents. Dissertation on Therapeutic Hip Hop Activity Groups with At-Risk Youth.

See less ^

UC Santa Barbara

Bachelor of Arts (B.A.), Psychology
1999 – 2003

See description v

Volunteer Experience

Lead instructor, supervisor, coordinator and school liason

Today's Future Sound/West Oakland Middle School

Apr 2012 – Present • 5 yrs

Education

Messaging

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3rd

Elliot Gann, Psy.D.

Executive Director, Licensed Psychologist and Music Producer/DJ at Today's Future Sound

Today's Future Sound • The Wright Institute
San Francisco Bay Area • 500+

Send InMail

Connect

My goal is to use music production and DJ'ing, specifically Hip Hop and Electronic music, as a therapeutic and educational intervention to help under-served and resource-deprived youth to express themselves and gain new s...

See more

Contact and Personal Info

Elliot's Profile, Websites, and Twitter

Show more

Ads You May Be Interested In



USGBC Needs you!
Sustainability and green building leaders come together here. Join today



The e-Learning Revolution
Your training is outdated. Let's fix it. Here is \$500 to get you started.



Associated Services
Need coffee service at work? Pay us to work in your office.

Elliot's Activity

886 followers

+ Follow



Next Monday, April 3rd, I will be presenting at the NYU Silver Social Justice and Diversity Gra...
Elliot liked



To anyone who loves the written and spoken word, especially when it comes from young pe...
Elliot liked



I will be co-presenting on Socioemotional/Therapeutic and Educational Applications of Hip ...
Elliot shared



Has thought leadership been on your mind? Free webinar THIS WEDNESDAY, sign up today! h...
Elliot liked



Free workshop/presentation I am doing at NYU/Silver School of Social Work, Wednesday, A...
Elliot shared



Last week I had the pleasure of co-presenting with my collaborator Raphael Travis Jr. at SXS...
Elliot shared

See all activity

People Also Viewed



Catrina Armendariz • 3rd
Founder at SITT Life



Brady Hahn • 3rd
Content Curator, Experience Design, Growth Facilitator



Amy Gruenhut • 3rd
Skincare Brand Manager



Stacey Neil, MA, LMFT, CPT
Psychotherapist/Clinical Supervisor/Writer in private practice
Los Gatos, CA

Razia Iqbal, PsyD • 3rd
Clinical Psychologist /Founder of Bridges Family Care

Boyuan Gao • 3rd
Co-founder || Partner at Project

Anthony Krumeich • 3rd
Exploring the adjacent possible

Tami Romriell, MBA
Administrative Assistant at Idaho Department of Corrections

Shereen A. Mohsen, Psy.D.
Clinical Psychologist

Experience

Director, Founder and Lead Instructor

Today's Future Sound

Mar 2012 – Present • 5 yrs • Oakland, CA

Direct programming and workshops in music production and performance at public schools and community settings.

Currently I teach with Today's Future Sound in Oakland, San Francisco, Hayward and Martinez Unified School Districts (both in-school and after school) in over 20 schools in the San Francisco Bay Area as well as nationally and internationally. Since January, 2015 I have taught and consulted in Canada, Australia, Africa, Asia, and South America. I provide professional development and training in culturally responsive pedagogy and mental health interventions for youth, using Hip Hop culture and beat making/music production.

Media (1)

Messaging

3rd

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Q Search



Try Premium for Free

Today's Future Sound and Councilman Melvin Priester, Jr. (Ward 2) in the News in Jackson, MS

See less ^

Independent Contractor

Bay Area Community Resources
Oct 2013 – Present • 4 yrs • Oakland, California

See description v

Consultant

NYC Department of Education
Sep 2016 – Oct 2016 • 2 mos • Mott Haven Community High School

See description v

Consultant/Teaching Artist

Alameda County Office of Education
Jun 2016 • 1 mo • San Leandro, California

See description v

Consultant

Bronx Compass H.S. NYC BOE
Jun 2016 • 1 mo • Bronx, New York

See description v

See more positions v

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Psy.D., Clinical Psychology
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See less ^

UC Santa Barbara

Bachelor of Arts (B.A.), Psychology
1999 – 2003

See description v

Volunteer Experience

Lead instructor, supervisor, coordinator and school liason

Today's Future Sound/West Oakland Middle School
Apr 2012 – Present • 5 yrs
Education

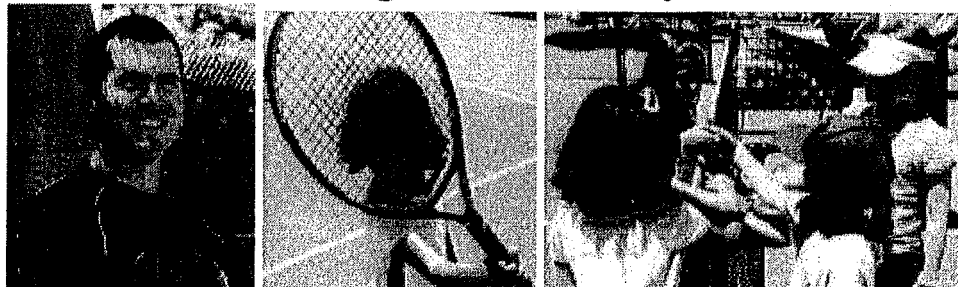
Messaging

After-School Tennis Classes at the Bentley School



Fall: September 13th - November 15th

We bring the Court to you!!



Tennis Director, William Higgins

We bring the court to you! Learn how to play tennis on a smaller 36ft court with a slightly larger, slow-bouncing ball developed by the United States Tennis Association that makes it easy to rally and play right away. During every class children learn stroke fundamentals including: forehands, backhands, and the basics of rallying. Then they incorporate what they have learned into games like "Feed the Monkeys", "Skyball", and "Castle".

All Children earn Medals!!

Our program, children earn medals by demonstrating their stroke and playing skills. Just like belts in Karate, every time a child earns a Medal it builds their confidence and self-esteem.

Kindergarten-1st & 2nd-3rd Grade- Beginner to Adv. Beginner

For beginners or players with little to some tennis experience. Players will work on earning their Purple, Blue, and Red I medals. Players learn how to play using a larger 75% reduced speed ball and smaller 36 foot court. Players at this level are ready to learn stroke basics, participate in on-court fun games and begin to fall in love with the sport.

Kindergarten- 1st Grade	Tuesdays 2:45-3:45		
Fall: Sept 13th - Nov 15th	1 Hour	10 weeks	\$258

(Class fee, payable through online registration only)
(We go indoors if Rain, and have an incredible indoor curriculum)

2nd-3rd Grade	Tuesdays 3:45-4:45		
Fall: Sept 13th - Nov 15th	1 hour	10 weeks	\$258

(Class fee, payable through online registration only)
(We go indoors if Rain, and have an incredible indoor curriculum)

Class fee cannot be prorated. Location: On the Outdoor Basketball Courts
Makeup classes are not offered for student absences.
Min 5 students, Max 8

Classes taught by Higgins Tennis certified pros. Over 500 children a week participate in Higgins tennis programs at such schools and facilities as St. Hillarys in Tiburon, St. Marks in San Rafael, Marin Country Day School, Belvedere-Tiburon Recreation, and Strawberry Recreation District. Company owner, William Higgins, ran the largest junior tennis center in the world, the Barnes Tennis Center in San Diego. William is originally from Austin, Texas where he was a top-ranked Open player and later played on the ATP professional tour.

Register Online: www.bentleyschool.net/afterschool Deadline to Register is Friday September 9th, 2016



SARAH SHAFFER
21525 KNOLL WAY
CASTRO VALLEY
CA 94546

TEL (510) 581-3739
FAX (510) 581-6144
www.sarahscience.com
info@sarahscience.com



Parent's Press 2016:
Best After School
Enrichment Program

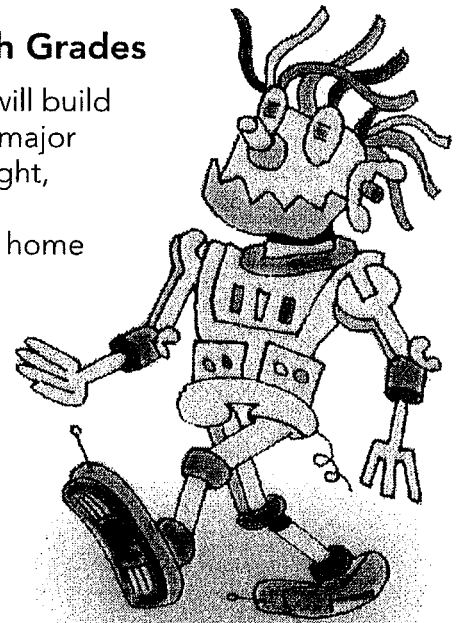


Bay Area Parent 2016
Best Math & Science
Support Program

TOYOLOGY: SCIENCE THROUGH TOYS

Bentley School
After-School Science Program: K-4th Grades

In these exciting hands-on science classes we will build a variety of toys and use them to demonstrate major scientific concepts such as energy, electricity, light, gravity, motion, friction, magnetism and simple machines. Each student will construct and take home a science toy in every class. The classes will be taught by our award-winning staff.



Each student will make and take home:

- Electric Ring Toss Game
- Twirling Tube Car
- Bounce Back Robot
- Solar Powered Mini Tin Can Robot
- And more . . .

When: Tuesdays – Sept. 13, 20, 27; Oct. 4, 11, 18, 25; Nov. 1, 8, 15

Time: 3:30 – 4:30pm

Where: To Be Announced

Fee: \$300 for 10 classes
(Fee includes all materials)

Fall Session
All New Projects!

Please note: Class must have a minimum of 15 students and a maximum of 25 students. Class fees cannot be prorated. Makeup classes are not offered for student absences. Class fee is payable through online registration only.

To register, visit www.bentleyschool.net/afterschool
Registration ends September 9th.

ABOUT SARAH'S SCIENCE

Sarah's Science was founded in 1987 by Sarah Shaffer to provide a unique and exciting approach to learning about the wonderful world of science and nature.

Our philosophy is that children learn best by doing. All of our programs feature hands-on projects built by each child to engage and delight them while making it easy to understand even complex science concepts. Our programs include camps during most school breaks (Summer, Spring, Winter, and Thanksgiving Break) as well as Saturday and evening workshops throughout the year.

We're looking forward to bringing our after school enrichment program to your school this semester!

For more information call (510) 581-3739 or visit www.sarahscience.com

MUSIC PRODUCTION & DJ'ING CLASSES



Today's Future Sound's Beat Making/Music Production is a hands-on class that will culminate in a final student album compilation. Students will learn how to make their own Hip Hop, EDM (Dubstep, electro, house, etc.), and Rock tracks from scratch on various hardware and software platforms. Students will learn some basic music theory, history, and recording techniques (recording vocals, instruments), and will have access to DJ'ing, beat making and recording equipment. No musical training or experience is necessary. Students will help design/conceptualize the album artwork which is then rendered by a professional graphic designer and posted for free download. TFS staff includes professional teaching artists who range in skills sets from producers/composers (including app developers) to sound engineers to professional DJ's to multi-instrumentalist Berklee College of Music alum who include fundamentals of musical instruments and theory.

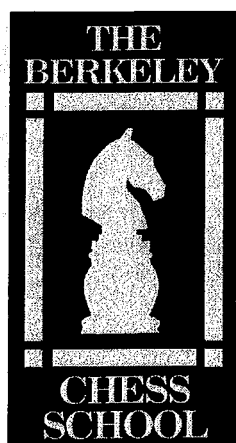
Tuesdays 3:45-5:45pm for middle school (6-8), 3:30-5:30pm on Wednesdays for 4th and 5th graders Start date Sept 13th for 6th-8th graders, Sept 14th for 4th and 5th grade, and November 15th /November 16th end dates, respectively.

Dates of classes are as follows: Tuesdays (middle school) : Sept 13th, 20th, 27th, Oct 4th, 11th, 18th, 25th, Nov 1st, 8th, 15th

Wednesdays: (4th & 5th): Sept 14th, 21st, 28th, Oct 5th, 12th, 19th, 26th, Nov 2nd, 9th, 16th

\$300 for 10 weeks, class fee payable through online registration only, class cannot be prorated, make up classes are not offered for student absences. Minimum enrollment 2 students per class, ratio is typically one instructor to three students, max 12 students. Link to register for classes: www.bentleyschool.net/afterschool
Deadline to register for classes: Friday, *September 9th, 2016*

For more examples of TFS' work visit our website at <http://todaysfuturesound.org>



Chess at Bentley School

Dates: Wednesdays, September 14 to November 16, 2016
Time: Grades K – 1, 2:45-3:45
Grades 2 – 8, 3:35-4:35
Location: TBA
Tuition: \$180 for the 10-week session

Chess is fun and can be learned quickly and easily! Studies have found that chess helps improve test results in reading, science, and math, and produces growth in critical cognitive skills. Beyond academia, chess influences social behavior including self esteem, respect for others, patience, and good sportsmanship. And did we mention: **it's FUN!**

Boards and sets are provided for our classes. The minimum class size is 10; maximum is 20. Enrollments are accepted in the order received. Sorry, pro-rating is not possible for late registrations and we cannot offer makeup classes for student absences.

The Berkeley Chess School is a nonprofit organization offering chess instruction from kindergarten through high school since 1982. Over the years our students have won many state championships and several have gone on to become National Masters, FIDE Masters, International Masters, and International Grandmasters. Berkeleychessschool.org

***Please note: We cannot pro-rate, make refunds, or give makeup classes for student absences. ***

Class fee, payable through online registration only.

Please go to <http://www.bentleyschool.net/afterschool>



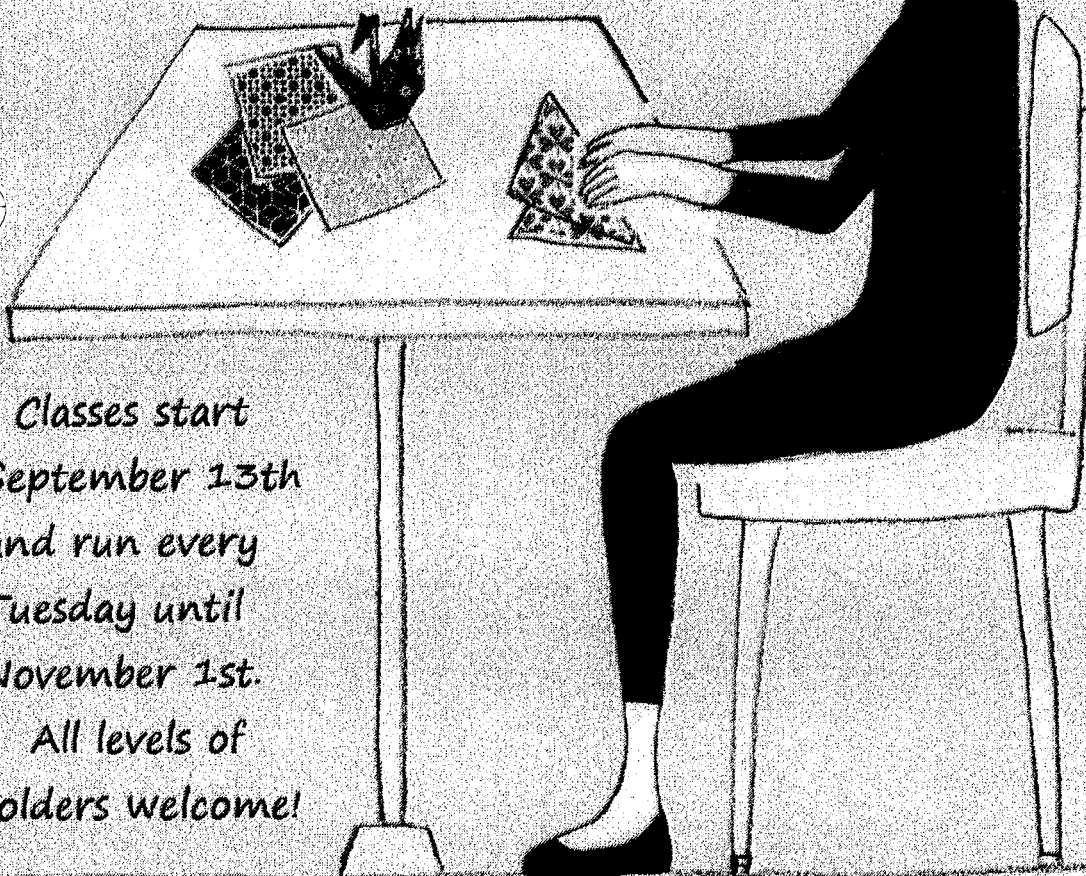


taro's origami studio

Origami Classes @ Bentley School

Grades 1-3

Tuesdays from 3:10-4:10
max of only 10 students



Classes start
September 13th
and run every
Tuesday until
November 1st.
All levels of
folders welcome!

Dedicated to
teaching and
promoting
origami, it is
our mission to
make the
ancient art
accessible
and help
folders
establish a
strong
foundation
for becoming
independant
learners and
folders for life.

240\$ / 8 Weeks of Origami Classes

Please Register at www.bentleyschool.net/afterschool The deadline for registration is Friday Sept. 9th. Class fees cannot be prorated, makeup classes not offered for student absences, and the class fee is payable through online registration only.

Bentley Math Circle

Mathematics is a beautiful and foundational human endeavor, with deep connections to science, arts, and the humanities. For this reason, no time spent learning and exploring mathematics can be said to be a waste: these efforts are immediately applicable to our future intellectual voyages.

In this 10-week program, Bentley 4-8th graders who enjoy mathematics are invited to explore interesting and challenging enrichment problems in geometry, number theory, and algebra. In the model of any proper Math Circle, we will attempt to introduce lessons from mathematical professionals around the Bay.

The cost will be **\$250 per student** for the entire program, taking place on Wednesdays from 3:25 to 4:25 (4th-5th graders) and 4:30 to 5:30 (6th-8th graders) on the Bentley Lower School Campus from September 12th through November 16th, 2016.

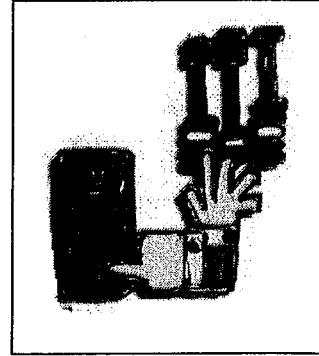
Please note:

- ⇒ Classes will comprise between 8 and 20 students.
- ⇒ The class fee cannot be prorated, nor can makeup classes be offered for student absences.
- ⇒ The registration deadline is Friday, September 9th, 2016.
- ⇒ Registration must be completed online at www.bentleyschool.net/afterschool

If you are a professional working in mathematics or the sciences who would be interested in teaching a session in your area of interest to mathematically-oriented youngsters, please do send a note to e.wilson-egolf@protonmail.com with your name, background, and availability.

Math Lab at Bentley School

The goal of the Afterschool Math Lab is to help students strengthen their Number Sense skills by providing meaningful practice through games, puzzles, and hands-on activities that motivate and engage students. Activities will help students reinforce their understanding of the underlying structure of numbers, number relationships and operations, and encourage skill development as well as thinking and reasoning.



- Dates: Mondays, September 12th to November 14th (Grades 4-5)
Wednesdays, September 14th to November 16th (Grades K-1)
(Grades 2-3)
- Time: 4:00 - 5:00 (Grades K-1, 2-3 and 4-5)
- Location: TBA
- Tuition: \$250 for the 9-week session (Grades K-1, 2-3 and 4-5)

No Class Monday, October 10th for School Holiday

***Class fees cannot be prorated**

***Make up classes not offered for student absences**

***Class fee, payable through online registration only**

***Space limited to 10 students**

Sign up today at: www.bentleyschool.net/afterschool

Registration deadline is September 9th, 2016

MARTIAL ARTS COURSES
KINDERGARTEN, GRADES 1-3, & GRADES 4-8
FALL SESSION 2016

DAY: Fridays – 9/16, 9/23, 9/30, 10/7, 10/21, 11/4, 11/11 and 11/18.
(No classes will be held on 10/14 or 10/28.)

TIMES: Kindergarten 1:15-2:00
Grades 1-3 2:15-3:00
Grades 4-8 3:00-3:45

LESSONS: 8

LOCATION: Meadows Auditorium

COURSE FEE: \$200

COURSE DESCRIPTION: Our martial arts course features the art of kenpo karate, with supplemental material derived from a variety of other martial arts disciplines. This instructional program is designed to promote physical, mental, and social development through a regimen of self-defense education and training. In addition to their study of defensive principles and techniques, students will perform exercises designed to promote flexibility, strength, agility, and endurance. As students refine basic skills, they will be introduced to a variety of defensive maneuvers, traditional kata movement patterns, and sparring drills.

Students will be expected to wear clothing that permits the proficient and safe execution of basic martial arts techniques. Our specially designed class t-shirt or a black karate uniform top should be worn along with an appropriately colored belt. Karate uniform pants are not required. (New students will be provided with class t-shirts and white belts, which should be ready for the first class session. Additional t-shirts and belts are available for purchase.)

Our kindergarten through third grade classes are taught by talented black belt instructors from Pallen's Martial Arts of San Leandro and our class for fourth through eighth grade is taught by Mr. Schaufele, an eighth degree black belt.

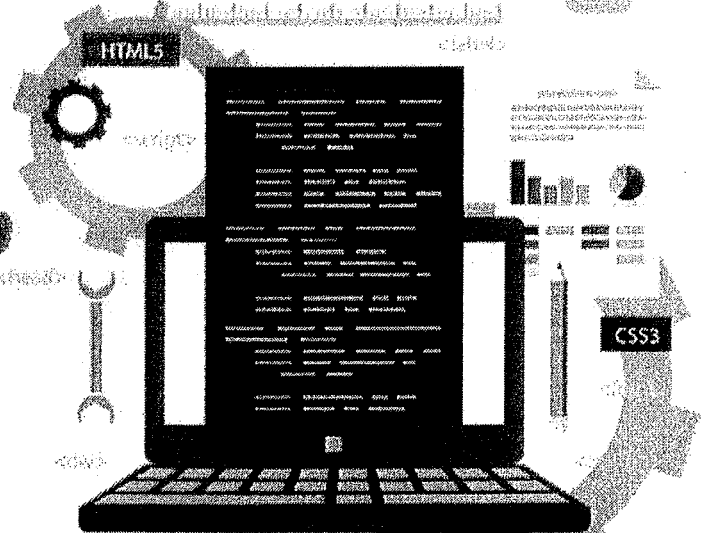
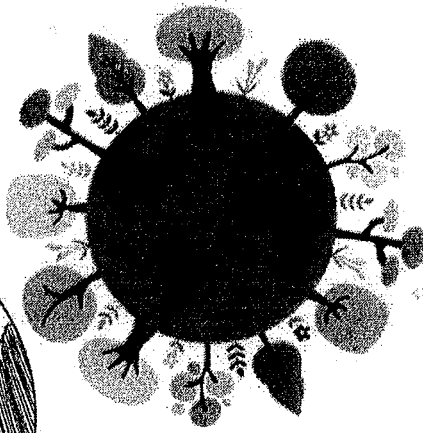
ENROLLMENT: Kindergarten and Grades 1-3 – Minimum 5, Maximum 15
Grades 4-8 – Minimum 3, Maximum 15

If you are interested in having your child join the winter/spring session of our after-school martial arts course, please sign up online using the following link: www.bentleyschool.net/afterschool. The registration deadline is Friday, September 9.

The course fee of \$200 is payable through online registration only. All enrichment class fees must be paid in full and may not be prorated. No make-up lessons are offered for students who are absent from class.



LEARN ABOUT HTML / CSS, CLIMATE CHANGE,
AND MAKE A WEBSITE!



SIGN UP NOW FOR

Global
Web Designers

&

make a
G.F.F!
Global Friend Forever

HTML / CSS + GLOBAL CLIMATE CHANGE + GLOBAL PERSPECTIVE



Students team up with a global partner from a developing country to design and create a website focused on solutions to global climate change using cutting-edge web design tools such as HTML, CSS, and JavaScript.

DETAILS

Grade: 6-8th Grade

Time: 3:35 - 4:25 p.m.

Price: \$244

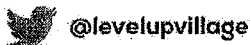
Dates: 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31, 11/7, 11/14

[Level Up Village Video- Learn More](#)

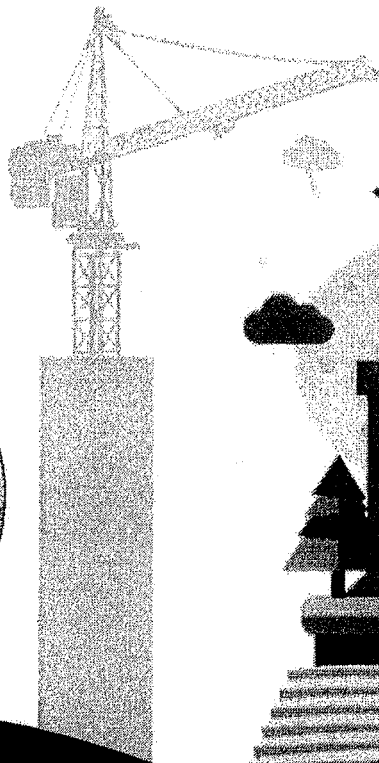
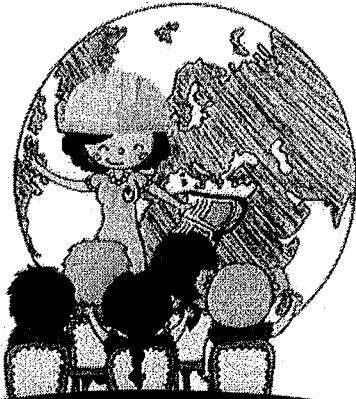
*Class fee, payable through online registration only.

Register for classes: www.bentleyschool.net/afterschool

FIND US ON



class fee cannot be prorated, makeup classes not offered for student absences.



SIGN UP NOW FOR

**Global
Storybook
Engineers**

&

make a
G.F.F.!

Global Friend Forever

LITERACY + ENGINEERING + GLOBAL CITIZENSHIP



An innovative exploration of engineering for our youngest students through the lens of folk tales, stories and myths from different cultures while exploring how they can "rescue" their storybook heroes by building spaghetti towers (using materials such as noodles and marshmallows), boats, Brush-Bots and more!

DETAILS

Grade: K-1

Time: 3:35 - 4:25 p.m.

Price: \$275

Dates: 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31, 11/7, 11/14

[Level Up Village Video- Learn More](#)

*Class fee, payable through online registration only.

Register for classes: www.bentleyschool.net/afterschool

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class fee cannot be prorated, makeup classes not offered for student absences.

SIGN UP NOW FOR



Global Doctors: DNA &

- › WORLD HEALTH
- › GENETICS
- › GLOBAL CITIZENSHIP

make a
G.F.F!

Global Friend Forever



Learn to crack the code of life and learn all about genetics through a variety of hands-on activities such as extracting DNA from strawberries and building models of the double helix using twizzlers and gummies. Together with their global partners, students explore whether genetics or environment has a greater impact on leading a healthy life and present their findings.

DETAILS

Grade: 3 - 5

Time: 2:15 - 3:15 p.m.

Price: \$306

Dates: 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/4, 11/11, 11/18

[Level Up Village Video- Learn More](#)

*Class fee, payable through online registration only.

Register for classes: www.bentleyschool.net/afterschool

FIND US ON



/levelupvillage



@levelupvillage



@levelupvillage

class fee cannot be prorated, makeup classes not offered for student absences.



Exploring Strings

beginning violin and cello students

Exploring Strings is a class designed to introduce playing a string instrument to beginning students. Instruments will be provided and the students will get a chance to learn basic technique and have fun playing with other students. The class is taught by Beth Kim, 1st grade TA and cellist.

Day/Time: Fridays, 3:00 - 4:00

9 sessions: Begins Sept. 16, Ends Nov 18
NO CLASS on Oct. 14

Ages: All are welcome, grades K-3 particularly

Price: \$250 per student

Other: The fee for this class cannot be pro-rated and make-up classes are not offered in case of absence. Fees are payable through online registration only at www.bentleyschool.net/afterschool. Deadline to register: September 9, 2016

Writing Games - Forbidden Island

Grades 3 - 6

10 Thursdays, Sept. 15 - Nov. 17
3:40 - 5:10

(1 $\frac{1}{2}$ hrs. allows time to write, read aloud AND play the game)

The best way to acquire writing fluency and skill is to write. Using the cooperative board game "Forbidden Island" as inspiration, students write narrative, descriptions and dialogue, as their characters find the treasure and escape the flooding island!

Group is limited to 8 participants, with a minimum of 4.

Instructor Heather MacLeod teaches 3rd-4th grade creative writing at UC Berkeley's Academic Talent Development Program.

Cost: \$250 for 10 sessions

(Class fee cannot be prorated and makeup classes are not offered for student absences. Fee is payable through online registration only.)

Register at www.bentleyschool.net/afterschool

Deadline to register: Friday, September 9th, 2016

AFTERSCHOOL



COOKING CLASSES

Looking for creative, food-minded individuals that want to learn about food science and creative cooking techniques...



We will be exploring different cooking ideas and techniques. We will cook, ferment, pickle, prep and explore different aspects of the culinary world. Classes will range from meal prep for later completion at home to in-class experimentation with an emphasis on creativity and relating STEM concepts into the kitchen

Details:

- The class will meet on Thursdays at 3:30PM except on dates where school is not in session
- The start date is September 15th 2016 and last day is November 17, 2016
- There will be approximately 9 class sessions offered
- Class will not meet on 10/10/16 and 10/14/16
- Classes will be offered to 3rd – 5th grade students
- Instructor is Jarrod Jayne, Owner of Kitchen Workshops
- Class minimum: **4 Students**, Class maximum: **10 students**
- Class fees can not be prorated
- Make up classes are not offered for student absences
- Class fee, payable by online registration only will be **\$265.00**

REGISTER ONLINE: www.bentleyschool.net/afterschool Deadline to register: Sept. 9



Code Ninjaz

Computer Science Enrichment

Our 10 - week Program:

- 10 - 60 minute classes: \$315
- Students will learn:




- Fundamentals of logical programming with Ed Tech Tools such as: Robots & Coding Board Games
- The languages of CSS, HTML & Javascript through Daily Ninja Scroll Challenges & Web-site development

- Dojo dates: Every Thur.: Sep. 15, 2016 - Nov. 17, 2016
 - Session 1: 2:50 - 3:50 (K - 1) Intro to Coding
 - Session 2: 4:00 - 5:00 (3 - 5) Continuing/New Students
- Class size ranges from 8 - 12 students, (K - 1) and (3 - 5)

*Class fees cannot be prorated

*Make up classes not offered for student absences

*Class fee, payable through online registration only



Sign up today at: www.bentleyschool.net/afterschool
Registration deadline is September 9th, 2016



Pre-Engineering using Lego® at Bentley (Grades K-1st)

Let your imagination run wild with tens of thousands of LEGO®! Build engineer-designed projects such as boats, bridges, mazes and motorized cars, and use special pieces to create your own unique design! Explore the endless creative possibilities of the LEGO® building system with the guidance of an experienced Play-Well instructor.

Fridays, 9/16 - 11/18

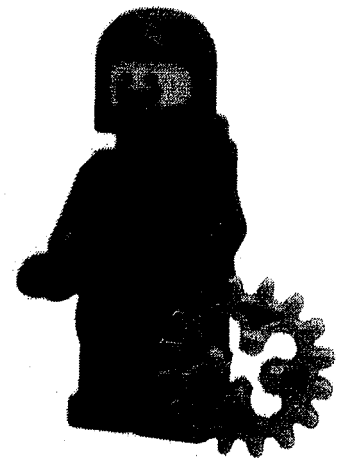
No Class: 11/11 | Time: 1:00PM - 2:15PM | Location: Room onsite TBD
 Course Fee: \$222.00 | Number of Sessions: 9 | Min. 11 - Max. 16

** Please note: class fee cannot be prorated, makeup classes not offered for student absences, and Class fee is payable through online registration only. **

Register at www.bentleyschool.net/afterschool

Deadline to register for classes is Friday, September 9th, 2016

Learn more at www.play-well.org.



Kids are already naturally gifted creators. They dive into our massive collections of LEGO®. And while they build elaborate objects they explore fundamentals principles of engineering and physics. They also learn to collaborate and create without fear of mistakes. The experience is joyful, the impact long lasting.

LEGO, the LEGO logo and the brick and hole configurations are trademarks of the LEGO Group. © 2016 The LEGO Group. Please visit www.lego.com for more information.



Architecture using Lego® at Bentley (Grades 2nd-5th)

Explore great works of architecture through LEGO! Collaborate in small groups to build grand structures such as the Colosseum in Rome, the Eiffel Tower in Paris, the tree houses of Papua New Guinea, and the To-ji Temple in Japan. Step into history to fill out the environment, culture, and surroundings of these amazing landmarks. Teamwork and creativity will take “high culture” to the next level!

Fridays, 9/16 - 11/18

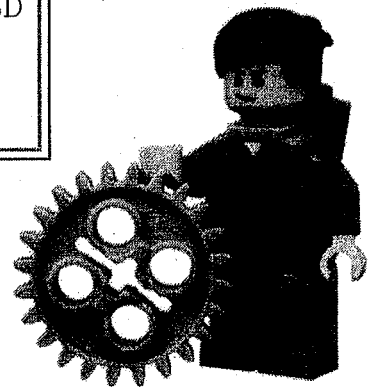
No Class: 11/11 | Time: 2:30PM - 4:00PM | Location: Room onsite TBD
Course Fee: \$222.00 | Number of Sessions: 9 | Min. 11 - Max. 16

** Please note: class fee cannot be prorated, makeup classes not offered for student absences, and Class fee is payable through online registration only. **

Register at www.bentleyschool.net/afterschool

Deadline to register for classes is Friday, September 9th, 2016

Learn more at www.play-well.org.



Kids are already naturally gifted creators. They dive into our massive collections of LEGO®. And while they build elaborate objects they explore fundamentals principles of engineering and physics. They also learn to collaborate and create without fear of mistakes. The experience is joyful, the impact long lasting.



Rock Band

For grade 5-8 students with
experience on an instrument

Rock Band is a performing ensemble that covers Rock 'n Roll standards from the last few decades in a fun learning environment. Bass, Drums, Guitar, Keyboard and Vocals are standard instruments but others can also be included. The group will perform for their peers at various school functions.

Day/Time: Thursdays, 3:40 – 4:40
9 sessions: Begins 9/15 and ends 11/17
No class 10/13
Grade 5-8: minimum of 4 students and a maximum of 8
Price: \$250 per student
Other: The fee for this class cannot be pro-rated and make-up classes are not offered in case of absence. Fees are payable online and registration is only found at www.bentleyschool.net/afterschool.
Deadline to register: Friday, September 9, 2016

ASP Enrichment Classes T3 2016-17 (March 17, 9 a.m. version)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Beniley Math Club Grades 2-5 3:15 - 4:15 p.m. Room: 2 or 3/2B</p>		<p>Chess Grades K-1 2:45-3:30 p.m. Room: 6 (K2)</p>		
<p>Math Lab Grades K-3 4:00 - 5:00 p.m. Room: 8 (1B)</p>		<p>Art Grades 1-3 3:35 - 4:35 p.m. Room: Lower Art</p>		
		<p>Chess Grades 2-8 Level A/B 3:35 - 4:35 p.m. Room: 6 (K2)</p>		
				<p>Enrichment Club Grades 5-6 3:30 - 5:00 p.m. Room: Beniley Lab</p>

Code NinjaZ

Computer Science Enrichment

Our 9 - week Program:

- 9 - 60 minute classes: \$270
- Students will learn:



- Fundamentals of logical programming with Ed Tech Tools such as: Robots & Coding Board Games
- The languages of Scratch, CSS, HTML & Javascript through Daily Ninja Scroll Challenges, Web-site development, and Coding Games

- Dojo dates: Every Thur: Mar. 23 , 2017 - Jun. 2, 2017
No Dojo April 6th, 2017
- Session 1: 2:50 - 3:50 (K - 2) Mini NinjaZ Dojo
- Session 2: 4:00 - 5:00 (3 - 5) Continuing/New Students
- Class size ranges from 8 - 15 students, (K - 2) and (3 - 5)

*Class fees cannot be prorated

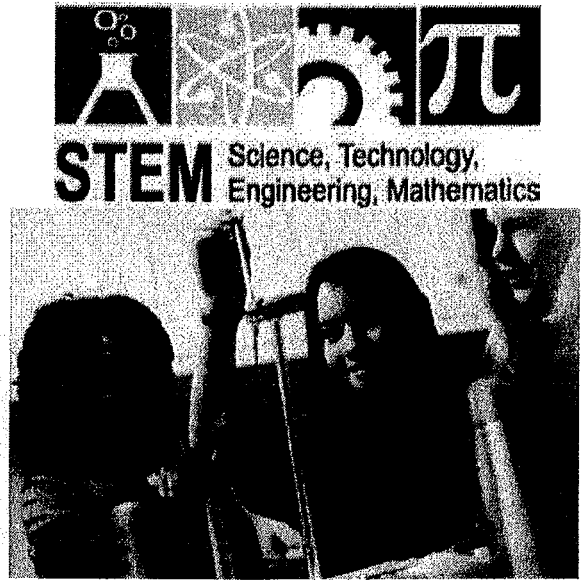
*Make up classes not offered for student absences

*Class fees payable through online registration only

Sign up at: www.bentleyschool.net/afterschool
Registration deadline is March 17th, 2017

www.CodeNinjaZ.org

GIRLS IN STEM CLUB



Open to girls in 5th through 8th grades:

The Girls in STEM Club will bring together Bentley young girls who are interested in science, math, engineering, and technology. Meetings will be organized by two Bentley Upper School female students and will be held on average twice a month on Fridays between 3:30pm to 5:00pm in the Science Lab at Hiller. A faculty member will present at all times. Activities will include hands on experiments such as hologram construction, making ice cream with liquid nitrogen, and learning to code. The purpose of the Girls in STEM club is to involve young women in STEM fields, and excite them about contemporary problems in science. This opportunity is only open to girls in fifth through eighth grade.

Club meeting dates

The club will meet on the following Fridays from 3:30pm to 5:00pm:

March 24 and 31

April 7 and 21

May 12 and 19

June 2

Class Fee: \$50 to cover materials. We cannot pro-rate, make refunds or give makeup classes for student absences. The class fee is payable through online registration only.

Club size and Registration: There are only 15 slots for the club so sign up soon. Please register your daughter at the <http://www.bentleyschool.net/afterschool> by Friday, March 17 at 12pm.

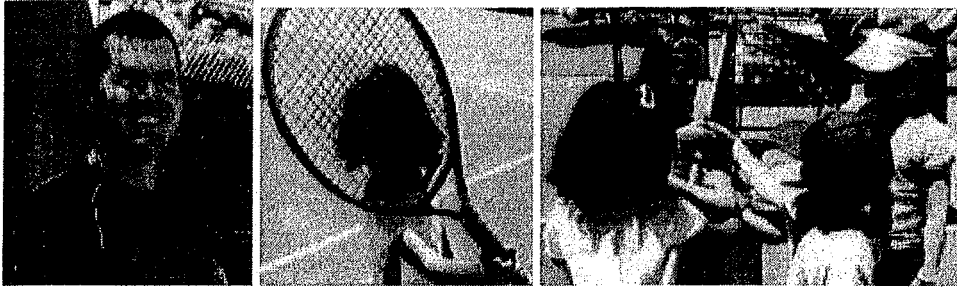
After-School Tennis Classes at the Bentley School



We bring the Court to you!!

Spring: TUESDAYS March 21 - May 30

No Class: 4/11



Tennis Director, William Higgins

We bring the court to you! Learn how to play tennis on a smaller 36ft court with a slightly larger, slow-bouncing ball developed by the United States stroke fundamentals including: forehands, backhands, and the basics of rallying. Then they incorporate what they have learned into games like "Feed the Monkeys", "Skyball", and "Castle".

All Children earn Ribbons!!

In our program, children earn ribbons by demonstrating their stroke and playing skills. Just like belts in Karate, every time a child earns a Ribbon it builds their confidence and self-esteem.

Kindergarten-1st & 2nd-3rd Grade- Beginner to Adv. Beginner

For beginners or players with little to some tennis experience. Players will work on earning their Purple, Blue, and Red I medals. Players learn how to play using a larger 75% reduced speed ball and smaller 36 foot court. Players at this level are ready to learn stroke basics, participate in on-court fun games and begin to fall in love with the sport.

Kindergarten- 1st Grade Tuesdays 2:45-3:45
Spring: **March 21 - May 30** 1 Hour 9 weeks \$248
(Class fee, payable through online registration only)
(We go indoors if Rain, and have an incredible indoor curriculum)

2nd-3rd Grade Tuesdays 3:45-4:45
Spring: **March 21- May 30** 1 hour 9 weeks \$248
(Class fee, payable through online registration only)
(We go indoors if Rain, and have an incredible indoor curriculum)

Class fee cannot be prorated. Location: On the Ball Deck
Makeup classes are not offered for student absences.
Min 5 students, Max 8

Classes taught by Higgins Tennis certified pros. Over 500 children a week participate in Higgins tennis programs at such schools and facilities as St. Hillarys in Tiburon, St. Marks in San Rafael, Marin Country Day School, Belvedere-Tiburon Recreation, and Strawberry Recreation District. Company owner, William Higgins, ran the largest junior tennis center in the world, the Barnes Tennis Center in San Diego. William is originally from Austin, Texas where he was a top-ranked Open player and later played on the ATP professional tour.

Register Online: www.bentleyschool.net/afterschool **Deadline to Register is Friday, March 17th at 12pm.**

After-School Tennis Classes at the Bentley School



We bring the Court to you!!

Spring: THURSDAYS March 23 - May 25

No Class: 4/6 or 4/13



Tennis Director, William Higgins

We bring the court to you! Learn how to play tennis on a smaller 36ft court with a slightly larger, slow-bouncing ball developed by the United States stroke fundamentals including: forehands, backhands, and the basics of rallying. Then they incorporate what they have learned into games like "Feed the Monkeys", "Skyball", and "Castle".

All Children earn Ribbons!!

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Kindergarten-1st & 2nd-3rd Grade- Beginner to Adv. Beginner

For beginners or players with little to some tennis experience. Players will work on earning their Purple, Blue, and Red I medals. Players learn how to play using a larger 75% reduced speed ball and smaller 36 foot court. Players at this level are ready to learn stroke basics, participate in on-court fun games and begin to fall in love with the sport.

Kindergarten- 1st Grade Thursdays 2:45-3:45
Spring: **March 23 - May 25** 1 Hour 9 weeks \$228

(Class fee, payable through online registration only)

(We go indoors if Rain, and have an incredible indoor curriculum)

2nd-3rd Grade Thursdays 3:45-4:45
Spring: **March 23- May 25** 1 hour 9 weeks \$228

(Class fee, payable through online registration only)

(We go indoors if Rain, and have an incredible indoor curriculum)

Class fee cannot be prorated. Location: On the Outdoor Basketball Courts

Makeup classes are not offered for student absences.

Min 5 students, Max 8

Classes taught by Higgins Tennis certified pros. Over 500 children a week participate in Higgins tennis programs at such schools and facilities as St. Hillarys in Tiburon, St. Marks in San Rafael, Marin Country Day School, Belvedere-Tiburon Recreation, and Strawberry Recreation District. Company owner, William Higgins, ran the largest junior tennis center in the world, the Barnes Tennis Center in San Diego. William is originally from Austin, Texas where he was a top-ranked Open player and later played on the ATP professional tour.

Register Online: www.bentleyschool.net/afterschool **Deadline to Register is Friday, March 17th at 12pm.**

What Every Parent Wants Their Child To Learn From BENTLEY AFTER SCHOOL MARTIAL ARTS!

bully avoidance skills

confidence

friendship

respect

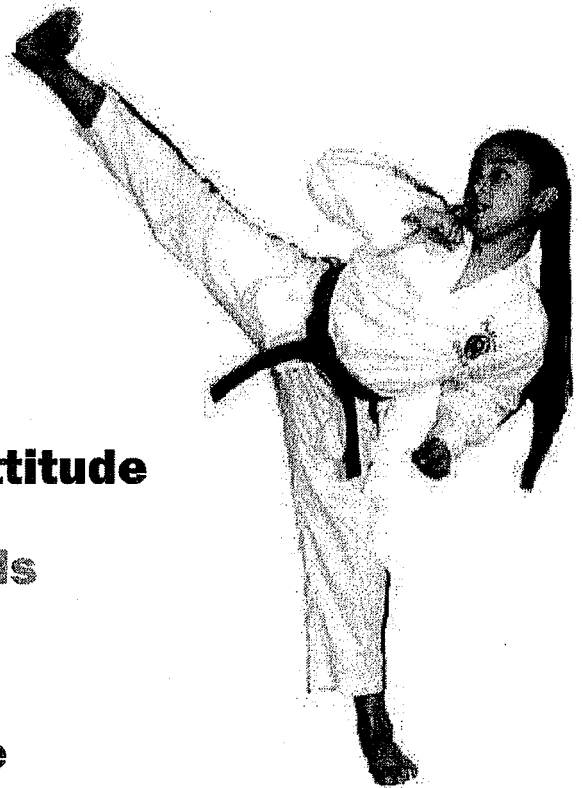
concentration

positive attitude

self-defense skills

discipline

patience



Course Fee: \$175

Class fee payable through online registration only

-Link to register for classes: www.bentleyschool.net/afterschool

-The registration deadline is Friday, March 17th at 12:00pm.

Class fee cannot be prorated

Make up classes not offered for student absences

-Grade K- 3 are taught by instructors from Pallen's Martial Arts

-Grade 4- 8 are taught by Mr. Schaufele

REGISTER NOW....SPACES ARE LIMITED!

Classes will be held on the following Fridays: 03/24 through 06/02
Total of 7 Lessons. No classes on 4/7, 4/14, 5/12 and 5/19

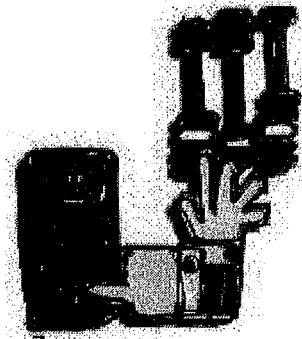
Our martial arts course features the art of kenpo karate, with supplemental material derived from a variety of other martial arts disciplines. This instructional program is designed to promote physical, mental and social development through a regimen of self-defense education and training. In addition to their study of defensive principles and techniques, students will learn to perform exercises designed to promote flexibility, strength, agility and endurance. As students refine basic skills, they will be introduced to a variety of defensive maneuvers, traditional kata movement patterns and sparring drills.

Students will be expected to wear clothing that permits the proficient and safe execution of basic martial arts techniques. Our specially designed class T-shirt or a black karate uniform top should be worn along with an appropriate colored belt. (Parents will be provided with information concerning the purchase of our class T-shirts and student need not worry if they do not have these by the first class session.)

Kindergarten:	1:15pm- 2:00pm	minimum 5; maximum 15 students
Grades 1- 3:	2:15pm- 3:00pm	minimum 5; maximum 15 students
Grades 4- 8:	3:00pm-3:45pm	minimum 3; maximum 15 students

Math Lab at Bentley School

The goal of the Afterschool Math Lab is to help students strengthen their Number Sense skills by providing meaningful practice through games, puzzles, and hands-on activities that motivate and engage students. Activities will help students reinforce their understanding of the underlying structure of numbers, number relationships and operations, and encourage skill development as well as thinking and reasoning.



Dates: Mondays, March 20th to June 2nd (Grades k-3)

Time: 4:00 - 5:00

Location: Room 8 1B

Tuition: \$250 for the 9-week session

No Classes April 10th, 2017-April 14, 2017 for Spring Break

No Class Monday, May 29th, 2017 for School Holiday

***Class fees cannot be prorated**

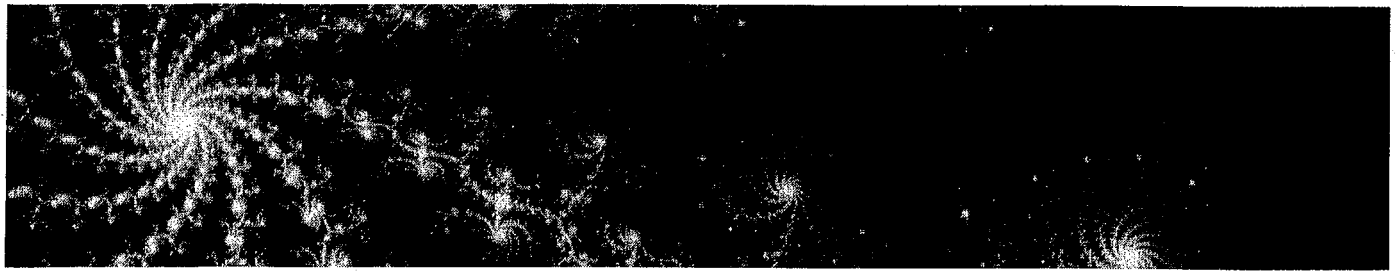
***Make up classes not offered for student absences**

***Class fee, payable through online registration only**

***Space limited to 8 students**

Sign up today at: www.bentleyschool.net/afterschool

Registration deadline is March 17th, 2017



Bentley Math Circle: Second Grade

Please read the letter below from Bentley's Upper School math teacher, Elysée Wilson-Egolf, for details on Bentley's Second Grade Math Circle.

Dates: Mondays, March 20 - May 22 (no class on April 10 Spring Break)

Time: 3:15pm to 4:15pm; Location: Room 2; Tuition: \$90 for 9 sessions

Class fee cannot be prorated and is payable through online registration only at www.bentleyschool.net/afterschool

Makeup classes are not offered for student absences.

Registration deadline is Friday, March 17 at 12pm.

Dear Parents,

In keeping with Bentley's long tradition of engaging students in Math Circles, which was begun by former Upper School Math Chair, Ted Courant, we are pleased to announce a math circle for motivated second grade students. For those who would like to follow along at home, this session's lessons will come from the textbook *Math Circles for Elementary School Students* (Natasha Rozhkovskaya), which is available from the American Math Society webpage.

This nine-week session will be taught by me, Elysée Wilson-Egolf. I earned a B.A. in mathematics from U.C. Berkeley in 2013 and have subsequently taught in Oakland, El Cerrito, and now in Lafayette as Bentley Upper School's honors geometry teacher. I have worked with various Berkeley Math Circle programs since the summer of 2015, tutored since 2004, and look very much forward to this new opportunity to teach young mathematicians the pleasure of mathematical problem-solving.

Classes will be held in Room 2 of the Hiller Campus on Mondays, from 3:15-4:15 p.m. It is advisable to pack an extra snack so that students can have a little something before class. Space permitting, parents are welcome to come to class to supervise or to try the problems themselves.

We will provide students with a **pencil and eraser, blue or black pen, and dedicated, labeled pad of graph paper** that they will need to bring to class each week. There may be handouts on occasion, but the graph paper pad will be used for solving problems.

Although there may be deviations from this schedule in terms of material, should some portions need to go more slowly or more quickly, it is expected that the following topics will be covered each week:

Week 1 – March 20	Textbook Lesson 1, Drawing Links and Knots.
Week 2 – March 27	Textbook Lesson 2, Secret Code.
Week 3 – April 3	Textbook Lesson 3, About Fractals and the Powers of Numbers.
Week 4 – April 17	Textbook Lesson 3, Sierpinski Triangle
Week 5 – April 24	Textbook Lesson 4, Squares & Squares of Numbers; Cubes & Cubes of Numbers
Week 6 – May 1	Textbook Lesson 4/5, Random Maze & Pascal's Triangle
Week 7 – May 8	Textbook Lesson 6, Mixed Logic Puzzles
Week 8 – May 15	Textbook Lesson 7, The game "Points on a circle"
Week 9 – May 22	Fun with problem-solving from Math Kangaroo competitions.

Please note that there will be no class April 10 during spring break, nor on May 29, when Memorial Day will be observed.

Until Monday next, warm wishes—Elysée

NEXPLORE Games

Join us Spring 2017
at Bentley School!

Play a Game - Learn a Strategy - Apply to Real Life!

Tuesdays
3-4pm: Grades K-3
Library

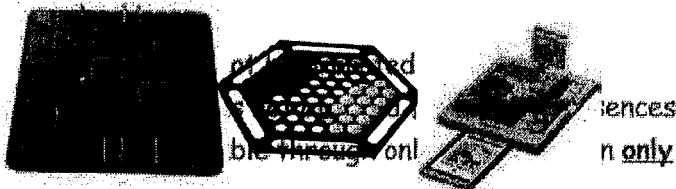
Dates:
Mar. 21, Mar. 28, Apr. 4, Apr. 18, Apr. 25, May 2,
May 9, May 16, May 23, May 30
(no class Apr. 11)
10 sessions

Min: 6 Max: 16
\$260

Nexplore Games is an innovative program that uses a wide selection of internationally-acclaimed strategy and mind games to enhance 21st century life skills and teach students how to think, rather than what to think. Nexplore Games is the bridge that connects the world of games to the real world. Using our methodology, students reflect and learn meta-cognitive models, which are then applied to all walks of life and scholastic achievements.

- **Play** - First, students learn a cutting edge strategy game. Every class, a different game is introduced and explored.
- **Learn** - Second, students learn game strategies and underlying thinking concepts to improve their game skills and metacognition.
- **Apply** - Finally, students are guided to make connections and applications to the real world.

Students have a blast playing games while learning imperative life skills to prepare them for the complex challenges of the 21st century.



Please register online at
www.bentleyschool.net/afterschool by Friday, March 17.
For more info, visit www.nexploreusa.com or
contact Claire Finders.

Claire Finders
Regional Manager
claire@nexploreusa.com
619-850-8642



SARAH SHAFFER
21525 KNOLL WAY
CASTRO VALLEY
CA 94546

TEL (510) 581-3739
FAX (510) 581-6144
www.sarahscience.com
info@sarahscience.com



Parent's Press 2016:
Best After School
Enrichment Program



Bay Area Parent 2016
Best Math & Science
Support Program

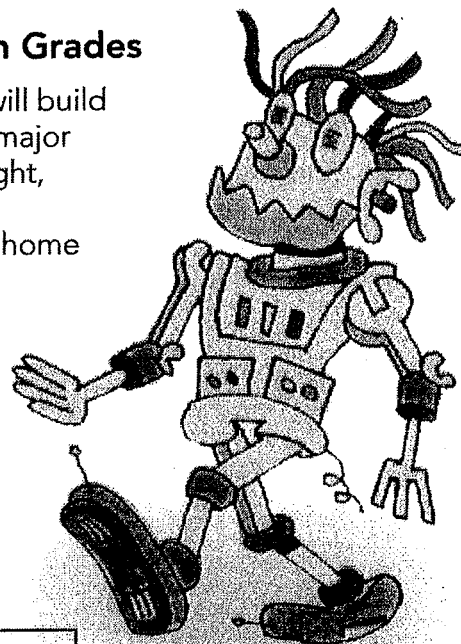
TOYOLOGY: SCIENCE THROUGH TOYS

Bentley School
After-School Science Program: K-4th Grades

In these exciting hands-on science classes we will build a variety of toys and use them to demonstrate major scientific concepts such as energy, electricity, light, gravity, motion, friction, magnetism and simple machines. Each student will construct and take home a science toy in every class. The classes will be taught by our award-winning staff.

Each student will make and take home:

- Tube Rocket
- Light-up Idea Bot
- Magic Moving Picture Tube
- Topsy Turvy Top
- And more . . .



**When: Tuesdays – March 21, 28; Apr. 4, 18, 25;
May 2, 9, 16, 23, 30 (No class Apr. 11th)**

Time: 3:30pm – 4:30pm

Where: Bentley Lab

Fee: \$300 for 10 classes
(Fee includes all materials)

Spring Session
All New Projects!

*Please note: Class must have a minimum of 15 students and a maximum of 25 students.
Class fees cannot be prorated. Makeup classes are not offered for student absences.
Class fee is payable through online registration only.*

To register, visit www.bentleyschool.net/afterschool
Deadline to register for classes is Friday, March 17 at 12:00p.m.

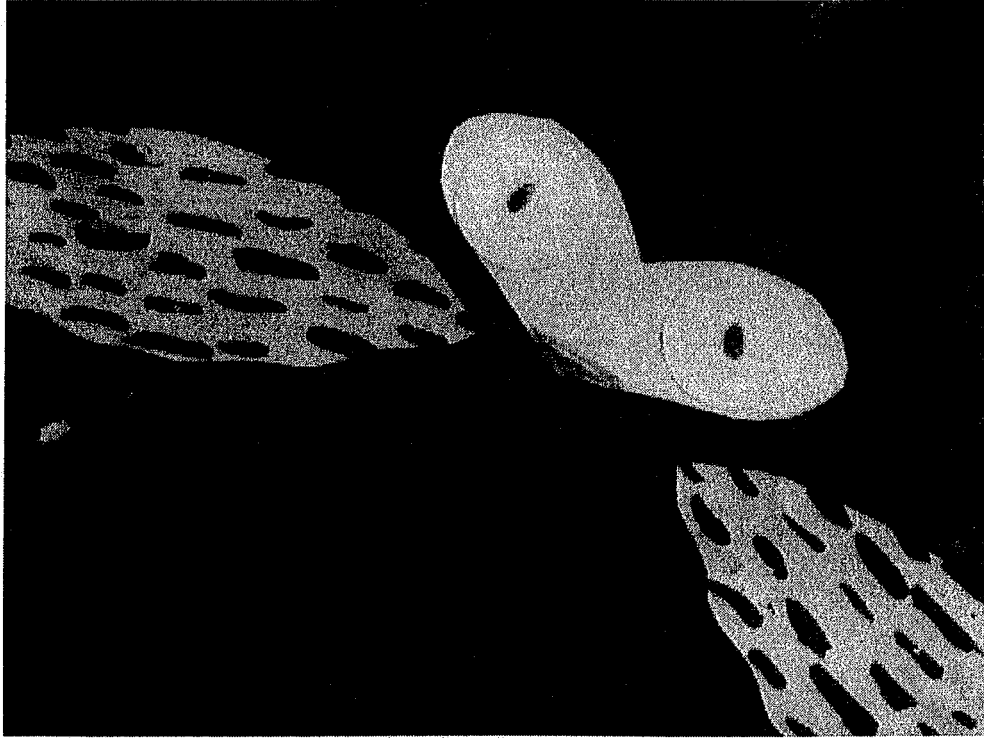
ABOUT SARAH'S SCIENCE

Sarah's Science was founded in 1987 by Sarah Shaffer to provide a unique and exciting approach to learning about the wonderful world of science and nature.

Our philosophy is that children learn best by doing. All of our programs feature hands-on projects built by each child to engage and delight them while making it easy to understand even complex science concepts. Our programs include camps during most school breaks (Summer, Spring, Spring, and Thanksgiving Break) as well as Saturday and evening workshops throughout the year.

We're looking forward to bringing our after school enrichment program to your school this semester!

For more information call (510) 581-3739 or visit www.sarahscience.com



Bentley After School Art Class

In this class we will be using mixed media and exploring different art techniques, including sculpture.

Who: Lori Now is a Bay area artist/educator who enjoys painting and making jewelry in her free time. She was the long-term art maternity leave substitute at Bentley and has taught art at many different schools.

Grade: 1st-3rd

Limit 10 Students

Where: Lower School Art Room

Fee \$ 250.00

When: Weds 3:35- 4:35

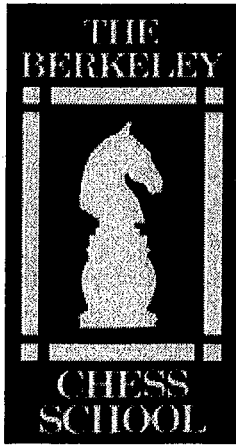
Dates: March 22, 29, April 5, 19, 26, May 3, 10, 17, and 24th (May 31st makeup if needed) No class on April 12th due to Spring Break.

*Class fee cannot be prorated

**Makeup classes are not offered for student absences

***Class fee payable through online registration only: www.bentleyschool.net/afterschool

Registration deadline is Friday, March 17, 2017 by 12:00 PM



Chess at Bentley School

Dates: Wednesdays, March 22 to May 31, 2017
No class April 12

Time: Grades K – 1, 2:45-3:35
Grades 2 – 8, 3:35-4:35

Location: K2 room 6

Tuition: \$180 for the 10-week session

Chess is fun and can be learned quickly and easily! Studies have found that chess helps improve test results in reading, science, and math, and produces growth in critical cognitive skills. Beyond academia, chess influences social behavior including self esteem, respect for others, patience, and good sportsmanship. And did we mention: **it's FUN!**

Boards and sets are provided for our classes. The minimum class size is 10; maximum is 20. Enrollments are accepted in the order received. Sorry, pro-rating is not possible for late registrations and we cannot offer makeup classes for student absences.

The Berkeley Chess School is a nonprofit organization offering chess instruction from kindergarten through high school since 1982. Over the years our students have won many state championships and several have gone on to become National Masters, FIDE Masters, International Masters, and International Grandmasters. Berkeleychessschool.org

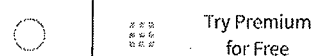
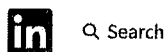
***Please note: We cannot pro-rate, make refunds, or give makeup classes for student absences. ***

Class fee, payable through online registration only.
Registration deadline is Friday, March 17

Please go to <http://www.bentleyschool.net/afterschool>



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3rd

OY

Music Teacher at Bentley School
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Music Teacher
Bentley School

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Pulse
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Bentley School
500 followers

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Messaging

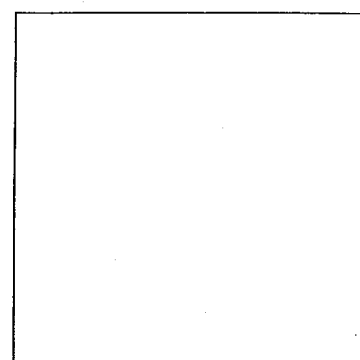
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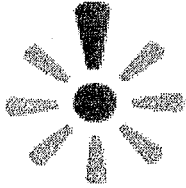
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Messaging



Sue P. Anderson Wrong Sue P. Anderson?

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Art--photography and Film and Teacher

Phone: (510) ***-****

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it's free and takes 30 seconds

Local Address: San Francisco Bay ,
California , United States

Bentley School
1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

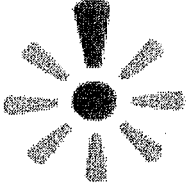
Background

Employment History

Primary Art Teacher
American International School of Mozambique

Media and Research Assistant, GSI Teaching and Resource Center
Berkeley

Media and Research Assistant, GSI Teaching and Resource Center
Berkeley



Nicole Baron

[Wrong Nicole Baron?](#)

Teacher

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Phone: (510) ***-**** HQ Phone

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Local Address: San Francisco , California , United States

Bentley School
1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

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STUDENT LIFE ▾

After School Program



After School Program Mission

The Bentley School After School Program is available to all students grades K-8 at no charge. Activities and opportunities are designed to complement and enhance the academic program, to cultivate student skills and to provide experiences in areas not programmed during the school day. While many activities are included without charge, opportunities provided by select vendors, including faculty members, are available for fees set to allow for the widest range of student participation.

It is assumed that Upper School students will engage in any of the variety of after school activities described in the following pages: [Co-Curricular Activities](#), [The Arts](#) or [Athletics](#).

After School Program Enrichment Classes T3 2016-17

[CLICK HERE TO REGISTER FOR 2016-17 T3 ENRICHMENT CLASSES](#)

Contact Us

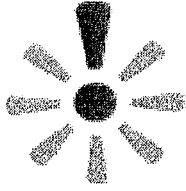


Kendy Smith
Director of After School Program
(510) 229-4161
ksmith@bentleyschool.net



Penny Boyes
After School
pboyes@bentleyschool.net

Lloyd Brown
After School
lbrown@bentleyschool.net



Mr. Steve Clemmons Wrong Steve Clemmons?

Director of Forensics and Speech and Debate Instructor

This profile was last updated on 12/5/16 and contains information from public web pages. Is this you? Claim your profile.

Phone: (510) ***-**** HQ Phone

Email: s***@***.net

Get Contact Info »

it's free and takes 30 seconds

Bentley School

1 Hiller Drive

Oakland, California 94618

United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Associate Director of Intercollegiate Forensics GTF
University of Oregon

Debate and Individual Events Coordinator
Saratoga High School

Director of Debate
St. Vincent High School

Debate Coach
University of Santa Clara (CA)

Story Teacher and the Athletics Director At the
Richmond Campus
Leadership Public Schools incorporated

Debate and Congress Coach
Leland High School

Web References

12 Total References

Speech and Debate: 2016 Success, Welcome ...
www.bentleyschool.net [cached]

Speech and Debate: 2016 Success, Welcome Coach
Steve Clemmons | Read More Speech and Debate:
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...
Speech and Debate: 2016 Success, Welcome Coach
Steve Clemmons

...
With Jordan's leadership in search efforts, Bentley is pleased to welcome **Steve Clemmons** as Bentley's speech and debate coach beginning in 2016-17.

...
Clemmons brings over twenty-five years of involvement in academic debate as a competitor and educator of both high school and college

Debate Coach
Macalester College

Lincoln-Douglas Debate Coach
New Trier High School

Director of Debate
Yola Marymount University

Debate Coach
Weber State University

Public Speaking and Argumentation Instructor
Santa Clara University

Education

B.S. , Interpersonal Communication/Political Science
Weber State University

MN
Macalester College

students. Prior to Bentley, he was the Associate Director of Forensics and instructor at the **University of Oregon**, Director of Forensics and teacher at **Skyline High School** in Oakland, and the college debate coach at **Santa Clara University**. **Clemmons** has coached High School National Champions in Congress, Extemporaneous Speaking and Lincoln-Douglas debates, and qualified dozens of students to the Tournament of Champions, and over a hundred students to the California State Tournament. His college students have qualified multiple times to the NDT and NPTE National Tournament, with wins at most of the major national tournaments in policy debate and parliamentary debate.

Clemmons looks forward to building on Jordan's legacy of leadership to enhance Bentley's strong tradition of success in speech and debate.

...

Steve Clemmons

We are pleased to welcome Steve ...
www.bentleyschool.net [cached]

We are pleased to welcome **Steve Clemmons**, our new Speech and Debate Coach, and Joe Peacock, our new Men's Volleyball Coach.

...

Steve Clemmons, Speech and Debate

...

We are delighted that **Steve Clemmons**, renowned in his field, has accepted Bentley's invitation to join the **Upper School** faculty and work toward bringing the speech and debate program to the Middle School as well.

Clemmons brings over twenty-five years of involvement in academic debate as a competitor and educator of both high school and college students. Before coming to Bentley, he was the Associate Director of Forensics and instructor at the University of Oregon, Director of Forensics and teacher at **Skyline High School** in Oakland, and the college debate coach at **Santa Clara University**. **Clemmons** has coached High School National Champions in Congress, Extemporaneous Speaking and Lincoln Douglas debates, and qualified dozens of students to the Tournament of Champions, and over a hundred students to the California State Tournament. His college students have qualified multiple times to the NDT and NPTE National Tournament, with wins at most of the major national tournaments in policy debate and parliamentary debate.

Clemmons earned his B.S. in Interpersonal Communication/Legal Studies from Weber State University, his teaching credential in Social Studies and English along with graduate work in Online Teaching and Learning from Cal State Hayward (now Cal State East Bay) and his M.S. in Education and Curriculum Development from the University of Oregon.

GDI Faculty
www.gonzagadebate.com, 28 July 2008 [cached]

Steve Clemmons, St. Vincent De Paul HS

...

Steve Clemmons, Debate Coach, **St. Vincent DePaul HS**. **Steve** serves as the Director of Debate at **St Vincent De Paul High School** in Petaluma, CA. In addition to this appointment, he serves as a debate coach at University of Santa Clara (CA). In his spare

time when not working with debate, he is a U.S. History Teacher and the Defensive Coordinator for the Junior **Varsity** Football team and scout for the Varsity. Previously, he served as debate and congress coach at **Leland High School (CA)**, debate coach at **Macalester College (MN)**, Lincoln-Douglas debate coach at **New Trier High School (IL)**, Director of Debate at **Loyola-Marymount University (CA)**, debate coach at **Weber State University (UT)**, Chairperson of the Speech Department and Director of **Forensics** at the Convent of the **Sacred Heart Preparatory School (CA)**. In the past five years, he has coached one of most successful Lincoln-Douglas debaters in the country, one of the best policy debate teams in California, and a national champion in **Student Congress**. **Steve** remains one of the most celebrated collegiate parliamentary, value, and policy debaters in recent memory. He was the U.S. National Parliamentary Debate Champion in 1995, culminating a dominating season in which he was virtually undefeated. As a value debater, he won the 1990 National Collegiate Lincoln-Douglas Debate Tournament as well as top-speaker honors, was named to the 1992 CEDA All-American Squad, and advanced to late elimination rounds or won many major national circuit and regional CEDA tournaments, with several elimination appearances and speaker awards at **CEDA Nationals**. As a policy debater, he twice qualified to the NDT and was a top twenty speaker there. He was the national policy debate champion at DSR-TKA nationals in 1994. **Mr. Clemmons** is a popular seminar and institute instructor in both policy and Lincoln-Douglas debate where he has earned high teaching effectiveness ratings at such noted institutes as **University of Texas at Austin, Berkeley, Loyola-Marymount, Cal Berkeley, VBI, National Debate Forum and Stanford**.

Steve Clemmons Speech ...
www.svhs-pet.org, 27 June 2008 [cached]

Steve Clemmons Speech & Debate Assistant Coach

Upper School Associate Head Brian Thomas, ...
www.bentleyschool.net [cached]

Upper School Associate Head Brian Thomas, along with Bentley's new Speech and Debate teacher **Steve Clemmons**, new film teacher Willie Adams, and Aspire Schools' Stacy Thomas, hosted an intensive panel discussion.

[View All Web References >>](#)

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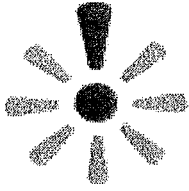
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Emilie Crofton Wrong Emilie Crofton?

Teaching Associate

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1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

- Program Manager
Friends of African Village Libraries Community
Development Worker
- Program Manager
FAVL
- Reporter
SVCN , LLC.
- Ambassador To Burkina Faso
U.S. Embassy
- Program Leader
Learning for Life

Education

- degree , English and Communications
Bishop's University

Web References

25 Total References

Who We Are | K to College
www.ktocollege.org [cached]

Emilie Crofton

Administrative Coordinator

Emilie Crofton

Administrative Coordinator

Emilie is a Bay Area native who graduated from **Bishop's University** in Québec, Canada with a degree in English and Communications. She worked for one year as a reporter for **Silicon Valley Community Newspapers** before joining the **Peace Corps** in 2008 and serving in Burkina Faso, West Africa until 2011. She was a **Girls' Education and Empowerment** volunteer in the rural village of Pobé-Mengao and later worked as Program Manager for **Friends of African Village Libraries**, a nonprofit that helps establish community libraries in rural African villages. Her

experience in education and youth development fueled her passion for working in the nonprofit sector.

FAVL Blog: Non-African novels and stories Archives
www.favl.org [cached]

By **Emilie Crofton** on January 3, 2012 6:45 AM |No Comments

...
Other contributors include Kate Parry, FAVL-East Africa director, Peace Corps volunteer **Emilie Crofton**, Krystle Austin, Elisee Sare, and Monique Nadembega.

FAVL Blog: Arts Archives
www.favl.org [cached]

By **Emilie Crofton** on January 30, 2012 7:39 PM |No Comments

...
By **Emilie Crofton** on December 20, 2011 9:50 AM |No Comments

...
By **Emilie Crofton** on December 11, 2011 7:30 PM |No Comments

...
By **Emilie Crofton** on March 23, 2011 11:08 AM |No Comments

...
By **Emilie Crofton** on March 15, 2011 4:33 AM |No Comments

...
Other contributors include Kate Parry, FAVL-East Africa director, Peace Corps volunteer **Emilie Crofton**, Krystle Austin, Elisee Sare, and Monique Nadembega.

FAVL Blog: Africa Archives
www.favl.org [cached]

By **Emilie Crofton** on January 30, 2012 7:39 PM |No Comments

...
By **Emilie Crofton** on December 20, 2011 9:50 AM |No Comments

...
Other contributors include Kate Parry, FAVL-East Africa director, Peace Corps volunteer **Emilie Crofton**, Krystle Austin, Elisee Sare, and Monique Nadembega.

FAVL Blog: UgCLA Archives
www.favl.org [cached]

By **Emilie Crofton** on September 6, 2011 4:28 AM |No Comments

...
By **Emilie Crofton** on September 5, 2011 2:15 AM |No Comments

...
By **Emilie Crofton** on August 29, 2011 3:53 AM |No Comments

...
By **Emilie Crofton** on August 27, 2011 11:29 AM |No Comments

...
By **Emilie Crofton** on July 23, 2011 3:42 AM |No Comments

...
By **Emilie Crofton** on June 27, 2011 3:16 AM |No Comments

...
By **Emilie Crofton** on June 27, 2011 1:53 AM |No Comments

...
By **Emilie Crofton** on February 4, 2011 10:53 AM |No Comments

...
By **Emilie Crofton** on February 4, 2011 10:31 AM |No
Comments

...
Other contributors include Kate Parry, FAVL-East Africa
director, Peace Corps volunteer **Emilie Crofton**, Krystle
Austin, Elisee Sare, and Monique Nadembega.

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Emilie Crofton

Teaching Associate

San Francisco Bay Area
Primary/Secondary Education

Current

1. Bentley School

Previous

1. Learning for Life,
2. Friends of African Village Libraries,
3. [Peace Corps](#)

Education

1. [University of the Pacific](#)

79 connections

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- Contact **Emilie** directly

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Summary

Aspiring elementary school teacher currently working toward a master's degree while working as a Teaching Associate at Bentley School. Both domestic and international experience in education with a focus on literacy, community development and girls' education and empowerment. Bilingual English and French with some Spanish.

Experience

- **Teaching Associate**

Bentley School

August 2013 – Present (2 years 9 months)

- **Program Leader**

Learning for Life

2012 – 2013 (1 year)

- **Program Manager**

Friends of African Village Libraries

September 2010 – September 2011 (1 year 1 month)



- **Community Development Worker**

Peace Corps

June 2008 – August 2010 (2 years 3 months)

- **Reporter**

Silicon Valley Community Newspapers

May 2007 – May 2008 (1 year 1 month)

Languages

- **French**

Skills

- Teaching
- Spanish
- Community Development
- Leadership
- French
- ESL
- Nonprofits
- Grant Writing
- Community Outreach
- Program Evaluation
- Youth Development
- Editing
- Fundraising
- Program Development
- Research
- Public Speaking
- Volunteer Management
- Curriculum Development

Education

•

University of the Pacific

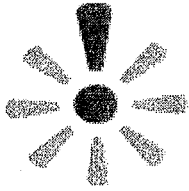
Master's degree, Elementary Education and Teaching

2013 – 2015

•

Bishop's University

BA, English with Cultural Studies and Media concentration



Dr. Ted Courant Wrong Dr. Ted Courant?

Mathematics Instructor and After School Math Circles

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Background

Employment History

Program Coordinator
Santa Fe Preparatory School

Education

Mathematics
UC Berkeley - Ph.D.

Web References

12 Total References

Ted ...
marinmathcircle.org [cached]

Ted Courant

Bentley School Dots and Boxes: a Game of Double-Crosses

March 23, 2011 **Ted Courant**

Mathematics | Bentley School
www.bentleyschool.net, 9 Jan 2016 [cached]

Dr. Ted Courant Mathematics Instructor and After School Math Circles tcourant@bentleyschool.net

Ted Courant, Bentley ...
circles.sfprep.org, 18 July 2011 [cached]

Ted Courant, Bentley School, Lafayette, CA Program Coordinator: tcourant@bentleyschool.net

Ted Courant, Bentley ...
circles.sfprep.org, 9 June 2010 [cached]

Ted Courant, Bentley School, Lafayette, CA Program
Coordinator: tcourant@bentleyschool.net

Ted CourantMath ...
www.bentleyschool.net, 24 June 2006 [cached]

Ted CourantMath Department Chair

[View All Web References >>](#)

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Teacher

Francophone Charter School of Oakland • University of the Pacific
Oakland, California • 88

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Experience



Teacher

Francophone Charter School of Oakland
Aug 2015 - Present • 1 yr 8 mos • Oakland, CA

Teaching Associate

Bentley School
Aug 2013 - Present • 3 yrs 8 mos • Oakland, CA

Program Leader

Learning for Life
2012 - 2013 • 1 yr • Oakland, CA

Program Manager

Friends of African Village Libraries
Sep 2010 - Sep 2011 • 1 yr 1 mo • Ouagadougou, Burkina Faso

Community Development Worker

Peace Corps
Jun 2008 - Aug 2010 • 2 yrs 3 mos • Pobé-Mengao, Burkina Faso, West Africa

See more positions

Education

University of the Pacific

Master's degree, Elementary Education and Teaching
2013 - 2015

Bishop's University

BA, English with Cultural Studies and Media concentration
2003 - 2007

People Also Viewed

Karen Varsha

Karen Varsha Photography

Andrew Reaser

Christine Manoux

Director of Education / Public P / Concert Series at UC Botanical

Karine Ng

Paw-Prietor of Central Park Pup

Padma Pickering

Accounting Administrator at Azi Summit Technology

Melissa Skilken

Lawyer

Gabby Joseph

Postdoctoral Scholar

Adina Rauchwerger

Project Manager at Kaiser Perm

Brian Maser

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Colleen Curran Wrong Colleen Curran?

Admissions Associate

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Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Board Memberships and Affiliations

Bar Manager

American Conservatory Theater

House Associate and Volunteer Coordinator

Convio Inc

Web References

Bentley School ~ Contact Admissions
www.bentleyschool.net, 2 June 2014 [cached]

Colleen Curran Admissions Assistant, 9-12 K-8
Campus â€¢ 1 Hiller Dr., Oakland, CA 94618 â€¢ 510-843-2512 9-12 Campus â€¢ 1000 Upper Happy Valley Rd., Lafayette, CA 94549 â€¢ 925-283-2101

Visiting Upper School | Bentley School
www.bentleyschool.net [cached]

At this time, Upper School Parent Tour and Student Shadow Visit reservations are full. Please contact **Colleen Curran**, Admissions Associate at ccurran@bentleyschool.net for availability.

Transfer student shadow visits are available - -
Monday, December 7 from 12:45 PM - 3:20 p.m. -
Monday December 14th from 12:45 PM - 3:20 p.m.
Please contact **Colleen Curran**, Admissions Associate,

at ccurran@bentleyschool.net if you would like to reserve a transfer student shadow visit.

...

Colleen Curran Admissions Associate, 9-12 (925) 283-2101 ccurran@bentleyschool.net

Colleen ...
www.bentleyschool.net [cached]

Colleen Curran Admissions Associate, 9-12
ccurran@bentleyschool.net

Contact Admissions | Bentley School
www.bentleyschool.net, 9 Jan 2016 [cached]

Colleen Curran Admissions Associate, 9-12 (925) 283-2101 ccurran@bentleyschool.net

A.C.T. Staff - American Conservatory Theater
actf.convio.net, 25 July 2013 [cached]

Colleen Curran, Front of House Associate & Volunteer Coordinator

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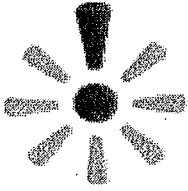
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Blythe Duffield

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Teacher

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Background

Employment History

Eastside Preparatory School
Teacher
Eastside College Preparatory School

Board Memberships and Affiliations

Volunteer Literacy Tutor
Tenderloin Recreation Center

Education

B.A. , English and Italian
University of Oregon
Master, education and secondary teaching credential
in English
Stanford University

Web References

6 Total References

contact us at eastside
www.eastside.org [cached]

Blythe Duffield

eastside faculty
www.eastside.org [cached]

Blythe Duffield

...

Blythe teaches seventh and eighth grade humanities. She grew up in California and Oregon, and graduated from the **University of Oregon** with a B.A. in English and Italian. After college, **Blythe** went to work for a non-profit consulting firm in the Bay Area, and served as a volunteer literacy tutor at the **Tenderloin Recreation Center** in San Francisco, where she fell in love with teaching. **Blythe** returned to school at **Stanford University**, where she earned her master's in education and secondary teaching credential in English.

Teachers asked Jacqueline and her ...
www.whittierdailynews.com [cached]

Teachers asked Jacqueline and her classmates to pick the topics that interested them and then drew up an "exhaustive list" of organizations, seventh- and eighth-grade humanities teacher **Blythe Duffield** said Thursday night after the celebration in the school's auditorium.

...
 The students then broke into groups, selected three organizations each to research and later conducted interviews with the nonprofits before making final selections, **Duffield** said.

...
 "They had to talk it out," **Duffield** said.

...
 With the Goldman Foundation grant running out this year, Eastside is looking for new funding but remains committed to keeping the program, **Duffield** said.

"To be able to raise money is really powerful," she said.

Eastside Preparatory School:
www.eastside.org [cached]

Blythe Duffield Eastside Preparatory School:

Blythe Duffield

Middle School Humanities

Blythe currently teaches seventh and eighth grade humanities. She grew up in California and Oregon, and graduated from the **University of Oregon** with a B.A. in English and Italian. After college, **Blythe** went to work for a non-profit consulting firm in the Bay Area, and also served as a volunteer literacy tutor at the **Tenderloin Recreation Center** in San Francisco, where she fell in love with teaching. **Blythe** returned to school at **Stanford University**, where she earned her Master's in Education and Secondary Teaching Credential in English. **Blythe's** favorite thing about **Eastside** is the strong sense of community, and the love of learning that her students bring to the classroom each day. She also enjoys amusing her students with corny historical jokes that demonstrate her total lack of cool.

Eastside Preparatory School:
www.eastside.org [cached]

Blythe Duffield

Middle School Humanities

Blythe currently teaches seventh and eighth grade humanities. She grew up in California and Oregon, and graduated from the **University of Oregon** with a B.A. in English and Italian. After college, **Blythe** went to work for a non-profit consulting firm in the Bay Area, and also served as a volunteer literacy tutor at the **Tenderloin Recreation Center** in San Francisco, where she fell in love with teaching. **Blythe** returned to school at **Stanford University**, where she earned her Master's in Education and Secondary Teaching Credential in English. **Blythe's** favorite thing about **Eastside** is the strong sense of community, and the love of learning that her students bring to the classroom each day. She also enjoys amusing her students with corny historical jokes that demonstrate her total lack of cool.

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Francesca Danby

Wrong Francesca Danby?

Admissions Assistant, K-8

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Background

Employment History

Development and Marketing Assistant
Berkeley Symphony
Front Office Assistant
Windrush School

Education

B.A. , Communication
Hiram College

Web References

10 Total References

- Francesca ...
www.bentleyschool.net, 15 Mar 2015 [cached]
- Francesca Danby** Admissions Associate, **K-8** (510)
843-2512 fdanby@bentleyschool.net
- Bentley School ~ Contact Admissions
www.bentleyschool.net, 2 June 2014 [cached]
- Francesca Danby** Admissions Associate, **K-8** Upper
School Admissions
- Administrative Team | Windrush School | Where Minds
Flourish
www.windrush.org, 17 July 2011 [cached]

Francesca Danby is the Front Office Assistant. She lives in Albany where she grew up. **Francesca** has a B.A. in Communication from Hiram College. She likes **Windrush** for its small community and its focus on the well being of each student, faculty and staff member. "It's a warm, welcoming and fun environment, not to

mention the wonderful view," she said. **Francesca** appreciates the Bay Area for the many things one can do such as visiting a redwood forest, a modern art museum, the ocean or a baseball game, all within an hour from home. **Francesca** enjoys dancing, fashion (she views creating outfits on a budget as a true art form), and family. "We bring new meaning to the game of karaoke," she said of her family. **Francesca** is most proud of her college senior thesis paper she wrote titled Facebook and First Impressions: A Study on the Effect of Computer Mediated Communication and First Impressions Between Freshmen College Roommates.

Board and Staff
www.berkeleysymphony.org, 8 Dec 2010 [cached]

Francesca Danby, Development & Marketing Assistant, ext. 303, email

Francesca Danby, Intern ...
berkeleysymphony.org, 17 Dec 2009 [cached]

Francesca Danby, Intern

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Blythe Duffield
 English Teacher at Rock Creek Middle School
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 San Francisco Bay Area • 173

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Experience

English Teacher
 Rock Creek Middle School
 Aug 2016 – Present • 9 mos • Happy Valley, OR

 **Teacher**
 Bentley School
 Aug 2012 – Jun 2016 • 3 yrs 11 mos


Teacher
 Eastside College Preparatory School
 Aug 2003 – May 2012 • 8 yrs 10 mos

Education

Stanford University
 Master's degree, Secondary Education and Teaching
 2002 – 2003

University of Oregon
 Bachelor of Arts (B.A.), English Language and Literature/Letters
 1995 – 1999

People Also Viewed

-  **Nishant Parulekar**
 Civil Engineer at City of Portland
 Bureau of Environmental Services
 Asset Systems Management
- Katy Yan** • 3rd
 Environmental Educator
- Melva Thompson-Hill**
 Teacher at Montgomery County Schools
- Daniel Ervin**
 Elementary Literacy Specialist at Highline Public Schools
- Jennifer Tyler**
 Teacher at Prince George's County Public Schools
- Darren Chan** • 3rd
 Teacher at Eastside College Preparatory School
- Blaine Knous**
 Teacher Dallas independent School District
- Rachel Beardley-Holbert**
 Teacher at Geneva Schools
- Kim Moreno**
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Public Speaking • 3 **Kristine Riley and 2 connections** have given endorsements for this skill

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English Teacher at Rock Creek Middle School
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Experience

English Teacher
Rock Creek Middle School
Aug 2016 – Present • 9 mos • Happy Valley, OR

 **Teacher**
Bentley School
Aug 2012 – Jun 2016 • 3 yrs 11 mos

Teacher
Eastside College Preparatory School
Aug 2003 – May 2012 • 8 yrs 10 mos

Education

Stanford University
Master's degree, Secondary Education and Teaching
2002 – 2003

University of Oregon
Bachelor of Arts (B.A.), English Language and Literature/Letters
1995 – 1999

People Also Viewed



Nishant Parulekar
Civil Engineer at City of Portland
Bureau of Environmental Services
Asset Systems Management

Katy Yan • 3rd
Environmental Educator

Melva Thompson-Hill
Teacher at Montgomery County Schools

Daniel Ervin
Elementary Literacy Specialist at Highline Public Schools

Jennifer Tyler
Teacher at Prince George's County Public Schools

Darren Chan • 3rd
Teacher at Eastside College Preparatory School

Blaine Knous
Teacher Dallas independent School District

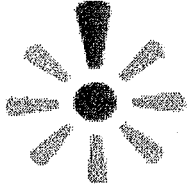
Rachel Beardsley-Holbert
Teacher at Geneva Schools

Kim Moreno
at

Featured Skills & Endorsements

Teaching · 12	Nikhil Desai and 11 connections have given endorsements for this skill
Curriculum Development · 9	Kristine Riley and 8 connections have given endorsements for this skill
Public Speaking · 3	Kristine Riley and 2 connections have given endorsements for this skill

Messaging



Sharon Eager Wrong Sharon Eager?

Interim Director of Development

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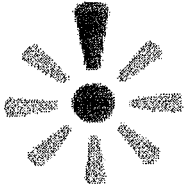
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1 Hiller Drive
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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

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Tasha Frank

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Educational Assistant

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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Board Memberships and Affiliations

Crew Member
McDonald's Corporation

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Dr. Joshua Feltman

Department: Lower School, Performing Arts

Music Director

New England Conservatory - BM

City University of New York - PhD

State University of New York, Stony Brook - MA

Tufts University - BA

jfeltman@bentleyschool.net



Trisha Fischer-Van Hien

Department: Lower School

Kindergarten Teacher

Santa Clara University - B.A.

University of San Francisco - M.A.

UCSD - California Cleared Credential Coursework

tfischer@bentleyschool.net



Dr. Adrienne Francisco

Department: History

Upper School History Teacher

University of California - Berkeley - Ph.D. in History

University of California - Berkeley - M.A. in History

University of California - Berkeley - B.A. in History

afrancisco@bentleyschool.net



Ryan Freed

Department: Physical Education

Assistant Athletic Director/PE

University of San Francisco - Masters in Sport Management

University of California - Berkeley - B.A. in Rhetoric

San Jose State University - Multiple Teaching Credential

rfreed@bentleyschool.net

Cecilia Froberg

Department: Admin - MS, Admin - LS

counselor@bentleyschool.net

The Bentley Story

Founded in 1920, Bentley School has fostered an environment that challenges the mind, striving to bring out the best in every one of its students. Bentley School is committed to academic excellence as well as the development of character and spirit in each of its students. (Read more in the [Head of School's Message](#).)

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Cecilia Froberg

Marriage and Family Therapist at Cecilia Froberg, MFT

Cecilia Froberg, MFT • San Francisco State University
Oakland, California • 162

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I offer compassionate and insight-oriented therapy and counseling to individuals, couples, and children at my office in Oakland. My primary goal is to fully understand each client on a personal, intellectual, and emot... [See more](#)

Contact and Personal Info

Cecilia's Profile

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Experience

Marriage and Family Therapist

Cecilia Froberg, MFT

Nov 2011 – Present • 5 yrs 6 mos

I see children, adults, and couples for in-depth, psychodynamically focused therapy. I also offer parenting consultation and coparenting counseling.

See less

Clinician



Edgewood Center for Children and Families

Mar 2009 – Jun 2010 • 1 yr 4 mos



Trainee

RAMS, Inc.

Sep 2007 – Aug 2008 • 1 yr

Education



San Francisco State University

Master's of Science, Clinical Psychology

2006 – 2008



San Francisco State University

Bachelor's of Art, Psychology

2003 – 2005

Activities and Societies: Psi Chi

See description

Volunteer Experience

People Also Viewed

Elizabeth Billings

Supervisor at Starbucks



Evan Kaplow

Owner, Kaplow Insurance Agency



Anne M. Vano

Anne M. Vano, Ph.D. at Licensed Psychologist

Lisa Harseim

Undergraduate Research Assistant
HafenCity Universität Hamburg

Sharon Kruger

PSYCHOLOGIST

Baharak Delavar

Psychologist at private clinic



Tricia Rampersad, M.A., M.

Marriage and Family Therapy In (MFTI), Pupil Personnel Services Credential (PPS), NPI



Angela Krumm • 3rd

Psychologist at Feeling Good In

Kristin van Praag

Print Producer/Art Buyer at Hea (Advertising not basketball)

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Phone Line Volunteer

California AIDS Hotline
Jan 2005 – Jan 2005 • 1 mo
Health

Clinical Mentor

Instituto Familiar de la Raza
Aug 2005 – Jun 2006 • 11 mos
Children

tegi

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See more

Featured Skills & Endorsements

Family Therapy · 18

Eric Bottino and 17 connections have given endorsements for this skill

Psychotherapy · 16

Eric Bottino and 15 connections have given endorsements for this skill

Therapists · 14

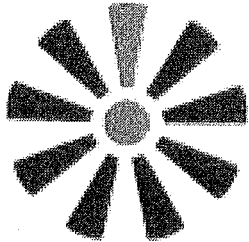
Eric Bottino and 13 connections have given endorsements for this skill

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Cecilia Froberg

Marriage and Family Therapist

Cecilia Froberg, MFT

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BACKGROUND INFORMATION

Employment History

Clinician

Edgewood Center for Children and Families

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*Other People with the name **Froberg***

Maria Fröberg

Nynas AB

Sven Froberg

AFP GMBH

Jonas Fröberg

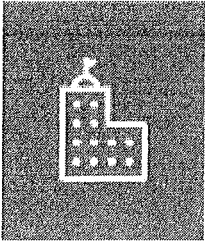
Wärtsilä Corporation

Benjamin Fröberg

NeXTel B.V.

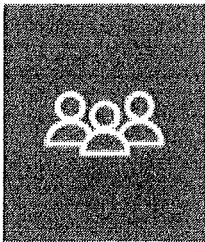
Keir Froberg

George Mason University



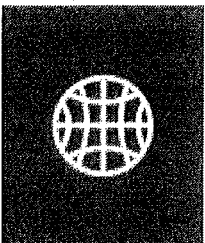
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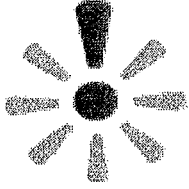
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Caroline Gerber Wrong Caroline Gerber?

Teaching Associate, Kindergarten

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Local Address: Berkeley , California ,
United States

Bentley School
1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Leave Replacement Assistant Librarian
Village Community School

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Caroline Gerber

Teaching Associate, Kindergarten at Bentley School
Bentley School • Teachers College of Columbia University
Berkeley, California • 102 &

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Experience



Teaching Associate, Kindergarten

Bentley School
Aug 2015 – Present • 1 yr 9 mos
Oakland, California

Leave Replacement Assistant Librarian

Village Community School
Jan 2015 – Present • 2 yrs 4 mos
Greater New York City Area

Student Intern

P.S. 32
Sep 2014 – Dec 2014 • 4 mos
Greater New York City Area

Student Teacher

The East Village Community School and P.S. 503
Sep 2013 – Dec 2014 • 1 yr 4 mos
P.S. 32

Academic Mentor

Yawkey Boys & Girls Club
Oct 2010 – Jan 2012 • 1 yr 4 mos
Greater Boston Area

See more positions

Education

Teachers College of Columbia University

Master's Degree, Elementary Inclusive Education and Teaching Students with Disabilities, 1-6
2012 – 2015

People Also Viewed

Kathleen Carr
Dance Education



Louise Thornhill
Masters of Science in Childhood Education

Jill McEnery
Senior Editor at Freelance Writing Editorial Services

Emily Bluth
Talent Analyst

David Bjerkli • 3rd
Science Writer, TIME Books Division
TIME For Kids Magazine

Dante A. Ciampaglia
Senior Editor, TIME Edge at TIME

Mia Gittlen • 3rd
Educator and Organizer

Peter Hagen • 3rd
--Prefect and Writing Coach at E School

Colleen Gravelle
First Grade Teacher at Redwood Heights School

Messaging

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Pingree School
2004 - 2008

Featured Skills & Endorsements

Teaching · 3

Adam Gerber and 2 connections have given endorsements for this skill

Editing · 1

Sam Gerber has given an endorsement for this skill



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Caroline Gerber

Teaching Associate, Kindergarten at Bentley School
Berkeley, California | Education Management

Current Bentley School, Village Community School
Previous P.S. 32, The East Village Community School and P.S. 503, Yawkey Boys & Girls Club
Education Teachers College of Columbia University

Send Caroline InMail

102 connections

https://www.linkedin.com/in/caroline-gerber-27263683

Background

Experience

Teaching Associate, Kindergarten

Bentley School
August 2015 – Present (1 year 5 months) | Oakland, California



Leave Replacement Assistant Librarian

Village Community School
January 2015 – Present (2 years) | Greater New York City Area

Student Intern

P.S. 32
September 2014 – December 2014 (4 months) | Greater New York City Area

Student Teacher

The East Village Community School and P.S. 503
September 2013 – December 2014 (1 year 4 months) | P.S. 32

Academic Mentor

Yawkey Boys & Girls Club
October 2010 – January 2012 (1 year 4 months) | Greater Boston Area

Health Educator

Peer Health Exchange
September 2009 – May 2011 (1 year 9 months) | Greater Boston Area

Skills

3 Teaching

1 Editing

Education

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People Also Viewed



Brian Thomas
Assistant Head, Bentley School



Tiffany Kaszuba
Vice President at Cavarocchi Ruscio
Dennis Associates, LLC



Khara Schmitt
Teacher



Erika Kuhn
Librarian at Village Community School



Francesca Molina
Admissions Associate, K-8 at Bentley School

Danielle Dell
Mathematics Teacher at Bentley School

Erin Lott Pollack
Dean of Academics and Dean of Teaching and Learning at Bentley School

Jacob Leland
English Teacher at Bentley School

Melissa Healey
Teaching Associate at Bentley School

Amber Gravely
Director of After School Program at Bentley School

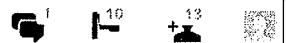
In Common with Caroline

Caroline

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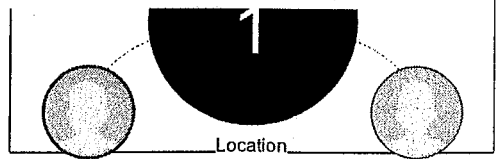
Northeastern University
Bachelor's Degree, Sociology
2009 – 2012

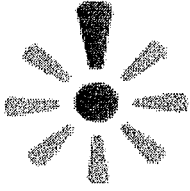
Pingree School
2004 – 2008

Additional Info

Interests

Hatha Yoga, meditation, biking, art, and vegetarian cooking.





Colleen Gravelle

[Wrong Colleen Gravelle?](#)

First Grade Teaching Associate

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Local Address: Danville , California , United States

Bentley School

1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Kindergarten Teacher
Bentley School

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Melissa Hyde, M.Ed.
 Educational Therapist
 Bentley School
 San Francisco Bay Area • 16 ⁸⁸

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Melissa's Profile

linkedin.com/in/melissa-hyde-m-1b905457


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Experience




Learning Specialist
 Bentley School
 Aug 2008 – Present • 8 yrs 8 mos

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Bentley School
500 followers

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Anja Fathalli
Personalberatung & -vermittlung
Fachkraft
- 


Loryn Weisenberg Hudson · 3rd
Educational Therapist/ Bal-A-Vi Practitioner
- 

Genie Barry · 3rd
Learning Specialist at Prospect School
- 

Carolyn Price, Educational
Creating new neural pathways for success
- 

Katie Ryan · 3rd
Learning Specialist at San Domenico School
- 

Leslie Absher · 3rd
Personal essayist, contributor to magazine & academic coach for
- 

Jenna Starkey, CPCC · 3rd
Fulfillment Coach, Communication Professional
- 

Cindy Miner Kapelke · 3rd
Educational Therapist/Learning Specialist at Self Employed

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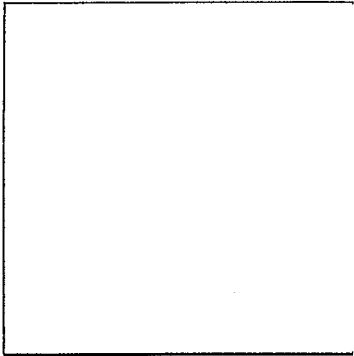
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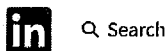
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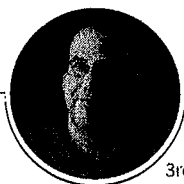
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3rd

Vincent Jurgens

Webmaster and Photographer at Bentley School
Bentley School • University of Illinois at Urbana-Champaign
San Francisco Bay Area • 258 &

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-Also see www.vincentjurgens.com for photography and video portfolio.

Contact and Personal Info

Vincent's Profile and Websites

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Experience



Webmaster and Photographer

Bentley School
Nov 2013 – Present • 3 yrs 5 mos • Oakland, CA

Photographer and videographer for Advancement office.
External and internal website management (Blackbaud K-12 applications - formerly Whipple Hill.)

See less ^

Photographer and Filmmaker, Interaction Designer

Vincent Jurgens Photography
Oct 2011 – Present • 5 yrs 6 mos • Oakland

Sr. Information Architect

Acxiom
Sep 2009 – Sep 2011 • 2 yrs 1 mo

See description ▾

Lead Interaction Designer

Hotwire
Mar 2008 – Apr 2009 • 1 yr 2 mos

See description ▾

Senior Information Architect

Kodak Easyshare Gallery
Jul 2005 – Mar 2008 • 2 yrs 9 mos

See description ▾

[See more positions ▾](#)

People Also Viewed

YI HANG FEI
系統工程師 - 國家中山科學研

Ted Cannon
Huntsville, AL. Wedding DJ/MC

Caroline Gerber
Teaching Associate, Kindergarten
Bentley School

Rahul Gajjar
Photographer in Khaleej Times

Andre Kecskemeti
Post Production Specialist, free

Menicos Menicou
Senior II at KPMG Nicosia

Adrienne Ricardo • 3rd
Teacher at Bentley School

Swapna Patil • 3rd
Chief Talent Officer at Digital Ali

Sean Hammer
Staff Services Manager III at
Department of Community Serv
and Development

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1981 - 1986

Activities and Societies: - Visiting Instructor - School Of Art and Design, UIUC. - Library Assistant, Communications Library, UIUC. - Production Assistant, High Energy Physics Department, UIUC. - Host, weekly program at WEFT-FM, Champaign, Illinois. - Producer, Director and Editor for arts and public affairs cable programs. - Co-founder, the Working Media Center at the University YMCA, promoting community involvement in the production and use of media.

Lane Technical High School

1978 - 1981

Featured Skills & Endorsements

User Experience · 22

Lee Ward-Henderson and 21 connections have given endorsements for this skill

Information Archi... · 15

Lee Ward-Henderson and 14 connections have given endorsements for this skill

Interaction Design · 13

Sara Ortloff Khoury and 12 connections have given endorsements for this skill

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Melissa Hyde

[Wrong Melissa Hyde?](#)

Learning Specialist

Phone: (510) ***-**** HQ Phone

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1 Hiller Drive

Oakland, California 94618

United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Learning Specialist
Prospect Sierra School

Education

M.Ed.

Web References

Melissa Hyde ...
www.bentleyschool.net, 15 Mar 2015 [cached]

Melissa Hyde M.Ed. K-5 Learning Specialist and Student Support Coordinator
mhyde@bentleyschool.net

Bentley School ~ Learning Support
www.bentleyschool.net, 14 Sept 2012 [cached]

Melissa Hyde, M.Ed. As the Lower School Learning Specialist and Student Support Coordinator, **Ms. Hyde** communicates strengths, weaknesses, and general observations (academic and social) to teachers and parents to begin the collaborative process and determine next steps of support for each student. She views collaboration as a key component to the growth and success of our Bentley students. **Ms. Hyde** coordinates academic accommodations for lower school students as well as all communication and meetings with each member of the student's support team. She provides guidance and support for teachers with their design of differentiated instruction lessons to reach all learners in the classroom. She is also able to provide limited academic screenings, including

classroom observations, assists teachers with literacy assessments, and provides consultation and interpretation of evaluation findings and recommendations, including ERB scores, to teachers and parents. **Ms. Hyde** is available to meet with parents and teachers at any time. She is available for consultation and can provide a variety of information related to professional referrals.

...
Melissa Hyde K-5 Learning Specialist and Student Support Coordinator 510.843.2512 ext. 2402 K-8 Campus 1 Hiller Dr., Oakland, CA 94618 510-843-2512 9-12 Campus 1000 Upper Happy Valley Rd., Lafayette, CA 94549 925-283-2101

Melissa Hyde, M.Ed. - Lower ...
www.bentleyschool.net, 14 Sept 2012 [cached]

Melissa Hyde, M.Ed. - Lower School Learning Specialist and Student Support Coordinator Upcoming Parent Education Event

...
Contact: **Melissa Hyde**

...
Contact: **Melissa Hyde**

Bentley School ~ Support & Counseling
www.bentleyschool.net, 15 Sept 2009 [cached]

Melissa Hyde, M.Ed. K-5 Learning Specialist and Student Support Coordinator



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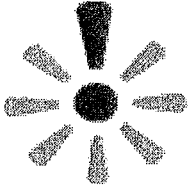
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Paul Geisler

Wrong Paul Geisler?

Registrar and Scheduling Specialist

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Peter Hagen

--Prefect and Writing Coach at Bentley School
Bentley School • University of California, Berkeley
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Peter's Profile

linkedin.com/in/peter-hagen-207

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Prefect and Writing Coach

Bentley School

Responsible for in-house substitute teaching for all subjects.
Writing Coach available for individual appointments with students.
Taught Mini-term poetry writing workshop.

See less ^

Education



University of California, Berkeley

Bachelor of Arts (B.A.), English and Creative Writing
2006 - 2009



University of California, Berkeley

Bachelor's Degree, English and Creative Writing, 3.99
Activities and Societies: Tutoring Staff Member, Gold Key Society

Featured Skills & Endorsements

Teaching

No endorsements yet

Poetry

No endorsements yet

Editing

No endorsements yet

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Terry Church • 3rd
Experienced Business, IP Licens
Contract Attorney

Eric Oddo
Teacher at Gateway School Dist



Valerie Gonyea, CPA • 3rd
Corporate Controller at Redwoc
Company

Wesley Loofbourrow • 3rd
Student at University of Califorr
Hastings College of the Law

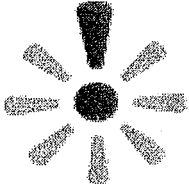
Savon Ayodeji
Director of Debate & Curriculum
Capitol Debate, Director of Soci
media Marketing at The Wood L
San Diego

Christian Geddes
Debate coach

Mia Gittlen • 3rd
Educator and Organizer

Donna Canada-Smith
English Teacher at Bentley Schc

Messaging



Judy Geller

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Fourth Grade Teacher

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United States

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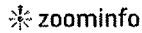
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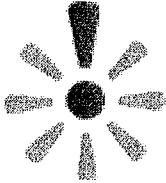
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Amber Gravely

Director of After School Program

Bentley School

Direct Phone: (510) ***-****

Email: a***@***.net

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United States

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Amber Gravely

Director of After School Program at Bentley School

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Experience



Director of After School Program

Bentley School

Jul 2015 – Present • 1 yr 10 mos

Oakland, CA

Executive Director

S.O.S. Student Opportunities for Success

Jan 2014 – Present • 3 yrs 4 mos

Greater Los Angeles Area

See description

Assistant Learning Specialist

University of Southern California

Aug 2012 – Jun 2015 • 2 yrs 11 mos

Student-Athlete Academic Services

See description

EDPT 110 Graduate Teaching Assistant

University of Southern California

2013 – 2014 • 1 yr

Los Angeles, CA

Athletic Coordinator

Polytechnic School

Jun 2010 – Jun 2012 • 2 yrs 1 mo

Pasadena, CA

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Education

USC

Doctor of Education (Ed.D.), Educational Psychology

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New York University
Individualized Study
2006 - 2006

University of Southern California
MA, Broadcast Journalism
2001 - 2003

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Lance Gravely and 31 connections have given endorsements for this skill

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Nigel Frankson, CFA and 24 connections have given endorsements for this skill

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 Educator at Bentley School
 Bentley School
 San Francisco Bay Area • 1

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Educator
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Director of Development and Communications at St. Paul's Episcopal School



Carol Swainson • 3rd
Head of K-8 at Bentley School



Lisa Tongxin Chen • 3rd
Assistant Principal at Success At Charter Schools

Jasjit Kaur
MPH Candidate, Epidemiology & Applied Biostatistics at Mailman School of Public Health

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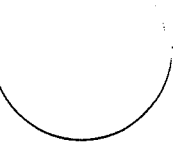
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Educator at Bentley School

Bentley School

San Francisco Bay Area • 1 &

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Bentley School

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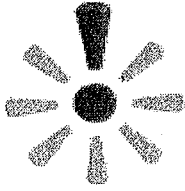


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Lisa Tongxin Chen • 3rd
Assistant Principal at Success A Charter Schools

Jasjit Kaur
MPH Candidate, Epidemiology : Applied Biostatistics at Mailmar of Public Health

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Educator/Tutor



Will Green

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Educator

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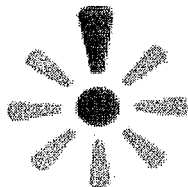
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Julia Jung Wrong Julia Jung?

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Web References

Julia Jung, Bentley ...
portland.positivecoach.org, 23 Nov 2015 [cached]

Julia Jung, Bentley School

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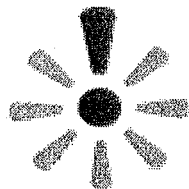
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Vincent Jurgens [Wrong Vincent Jurgens?](#)

Webmaster and Photographer

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California , United States

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1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Photographer and Filmmaker, Interaction Designer
Vincent Jurgens Photography

Web References

Vincent ...
www.bentleyschool.net, 15 Mar 2015 [cached]

Vincent Jurgens Webmaster and Photographer
vjurgens@bentleyschool.net


Vincent ...
www.bentleyschool.net, 15 Mar 2015 [cached]

Vincent Jurgens Webmaster and Photographer
vjurgens@bentleyschool.net Give Online

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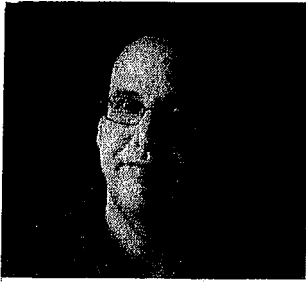
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Vincent Jurgens

3rd

Webmaster and Photographer at Bentley School
San Francisco Bay Area | Internet

Current Bentley School, Vincent Jurgens Photography

Previous Acxiom, Hotwire, Kodak Easyshare Gallery

Education University of Illinois at Urbana-Champaign

258

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Advanced



<https://www.linkedin.com/in/vincentjurgens>

Contact Info

Background



Summary

- Also see www.vincentjurgens.com for photography and video portfolio.



Experience

Webmaster and Photographer

Bentley School

November 2013 – Present (3 years 2 months) | Oakland, CA

Photographer and videographer for Advancement office.

External and internal website management (Blackbaud K-12 applications - formerly Whipple Hill.)



Photographer and Filmmaker, Interaction Designer

Vincent Jurgens Photography

October 2011 – Present (5 years 3 months) | Oakland

Sr. Information Architect

Acxiom

September 2009 – September 2011 (2 years 1 month)

Interaction design and standards development for Global Multi-channel Marketing Services group.



1 recommendation



Tammy Ammon

Principal Product Director - Marketing Services at Acxiom

I truly enjoyed the opportunity to work with Vincent. He has an innate ability to see the big picture and to look at problems through the eyes of the user. He's excellent at large scale analysis of systems and platforms. His recommendations... [View](#)

Lead Interaction Designer

Hotwire

March 2008 – April 2009 (1 year 2 months)

Define the conceptual strategy, user flows and interaction designs for major projects

Work closely with Business Owners, Analysts and Functional Designers to define product direction and UX requirements

- Collaborate with Visual Designers and Copywriters on deliverables
- Design usability test plans and prototypes, moderate lab tests, and report on findings
- Design A/B version testing, in production, of key UI elements

<https://www.linkedin.com/in/vincentjurgens>

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People Also Viewed



Pete Stoeck

Photojournalist at Bay News 9



Jonathan Fine

occupational therapist at Boston Public Schools



Dennis Vernon

Photography Instructor at Bluffton High School, Beaufort County School District



Kathy Clevenger

Photographer / Corporate Store / Presentations at Black & Veatch



Alan Storey

Owner, Computer Dynamics



Kim Lytle

photography



Anthony Wilbur

Photographer at Aww Photography



Fred Collins

Aircraft Marketing at Bell Aviation



Agapito Sanchez

Assistant Director - Graphic Communications at Baylor College of Medicine



Jeff Beiermann

Code Enforcement Officer at City of Blair

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Karla McCormick

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Amanda Jain

Department: Mathematics
 Upper School Math Teacher
 Brown University - Masters in Public Health
 Colby College - B.A. in Mathematics and Sociology
ajain@bentleyschool.net

Ben Jones

Varsity Baseball Assistant Coach
benjaminroycejones@gmail.com



Erin Jones

Department: Admin - US
 Director of Advancement
ejones@bentleyschool.net



Bruce Jordan

Department: Electives, Non-Departmental
 Debate Coach
 Carnegie Mellon University - All But Dissertation
 University of Wisconsin-Milwaukee - M.A. in History with a Certificate in Applied Hist
 The Citadel - B.A. in History
bjordan@bentleyschool.net



Vincent Jurgens

Department: Admin - US
 Webmaster and Photographer
 University of Illinois at Urbana-Champaign - B.S. in Media Studies
vjurgens@bentleyschool.net

The Bentley Story

Founded in 1920, Bentley School has fostered an environment that challenges the mind, striving to bring out the best in every one of its students. Bentley School is committed to academic excellence as well as the development of character and spirit in each of its students. (Read more in the [Head of School's Message](#).)

Where We Are

K-8 Campus
 1 Hiller Drive
 Oakland, CA 94618
 (510) 843-2512

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 1000 Upper Happy Valley Road
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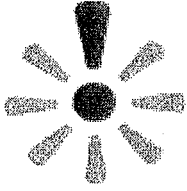
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(http://info.matchdeck.com/access-the-aihit-api?__hstc=108128221.9d95e26d16177c81c52ee1d5e609f011.1481483073111.1481483073111.1481483073111.1&__hssc=108128221.6.1481483073111&__hsfp=3879289082)

Historical Events

- [All \(/company/00E86949/BENTLEY-SCHOOL/history#main\)](#) [People \(/company/00E86949/BENTLEY-SCHOOL/history?ss=people#main\)](#)
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Date	Description
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Jennifer Kang

[Wrong Jennifer Kang?](#)

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Laura Konigsberg
 Head of School at Turning Point School
 Turning Point School • UC Davis
 Culver City, California • 259

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Experience

Head of School
Turning Point School
Jul 2016 – Present • 9 mos • Culver City, CA

 **Associate Head of School K-8**
Bentley School
Jul 2013 – Present • 3 yrs 9 mos • Oakland, CA

 **Dean of Teaching and Learning**
Bentley School
Sep 2000 – Present • 16 yrs 7 mos

Associate Head of School K-8
Bentley School
Sep 2000 – Present • 16 yrs 7 mos

Education

UC Davis
Doctor of Philosophy (Ph.D.), English
1993 – 1999

Trinity College
Bachelor of Arts (B.A.), English
1986 – 1990

People Also Viewed



Jennifer Tolbert • 3rd
Head of School



Carol Swainson • 3rd
Head of K-8 at Bentley School



Deborah Richman • 3rd
Executive Leadership Coach and Consultant (Specializing in Leadership Transitions)

Gaby Akana
Assistant Head of School and Middle School Division Head at Turning School

ilise Faye
Head of School - Hollywood Schoolhouse

Luthern Williams • 3rd
Head of School at New Roads Sr

Ted Courant • 3rd
Mathematics Instructor at New School

Randy R. Bertin, Ed.D. • 3rd
Head of School at Besant Hill Sc

Joel Pelcyger • 3rd
Head of School at PS1 Pluralist

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Classroom • 10 Endorsed by Charity Hume, who is highly skilled at this

Steffie Schwartz and 7 connections have given endorsements for this skill

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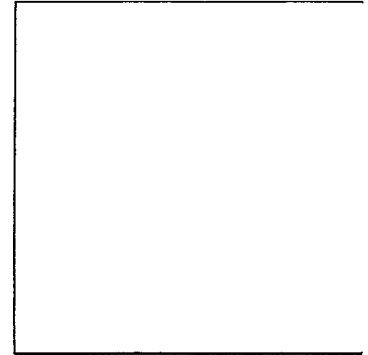


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Natalie Babcock • 3rd
Graduate Teaching Associate; Founder at Small Tales
San Francisco Bay Area
Current: Graduate Teaching Associate at Bentley School

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David Palange • 3rd
Director of STEM Education, K-8 at Bentley School
San Francisco Bay Area
Current: Director of STEM Education, K-8 and Bentley Lab Coordinator at Bentley School

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Laura Konigsberg • 3rd
Head of School at Turning Point School
Greater Los Angeles Area
Current: Associate Head of School K-8 at Bentley School

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World Languages Department Chair at Bentley Upper School
San Francisco Bay Area

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College Counseling Associate
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Katy Yan • 3rd
Environmental Educator
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Erin Lott Pollack • 3rd
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Current: Associate Director of College Counseling at Bentley School

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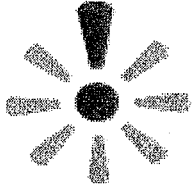
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Mathematics Teacher

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Web References

Mathematics teacher Mischa ...
www.bentleyschool.net [cached]

Mathematics teacher **Mischa Lassow** taught a lively Irish step dance that involved partner switching and skipping.

Mathematics | Bentley School
www.bentleyschool.net, 9 Jan 2016 [cached]

Mischa Lassow Mathematics Teacher mlassow@bentleyschool.net

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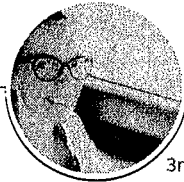
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Lisa Lomba, Ed.D.

Director of External Relations

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I love collaborating with others using passion, smarts, creativity and focus to imagine, design and implement programs that transform lives and contribute to the social good. My sweet spot is working with leaders to... See more

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Lisa Lomba, Ed.D. on LinkedIn
May 5, 2016

This Startup Launched a Spider-Silk Tie at SXSW
Lisa liked

The Politically Subversive Power of Puppies
Lisa shared

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See all activity

Experience



Director Of External Relations

Bentley School
Aug 2015 - Present • 1 yr 8 mos

Lead all print and digital communications as well as media relations and external partnerships for this independent K-12 school, sharing with the world the amazing contributions, service, and achievements of Bentley's student scholars, athletes, and artists; connected and committed alumni; and creative, dedicated faculty members.

See less ^



Director of Communications

Saint Joseph Notre Dame High School
Jun 2014 - Aug 2015 • 1 yr 3 mos

See description v

Communications and Media Relations Director

Contact and Personal Info

Lisa's Profile, Websites, and Twitter

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People Also Viewed



Rebecca Bischoff • 3rd
Chief Development Officer

Tracy Da Lomba
Water System Inspector II at East
Municipal Utility District



Carol Goldman • 3rd
Director of Development at The
School



Will Grant • 3rd
Strategic Vision, Organizational
Development, and Instructional



Gina Mendez • 3rd
Accounting Specialist/Licensed
Esthetician

Elizabeth Thompson
Retail Store Manager at Goodwin
Industries of Lane and South Co
Counties



Stephanie McGraw • 3rd
Teacher & Humanities Departm
Chair at The Athenian School

Grand Sinar Indah Legian
E-Commerce Grand sinar indah

Beka Lowrey-Evans
General Manager

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Communications Director (Consultant)

Business Matchmaking
May 2009 – Nov 2009 • 7 mos

See description

lish

Director of Public Education

Team-Up for Youth
Sep 2007 – May 2009 • 1 yr 9 mos

See description

rket

See more positions

Education

St. Mary's College of California

Ed.D., Educational Leadership
2009 – 2014

Activities and Societies: Member of Graduate and Professional Academic Honor Council, Writing Coach for doctoral students.

University of California, Berkeley

B.A., English Literature
1990 – 1993

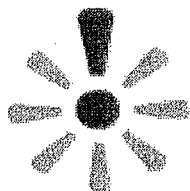
San Francisco State University

M.A., Literature
1995 – 1998

See more education

See more





Eric Lautz [Wrong Eric Lautz?](#)

Assistant Men's Varsity Volleyball Coach

Phone: (510) ***-**** HQ Phone

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1 Hiller Drive
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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Head Coach
Vibe Volleyball Club

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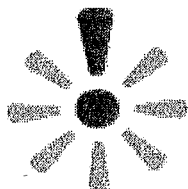
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Winter Mead Wrong Winter Mead?

Director of Drama

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Local Address: San Francisco , California ,
United States

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1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Theatre and Film Teacher At Castilleja School
Castilleja School

Web References

Cathedral School for Boys - Resources for High School Placement
www.cathedralschool.net [cached]

Winter Mead

Bentley School Class Page
www.bentleyschool.net [cached]

Mr. Mead's Homepage

wmead@bentleyschool.net (weekdays)
winterkm@aol.com

Bentley School - Message from Brian Thomas
www.bentleyschool.net [cached]

Winter Mead has accepted the offer of **Castilleja School** in Palo Alto to work in their film and theater program.

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Sita Lujintanon

Student at Mahidol University International College

Self Employed • Mahidol University

Thailand • 13

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Sita's Profile

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Experience

Private English Tutor

Self Employed

Aug 2016 – Present • 9 mos

Intern

Ooga Booga Farm

May 2016 – Jun 2016 • 2 mos • Bangkok Metropolitan Area, Thailand

Undergraduate Lab Assistant

Baker Lab, University of Washington

Nov 2015 – Mar 2016 • 5 mos



Project Coordinator Intern

Give A Day Global

May 2015 – Jun 2015 • 2 mos • San Francisco Bay Area

See description

Education



Mahidol University

Biology/Biological Sciences, General

2016 – 2019



University of Washington

Pre-Science

2015 – 2016

Volunteer Experience

Project Coordinator

Books For Nakhon

People Also Viewed

Thana Potanon

นักศึกษาที่ จุฬาลงกรณ์มหาวิทยาลัย

Narongrit Chaya

อาจารย์ที่ สสช

Wachirawit Jetsiktat

Student at Mahidol university

Sufilm Kangthanyakarn

นักศึกษาที่ Thammasar

Kiang Channarong

Student at Mahidol University

Jak Termpongurak

Student at Chulalongkorn Unive

Phanthila Saengthong

Student at Chulalongkorn Unive

Rujira Khotetom

Attended Khon Kaen University

Weerapong Muangmai

Student at Mahidol University

Sign Punthong

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Accomplishments

2 Languages English

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13-14	Junior	Varsity	21	30	1	17	6	3	7	43	12	54	22
12-13	Sophomore	Varsity	24	56	4	10	40	14	26	54	15	45	33
Varsity Totals			66	109	8	57	14	19	35	54	33	126	26

Totals

Year	Grade	Team	GP	Min	Pts	OReb	DReb	Reb	Ast	Stl	Blk	TO	PF
14-15	Senior	Varsity	21	259	23	22	36	58	12	11	1	39	16
13-14	Junior	Varsity	21		30	13	17	30	5	8	3	51	20
12-13	Sophomore	Varsity	24		56	21	25	46	6	19	2	14	16
Varsity Totals			66		109	56	78	134	23	38	6	104	52

Misc Totals

Year	Grade	Team	GP	Ast:TO	Stl:TO	Stl:F	Blk:PF	Chr	Defl	TF	DD	TD
14-15	Senior	Varsity	21	0.31	0.28	0.69	0.06				1	1
13-14	Junior	Varsity	21	0.10	0.16	0.40	0.15				1	
Varsity Totals			66	0.22	0.37	0.73	0.12				2	1

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Vital Reds Supplement

Women Are Racing To This Site
Tophatter

LiAngelo Ball of Chino Hills erupts for 72 points Wednesday night - MaxPreps

Nation's No. 1 sophomore basketball prospect Charles Basseby ruled ineligible - MaxPreps

MaxPreps Top 25 high school boys basketball national rankings - MaxPreps

Shaquille O'Neal's son Shareef transferring to Crossroads - MaxPreps

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Kathleen Mohr
 Teacher/Drama Director at Bentley School
 Bentley School
 Greater Detroit Area • 4 &s


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Kathleen's Profile

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Experience

 **Teacher/Drama Director**
Bentley School

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Director of Market Development
TeliaSonera International Carrier

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Vocal Lessons with Jear Deva: 3 Expanding Your
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
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Kathleen Mohr

[Wrong Kathleen Mohr?](#)

Teacher

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Phone: (510) ***-**** HQ Phone

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Local Address: Burton , Michigan , United States

Bentley School
1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Director of Drama
Bentley Community Schools

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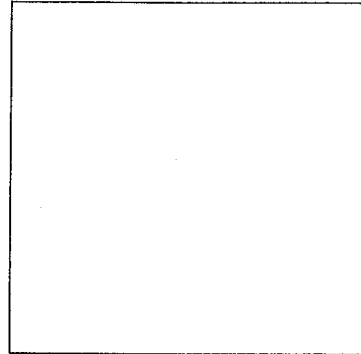
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3rd

Emily Morrison

Director of Performing Arts at Bentley School

Bentley School • University of South Florida

San Francisco Bay Area • 413 &

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Contact and Personal Info

Emily's Profile, Websites, and Twitter

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Experience



Director of Performing Arts

Bentley School
Aug 2012 – Present • 4 yrs 8 mos • Oakland, CA



Artistic Learning Programs Manager

California Shakespeare Theater
Apr 2006 – Aug 2012 • 6 yrs 5 mos • Berkeley, CA

Company Member

Killing My Lobster
2006 – 2010 • 4 yrs

Sales Assistant

Juice Software
2000 – 2001 • 1 yr

Education

University of South Florida

BA, Theater
1995 – 1999

People Also Viewed



Kym Rhymes
Veterinary Technician at Spay n clinic

Joe Martin Jr.
Lead Creative Consultant/Produ

Chris Brinkerhoff
Oak Ridge Institute (ORISE) Fellow
Environmental Protection Agen

Matt Hammer
Senior Account Manager at Glot

Nora Burkel
Sales -mid, West and Eastern St
Portocork

Scott Pritchard
Vice President of U.S. Operation
Business Development at A & R
Inc.

Christina Gillies • 3rd
Director, Relationship Managen
Principal Financial Group

Paul Marquis • 3rd
Graphic Designer / Illustrator at
Marquis Studios

James Lozano
Following a Dream at East Coas

Featured Skills & Endorsements

Acting • 43

Samuel Morrison and 42 connections have given endorsements for this skill

Performing Arts • 30

Samuel Morrison and 29 connections have given endorsements for this skill

Music • 12

Coach Roy Austin, CPA, CMA, MBA and 11 connections have given endorsements for this skill

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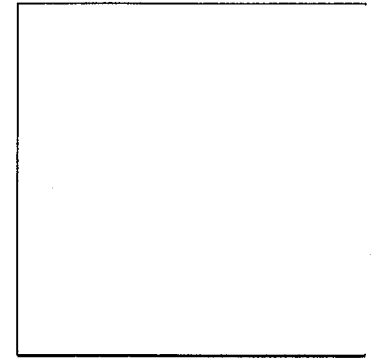
Given (0)

Kenny Taylor

Southern Oregon Real Estate
Broker / Realtor

September 3, 2007, Emily worked
with Kenny in the same group

Ms. Morrison is a very talented performer. She is particularly skilled at maintaining focus and keeping things fun at the same time. This ability is complemented by Emily's openness and generosity to her fellow performers as well as her clever wit and creativity. I look forward to working with Emily again.





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Visual Arts

The Visual Arts program at Bentley is a K-12 comprehensive experience encouraging interdisciplinary thinking in pursuit of a confident artistic voice. Students are guided in the development of self-expression, collaborative skills, observation, innovative application of craft, and an understanding of the elements and principles of design. Students build an appreciation of art and artists from a wide variety of perspectives, time periods, media, cultural origins, and subject matter. Bentley students develop strong skills in visual literacy, and are able to critically engage with our visually driven contemporary world. The curriculum progresses through the K-12 program with a focus on creative problem solving that enhances all areas of learning.

Middle School visual arts classes are electives that meet four times per week. In addition to the annual all school art show, student work is showcased in rotating exhibits displayed throughout the Hiller Campus year round.

Visual Arts | Bentley School

www.bentleyschool.net/page/upper-school-9-12/academics/visual-arts

cta@bentleyschool.net ... wadams@bentleyschool.net. Aram Muksian. Visual Arts Teacher.
amuksian@bentleyschool.net ... cwills@bentleyschool.net .

From Internet re Aram Muksian, 11-29

• Bentley School

- **8/2008 - Present** Photography/Visual Arts Teacher

From Internet regarding the Photography program and the work by Bentley international "network" students working as teachers' assistants at the School:

http://www.netcompsch.org/The_Bentley_School_files/BENTLEY.pdf

The Bentley School
Oakland, California

www.bentleyschool.net

Dates Individually arranged throughout the year at our mutual convenience. Miniterm occurs during the first two weeks of March. General Information Academic Excellence is the foundation of a Bentley School education. Since 1920 Bentley School has fostered an environment that challenges the mind,

striving to bring out the best in each and every one of its students. The school is also committed to a balanced educational experience focused on academics and including a wide range of opportunities in arts and athletics in each of its Lower, Middle and Upper School divisions. Bentley is a community of learners with an advanced professional development program for its faculty and staff, committed to serving families from all types of backgrounds and ethnicities. The school's core values of integrity, excellence, ingenuity, courage and inclusion reflect its commitment to educate students to succeed in the global community and to be people who contribute positively in a democratic society. Bentley School is both an urban and suburban San Francisco/Oakland/Berkeley East Bay K-12

- college preparatory school. The upper school is located in lovely and bucolic

Lafayette, CA and the lower school campus is nestled in the Oakland/Berkeley Hills near the Caldecott Tunnel.

Program

Students have the opportunity to take part in one of our four very distinct areas

of the focus, depending on home stay availability.

Areas of emphasis include:

Traditional High School Academic Experience (California

- style)

Network students may participate in a student

- centric block schedule

designed for students to get the most out of the school year and school day.

Visiting student

s may take and sample classes with our amazing teachers who are all given a tremendous amount of flexibility and academic freedom to

design and build their own enriched high school program.

Kindergarten and First Grade classroom aids
Network students can
work as classroom aids in Bentley's Lower School.

The
core curriculum in K and 1

st

Grades is Handwriting, Reader's Workshop,
Language Arts, Mathematics, and Social Studies. The children's day
consists of

academic studies that are rounded out with Library
, Music, P.E., and World
languages.

Performing and Visual Arts

Visiting students can create a schedule that concentrates on the arts.

Bentley

School has a vigorous arts program with students performing music
(chamber

classical music, Jazz I, Jazz II, com

position, etc.), as well as taking classes in the

following areas: Introduction to Performing Arts, Drama I, Drama II,
Introduction

to Visual Arts, AP Art History, Portfolio Preparation, Ceramics,

Drawing and

Painting, Beginning Photography, Advanced Photo
graphy, and Studio Art.

Miniterm

For the two week period between the second and third trimester of the
school

year students try out classes that are experiential in nature where
classes

change from year to year, depending on student interest and what t
eachers

chose to offer. Past classes have been: Archery 101, African
American

Dramatic Voices, Baby's First Violin Lesson, Climb On: An

Introduction to Rock

Climbing, Orienteering, Hip Hop Dance, Japanese Through Anime,

Ommmmmm: Stress Reduction Techniques, Manufactured Truth: Reality TV and the American Experience, and much, much more.

Living Arrangements and Travel

Network students live with the families of Bentley School students who are

ethnically and socioeconomically diverse (even for the Bay Area!)

. Bentley

students come from over 60 different middle schools and parts of the San

Francisco Bay Area, including a number of students who come up from our own

very good middle school.

The San Francisco/Oakland/Berkeley Bay Area is home to the free speech

h

movement and many other ideals that represent equality and social justice.

Students should feel comfortable living in and traveling around an urban

environment where students will often use public transportation

(BART, AC

Transit, etc.).

Please be aware

that most

Bentley students do not

often travel far beyond the

cities where they reside, so it is not likely that they will just go

sightseeing in the

Bay Area's many different attractions. Network students should travel with

enough spending money for

incidentals, public transportation, and the like.

Students should fly into the Oakland Airport, where Southwest Airlines is the key

airline of note. Network students must consult with the school and the host

family to make sure that arrangements are vet
ted and approved before travel is
secured.

Application Procedure

Students

should complete the Network Student Information form and return it to
the home school

Network Advisor.

The Network

advisor at the Bentley School is

Marta Grajeda

Director of

Academic Advising

Bentley School

1000 Upper Happy Valley Road

Lafayette, CA 94549

(925)

283

-

2101

Electives

In the Middle School, vital electives enrich the core academic program. In the Arts program, students are provided a variety of opportunities to participate in music, drama and visual arts classes, give performances, and display their work for the Hiller and Lafayette campuses. Debate, gardening, publications, athletics, architecture, and academic prep (study hall) classes round out these rich offerings. In addition, students may take physical education classes and participate on athletics teams that compete against teams from other independent schools in the area.

Middle School (6-8)

- Introduction
- Academics
 - English
 - History
 - Humanities

- Math
- Science
- World Languages
- Electives
- Mini-Term
- The Arts
- Athletics
- Fitness and Wellness
- Hiller Library
- Student Support
- Deans

Academics

The Bentley Middle School recognizes that students in grades 6-8 are between the worlds of childhood and adolescence. We are the bridge for that transition. This is a time when friends and teachers have even greater importance in the lives of the child. Our middle school provides positive social activities, athletics, opportunities for leadership and service, and an appropriately challenging academic curriculum.

At the core of our middle school is a traditional liberal arts education that expands upon our lower school foundation. Our students have classes in critical thinking and research best practices, as well as core classes in English, mathematics, history, humanities, science, and foreign language. In our middle school classrooms, students may solve their first calculus problems, converse in Latin or French, or participate in a hands-on experiment in our well-designed science lab. Coursework in music, art, drama, and physical education are critical to our balanced and thorough curriculum. Our substantive elective program includes classes in debate, sculpture, architecture, robotics, and dance.



3rd

Steve Netniss

Director of Technology & Department Chair of Educational Technology, Bentley School

Bentley School • Dallas Theological Seminary

San Francisco Bay Area • 500+

Send InMail

Connect

1. Investing in people. 2. Bringing new awareness. 3. Helping others.

Contact and Personal Info

Steve's Profile and Websites

Show more

Learn the skills Steve has

Google Classroom: First
Viewers: 13,226

Teacher Tips
Viewers: 44,147

Fundamentals of Logist
Viewers: 21,171

See more

Experience



Director of Technology & Department Chair of Educational Technology K-12

Bentley School

Sep 2014 – Present • 2 yrs 8 mos • Oakland, California

- Collaborate closely with administration/faculty/staff to leverage technology to meet mission.
- Working across divisions to deliver personalized support services.
- Administering multiple systems (Meraki, Barracuda, Whipple Hill, Blackbaud, Blackboard, Moodle).
- Facilitating software solutions (Classroom Management, Bus Check In/Out, Teaching Tools).
- Inspiring students and teachers to be innovators with technology. (Quarterly Coaching Sessions)
- Working closely with Parent Association and Admissions to ensure success of various events.
- Using Go-Animate & Articulate Storyline 2.

See less

Lecturer

California State University, Stanislaus

Aug 2014 – Present • 2 yrs 9 mos

See description

Database Administrator & Web Content Manager

Good Shepherd Episcopal School

Sep 2013 – Aug 2014 • 1 yr • Dallas/Fort Worth Area

See description

Director of Technology

First Presbyterian Church of Duncanville

Aug 2010 – Aug 2014 • 4 yrs 1 mo • Duncanville, TX

See description

Youth Director

First Presbyterian Church of Duncanville

Aug 2010 – Aug 2014 • 4 yrs 1 mo

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here, join us today



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Dallas Theological Seminary
Master of Theology, Pastoral Ministry
2006 - 2009

California State University Stanislaus
Bachelor of Science, Computer Information Systems
2000 - 2003

Featured Skills & Endorsements

Public Speaking · 58

Endorsed by Jeannine Mallory, who is highly skilled at this

Endorsed by 2 of Steve's colleagues at California State University, Stanislaus

Training · 30

Endorsed by 2 of Steve's colleagues at PepsiCo

Leadership · 29

Endorsed by Melinda Khubiar, MBA and 1 other who is highly skilled at this

Endorsed by 2 of Steve's colleagues at California State University, Stanislaus

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Steve Netniss

500+
connections

Director of Technology & Department Chair of
Educational Technology, Bentley School
San Francisco Bay Area
Information Technology and Services

Websites Personal Website

View Steve's full profile. It's free!





Your colleagues, classmates, and 400 million other professionals are on LinkedIn.

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Summary

1. Investing in people.
2. Bringing new awareness.
3. Helping others to think broadly and communicate creatively.

Groups

- 
 Marketing Communication
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 Children, Youth, Fam...
- 
 Articulate Storyline 2

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Mauricio Navarro

Department: Admin - MS, Admin - LS
Custodian



Ryan Nepomuceno

After School
Warren Wilson College - B.S. in Environmental Education
rnepomuceno@bentleyschool.net



Steve Netniss

Department: Admin - US, Admin - MS, Admin - LS, Admin - All School
Director of Technology & Educational Technology Department Chair K-12
Dallas Theological Seminary - Th.M
California State University Stanislaus - B.S. Computer Information Systems
stnetniss@bentleyschool.net



Lori Now

Department: Admin - MS, Lower School, Admin - LS
After School
New York Institute of Technology - M.A. in Computer Graphics, Film and Video
Pratt Institute - BFA in Painting and Art Education
lnow@bentleyschool.net

The Bentley Story

Founded in 1920, Bentley School has fostered an environment that challenges the mind, striving to bring out the best in every one of its students. Bentley School is committed to academic excellence as well as the development of character and spirit in each of its students. (Read more in the [Head of School's Message](#).)

Where We Are

K-8 Campus
1 Hiller Drive
Oakland, CA 94618
(510) 843-2512

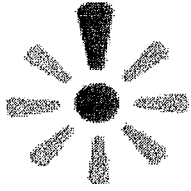
9-12 Campus
1000 Upper Happy Valley Road
Lafayette, CA 94549
(925) 283-2101

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Background

Employment History

Owner, Seamstress, and Designer
Ocha One

Education

San Jose State University

Web References

Rachel ...
www.nocapocis.org, 19 Mar 2015 [cached]

Rachel Parrish

President Co-Chair, Events Co-Chair

Teacher, 1st grade

Bentley School

msrparrish@gmail.com

Board of Directors | POCIS
www.nocapocis.org, 11 Oct 2013 [cached]

Rachel Parrish Teacher, 1st grade Bentley School

...
Rachel Parrish Rachel Parrish was born and raised in the Bay Area. She graduated from **San Jose State University** and has studied and researched education throughout her career, including internationally at the **University of Ghana** in Legon. **Rachel** has taught a range of grades spanning over 15 years as an educator, dedicating the last 9 years to teaching first grade at **Bentley School** in Oakland, CA. She has also

worked as a facilitator for the African American Affinity Group of the **National Association of Independent Schools at the People of Color Conference**. As co-chair of the Inclusivity and Multicultural Committee at **Bentley School**, **Rachel** has helped organize the annual Speaking of Diversity Night. **Rachel** is passionate about inclusive curriculum that promotes 21st Century skills. As an ardent supporter of differentiated and responsive classrooms, she continues to be engaged in the evolving dialogue and the implementation of best practices. **Rachel** resides in East Oakland and enjoys being a mother and fishing. Back to top...

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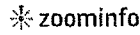
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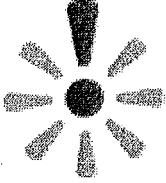
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James Pannell

Music Teacher

Bentley School

HQ Phone: (510) 843-2512

✉ Email: j***@***.net

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United States

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Crystal Pascucci

Cellist at Eclecta Quartet

Eclecta Quartet • Mills College

Oakland, California • 315

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Experience

Cellist

Eclecta Quartet

Jan 2015 – Present • 2 yrs 3 mos • San Francisco Bay Area



Cello Teacher

Bentley School

Jul 2013 – Present • 3 yrs 9 mos • Oakland, CA

See description

Recording Session Musician

Tiny Telephone

Jun 2013 – Present • 3 yrs 10 mos • San Francisco Bay Area

Owner

B & B Entertainment

Mar 2009 – Present • 8 yrs 1 mo • Oakland

See description

Education

Mills College

Master's Degree, Music Theory and Composition

2011 – 2014

Fred Frith, Improvising Teacher/Advisor. Roscoe Mitchell, Composition Teacher. Zeena Parkins, Performance Coach and Composition Teacher. Cello Teacher: Joan Jeanrenaud.

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University of Hartford

Master's Degree, Music Performance, Cello

2008 – 2010

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Development Associate for Garmin



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Customer Experience Specialist, Organizational Systems Guru, Multimedia Creator, Performer

Alexis Vivar
Nova Car Executive Transportation

Daniel Gottwald • 3rd
Proprietor, Sawdust Factory

Shawn Galvin
Curator at New Music Release

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composer, performer, teacher

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Opera Singer, Soprano

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Crystal Pascucci

Cellist at Eclecta Quartet

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Experience

Cellist

Eclecta Quartet

Jan 2015 - Present • 2 yrs 3 mos • San Francisco Bay Area



Cello Teacher

Bentley School

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See description

Recording Session Musician

Tiny Telephone

Jun 2013 - Present • 3 yrs 10 mos • San Francisco Bay Area

Owner

B & B Entertainment

Mar 2009 - Present • 8 yrs 1 mo • Oakland

See description

Education

Mills College

Master's Degree, Music Theory and Composition

2011 - 2014

Fred Frith, Improvising Teacher/Advisor. Roscoe Mitchell, Composition Teacher. Zeena Parkins, Performance Coach and Composition Teacher. Cello Teacher: Joan Jeanrenaud.

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Daniel Gottwald • 3rd

Proprietor, Sawdust Factory

Shawn Galvin

Curator at New Music Raleigh

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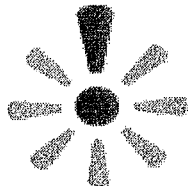


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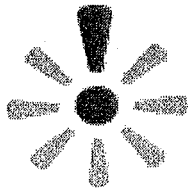
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Nancy Pegels Wrong Nancy Pegels?

Math Teacher

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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Math Teacher
Cleveland State University - M.S.

Education

Mathematics
Cleveland State University - M.S.

Web References

Mathematics | Bentley School
www.bentleyschool.net, 9 Jan 2016 [cached]

Nancy Pegels Mathematics Teacher
npegels@bentleyschool.net

Bentley School ~ Upper School Math Department
www.bentleyschool.net, 8 Oct 2013 [cached]

Nancy Pegels Math Teacher **Cleveland State University - M.S.** in Mathematics

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Samantha Perry

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Development and Finance Office Intern

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Local Address: San Francisco Bay ,
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1 Hiller Drive
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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

- Usher
Cinemark Inc
- Business Development Representative Intern
Apollo Jets LLC

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Adrienne Ricardo

3rd

Teacher at Bentley School
San Francisco Bay Area | Primary/Secondary Education

Current Bentley School

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95 connections

https://www.linkedin.com/in/adrienne-ricardo-57242426

Background

Experience

Music Teacher
Bentley School
1999 – Present (17 years) | Oakland



Skills

Curriculum Development



Following



Bentley School
Primary/Secondary Education
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Negussie Feleke
Manager/owner at Subway



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Sarai Jones
Owner, Whole Life Fitness



tsion ketema
obstetrician gynecologist

Rebka Endale
Research Associate at CooperVision

Lydia Asrat
Executive Assistant at Bourgeois Productions

Maereg Haile, MPH
Program Manager at Metabiota

Ibrahim Abdullah
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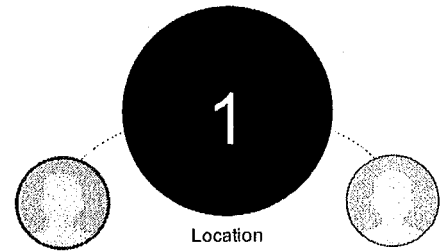
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Adrienne Ricardo
 Teacher at Bentley School
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Experience

Music Teacher
 Bentley School
 1999 – Present • 18 yrs • Oakland

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Assistant Head of School at Cor: Connelly School

Christen Tedrow-Harrison
Director of Diversity at Francis F School

Stephen Lee • 3rd
Teacher at Marin Horizon Schoo

Inez Thomas
Director of Community Outreach/Admissions Associate Francis Parker School

Mychal Johnson • 3rd
Physical Education Teacher

Inez Thomas
Director of Community Outrec Francis Parker School

DALAL ANTABLI
Principal at New Horizon Schoo

Mimi Petrie
Director of Admissions at Curtis

Linda Rose-Winters • 3rd
Director of Diversity Programs a Oakwood Secondary School

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Cydnee Taylor

Operations Coordinator at Bentley School
Bentley School • Armstrong Atlantic State University
San Francisco Bay Area • 117 &

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Experience



Transportation and Operational Coordinator, Assistant to the Associate Head of School K-8

Bentley School
Jan 2015 - Present • 2 yrs 3 mos

Catering Coordinator

The Claremont Club and Spa, a Fairmont Property
Sep 2014 - Jan 2015 • 5 mos

Receptionist

BlueFrog Screen Printing & Embroidery
May 2014 - Sep 2014 • 5 mos

See description

Internship

EEOC
Jan 2013 - May 2013 • 5 mos • Savannah Local Office

See description

Desk Assistant

Armstrong Atlantic State University
Aug 2012 - May 2013 • 10 mos • Housing and Residence Life

See description

See more positions

Education

Armstrong Atlantic State University

Bachelor's degree, Psychology
2008 - 2013
Activities and Societies: American Psychological Association Student Affiliate Member - I explored various areas in the psychology field through literary magazines. National Association for the Advancement of

People Also Viewed

Paola A. Valencia
Undergraduate at Suffolk Unive

Diana Vargas
Manager at Wells Fargo

Khara Schmitt
4th Grade Teacher at Chicago P: Elementary School

R. Kristopher Juniel
Project Manager at WireBuzz

Mandy Dyke Scott Avenue
Registered Nurse at RADIATION ONCOLOGY SERVICES PC

Shawnette Singleton
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Paul Rendon • 3rd
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San Francisco Bay Area

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Controller

San Francisco Bay Area

Current: Controller at Bentley School

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Teacher

San Francisco Bay Area

Current: Teaching Associate at Bentley School

Send InMail



Meredith Steele • 3rd
Painter and Educator

San Francisco Bay Area

Current: Upper School Visual Art Teacher at Bentley School

Send InMail

Janice Orrego • 3rd

US Biology Teacher at The International School of Zug and Luzern
Zürich Area, Switzerland

Current: MS Science Teacher at Bentley School

Send InMail

Kathleen Ruffle • 3rd

Learning Support Specialist at Bentley School and Co-Founder of Give A Day Global
San Francisco Bay Area

Current: Learning Support Specialist at Bentley School

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Math Teacher at Bentley School
San Francisco Bay Area

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LinkedIn Member

English Teacher at Bentley School
San Francisco Bay Area

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Adrienne Ricardo • 3rd

Teacher at Bentley School
San Francisco Bay Area

Current: Music Teacher at Bentley School

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Science & Math Teacher at Bentley School
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susan bogas • 3rd
Library Director at Bentley Upper School
San Francisco Bay Area
Current: Library director at bentley school

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Director of College Counseling at Bentley School
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LinkedIn Member
Mathematics Teacher at Bentley School
San Francisco Bay Area

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LinkedIn Member
Teaching Associate, Kindergarten at Bentley School
San Francisco Bay Area
Current: Teaching Associate, Kindergarten at Bentley School

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Mandarin Teacher at Bentley School
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Current: Middle School Mandarin Teacher at Bentley School

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Lourdes Guillen • 3rd
teacher at Bentley School
San Francisco Bay Area

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LinkedIn Member
Secondary education at Bentley School
San Francisco Bay Area

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Faye Kendall • 3rd
Owner, Artist at Handmade by Faye Kendall
San Francisco Bay Area
Current: Art Teacher at Bentley School

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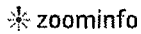
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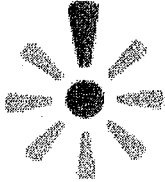


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Rachel Parrish

First Grade Teacher

Bentley School

HQ Phone: (510) 843-2512

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Bentley School

1 Hiller Drive

Oakland, California 94618

United States

Company Description

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Background Information

Employment History

Owner, Seamstress, and Designer

Ocha One

Education

San Jose State University

Web References *(2 Total References)*

Rachel ...

www.nocapocis.org [cached]

Rachel Parrish

President Co-Chair, Events Co-Chair

Teacher, 1st grade

Bentley School

msrparrish@gmail.com

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www.nocapocis.org [cached]

Rachel Parrish Teacher, 1st grade Bentley School

...

Rachel Parrish Rachel Parrish was born and raised in the Bay Area. She graduated from San Jose State University and has studied and researched education throughout her career, including internationally at the University of Ghana in Legon. Rachel has taught a range of grades spanning over 15 years as an educator, dedicating the last 9 years to teaching first grade at Bentley School in Oakland, CA. She has also worked as a facilitator for the African American Affinity Group of the National Association of Independent Schools at the People of Color Conference. As co-chair of the Inclusivity and Multicultural Committee at Bentley School, Rachel has helped organize the annual Speaking of Diversity Night. Rachel is passionate about inclusive curriculum that promotes 21st Century skills. As an ardent supporter of differentiated and responsive classrooms, she continues to be engaged in the evolving dialogue and the implementation of best practices. Rachel resides in East Oakland and enjoys being a mother and fishing. Back to top...

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Shutterfly Inc

Charles Parrish

New South Construction Company Inc

Bill Parrish

Optitec Systems

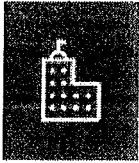
Benjamin Parrish

Tractor Supply Company

Steve Parrish

Transtar Industries , Inc.

Other People with this Title: (18,416)



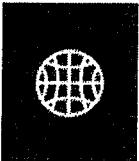
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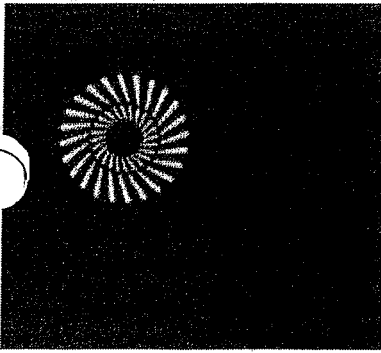
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Below you will find the faces of new faculty and staff members for the 2016-2017 school year. Please help us in welcoming them to St. Paul's!



Ranelle Estrellado - K1 Resident, Rachel Parrish - K2 Lead Teacher, Hannah Michahelles - K2 Resident



Simrita Dhanjal - Associate Director of Admissions, Wes Allen - 2B Lead Teacher, Annie Wong '08 - ASP Teacher, Illinca Popescu - 1A Resident



Rebecca Malick - Seventh Grade Math Teacher, Paul Meyer - Seventh Grade History Teacher, Melissa Tatara - Sixth Grade Math and Science Teacher

- **Wesley Allen** joins us as a second grade Lead Teacher from Children's Day School (CDS) in San Francisco where he was a lead second grade teacher. Prior to CDS, he worked as a naturalist and guide in a variety of outdoor education and wilderness therapy programs throughout the western United States. Mr. Allen holds a Masters Degree in Curriculum Design and Instruction from the Bay Area Teacher Training Institute (BATTI) as well as a California teaching credential. He enjoys spending time with his daughter Ariela as well as photography, backpacking, hiking and gardening.
- **Simrita Dhanjal** is our new Associate Director of Admissions. She joins us after eight years teaching kindergarten at Park Day School. Ms. Dhanjal holds received a Masters in Curriculum and Instruction from the University of the Pacific as well as a Multiple Subject Credential from BATTI. She graduated from Shivaji University, India, with a Bachelor of Computer Engineering.
- **Ranelle Estrellado** has joined the kindergarten grade team as a resident through the Bay Area Teacher Training Institute (BATTI) after completing a year piloting a program for BATTI residents in public schools. Ms. Estrellado graduated with a Bachelor of Arts in Art from CSU Channel Islands. When not teaching, she freelances as an artist, working primarily in oil and mixed media, while also exploring other cultures through food, photography, and travel.
- **Rebecca Malick** comes to St. Paul's as the new seventh grade math teacher after having taught math to fifth, seventh, and eighth grade students at Oakland Hebrew Day School. Previously Ms. Malick was the Director of Arts at Tilton School in New Hampshire. She received her Bachelor of Arts in Music from Colby College and Multiple Subject credential with supplemental Music authorization from Mills College.
- **Paul Meyer** is a recently credentialed history and social studies teacher with a passion for creating a challenging and stimulating learning environment for middle school students. He joins St. Paul's as the new seventh grade history teacher. Born and raised in Oakland, Mr. Meyer comes from the East Bay Innovation Academy, where he was a sixth grade history teacher. Mr. Meyer has a Bachelor of Arts in History, a Master of Arts in Education, and a Single Subject Credential in History/Social Sciences, all from University of California, Davis. In his free time, Mr. Meyer enjoys bicycling and motorcycling around the Berkeley/Oakland hills.
- **Hannah Michahelles** joins the kindergarten team as a resident through BATTI. She is a graduate of Pitzer College where she designed a major in Theater for Social Justice. Since graduating, Hannah has worked as a Rehabilitative Group Leader at Willow Rock Adolescent Psychiatric Facility, leading expressive arts therapy and yoga/mindfulness groups. She has also worked teaching theater, poetry and performance to kids K-12 with Leap Arts in Education, the Marsh Youth Theater, and Longfellow Middle School.
- **Rachel Parrish** is an experienced, talented, and nurturing teacher who joins the kindergarten team as a Lead Teacher. Ms. Parrish has been an educator for over eighteen years, ranging from preschool to high school classrooms. For the past eight years, she taught first grade at Bentley School. Ms. Parrish is TESOL/TESL/TEFL certified and has a Bachelor of Arts in Arts Education from San Jose State University.
- **Ilinca Popescu** joins the first grade team as a resident through BATTI, where she is working towards a Masters in Education and a Multiple Subject Teaching Credential. She believes in keeping the students' holistic well-being in mind as a teacher, including their artistic, socioemotional, intellectual, and physical health. Before entering BATTI, Ms. Popescu worked as an Americorps intervention specialist and after school instructor at Community United, a public elementary school. Ms. Popescu holds a Bachelor of Arts in Creative Writing and in Gender & Women's Studies from Warren Wilson College in North Carolina.

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Samantha Perry

Diligent Professional Sales student ready to enter the workforce
San Francisco Bay Area

Past: Development Office Intern at Bentley School

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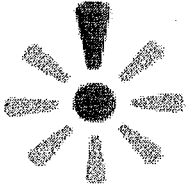
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Lorraine Rawlinson

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Student Accounts

Coordinator

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1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

Background

Employment History

Office Manager
Service Systems Associates Inc

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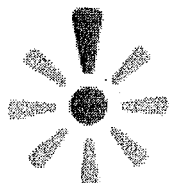
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Adrienne Ricardo

Music Teacher

Bentley School

HQ Phone: (510) 843-2512

✉ Email: a***@***.net

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1 Hiller Drive

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United States

Company Description

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Find other employees at this company (383)

Web References *(3 Total References)*

Bentley School ~ Diversity

www.bentleyschool.net [\[cached\]](#)

Under the guidance of our Dean of Multicultural Affairs, Cheryl Ting, and Lower School Diversity Coordinator, Adrienne Ricardo, Bentley aims to:

Bentley School ~ Music

www.bentleyschool.net [\[cached\]](#)

Adrienne Ricardo

Bentley School Intranet: Celebrate Native American culture

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*Other people with the name **Ricardo***

Dianne Ricardo
McLane Law Firm

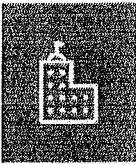
Tuhon Ricardo
Sayoc NorCal LLC

Judy Ricardo
BHHS Carolinas Realty Inc

Santana Ricardo - Portsmouth
Lonza Group Ltd

Jacqueline Ricardo
St. Vincent Randolph Hospital

Other People with this Title: (32,301)



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Lorraine Rawlinson

Student Accounts Coordinator at Bentley School
Bentley School • New Mexico Junior College
San Francisco Bay Area • 5

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Experience

Student Accounts Coordinator
Bentley School
Jun 2009 – Present • 7 yrs 11 mos • Oakland, CA

Office Manager
Service Systems Associates
Jun 2006 – Sep 2008 • 2 yrs 4 mos • San Francisco CA

Student Accounts Coordinator
Bentley School
Aug 2002 – Jun 2006 • 3 yrs 11 mos • Oakland, CA

Office Manager
Martinez Early Childhood Center
1995 – 2001 • 6 yrs • Martinez CA

Education

New Mexico Junior College
AA, General Education
1984 – 1986

People Also Viewed

Montrese Etienne
at Accentric Communications

Patricia Morales
Admin Asst at Allen and Cook, Inc

Montrese Etienne
Owner, Accentric Communicati
WildTender Ranch

Harriet Murphy Stanley
Supervisor, Heart & Vascular Ce
NorthBay Healthcare

Shashi Singapuri
pres at facets inc and Owner, fa

Ozzie Perez • 3rd
Library Clerk at City of San José

Tamara O'Kelly • 3rd
Principal at EarthArch Design

Dana Nichols • 3rd
co founder at Slow Coast

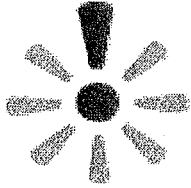
Harriet Garfinkle • 3rd
Owner at Woodside Pilates

Chris Voicard • 3rd

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Matt Rasmussen

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Email: m***@***.net

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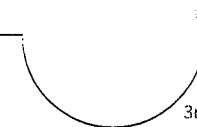
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Kathleen Ruffie

Learning Support Specialist at Bentley School and Co-Founder of Give A Day Global

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Experience



Learning Support Specialist

Bentley School

2013 – Present • 4 yrs
Oakland, CA

Provide support to students with learning disabilities, and communicate with teachers helping them to implement strategies to support students.

See less



Co-Founder

Give A Day Global

Nov 2012 – Present • 4 yrs 6 mos
San Francisco, CA

Owner

Illume Fitness

Jan 2007 – Present • 10 yrs 4 mos

See description

Educational Therapist

Learn to Learn

Jan 2007 – Present • 10 yrs 4 mos

See description

Teacher

Sparking Your Genius Summer Program

Jun 2009 – Aug 2009 • 3 mos

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Joe Petkovich

Coach

Robert Eisbruck • 3rd

Managing Director, Event Driver Portfolio at Hutchin Hill Capital

Thomas Sharkey

Professor at Michigan State University

Kirk Remund

Lead Statistician in Chemistry Technology at Monsanto

Rob Cooper • 3rd

Assistant to the Dean/External Relations at University of Georgia

Ted Crosbie

Chief Technology Officer--State of Iowa

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1999 - 2002

to Speakers of Other Languages (TESOL)

U.S. Peace Corps Language Training, Botswana; Completed intensive language training in Setswana, passed oral/written exam necessary to begin two years of Peace Corps service.

See less ^

US Peace Corps

Botswana, Southern Africa, Teaching English as a Foreign Language

1994 - 1997

Activities and Societies: Taught English, Managed School Library

University of New Hampshire

Obtained Bachelor of Arts(BA), English Literature

1989 - 1993

Featured Skills & Endorsements

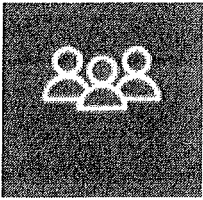
Education · 3

Johanna Beyer and 2 connections have given endorsements for this skill

Health and Wellne... · 1

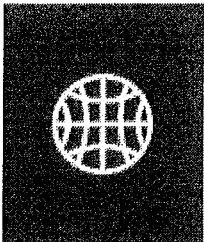
Jennie McCulloch has given an endorsement for this skill





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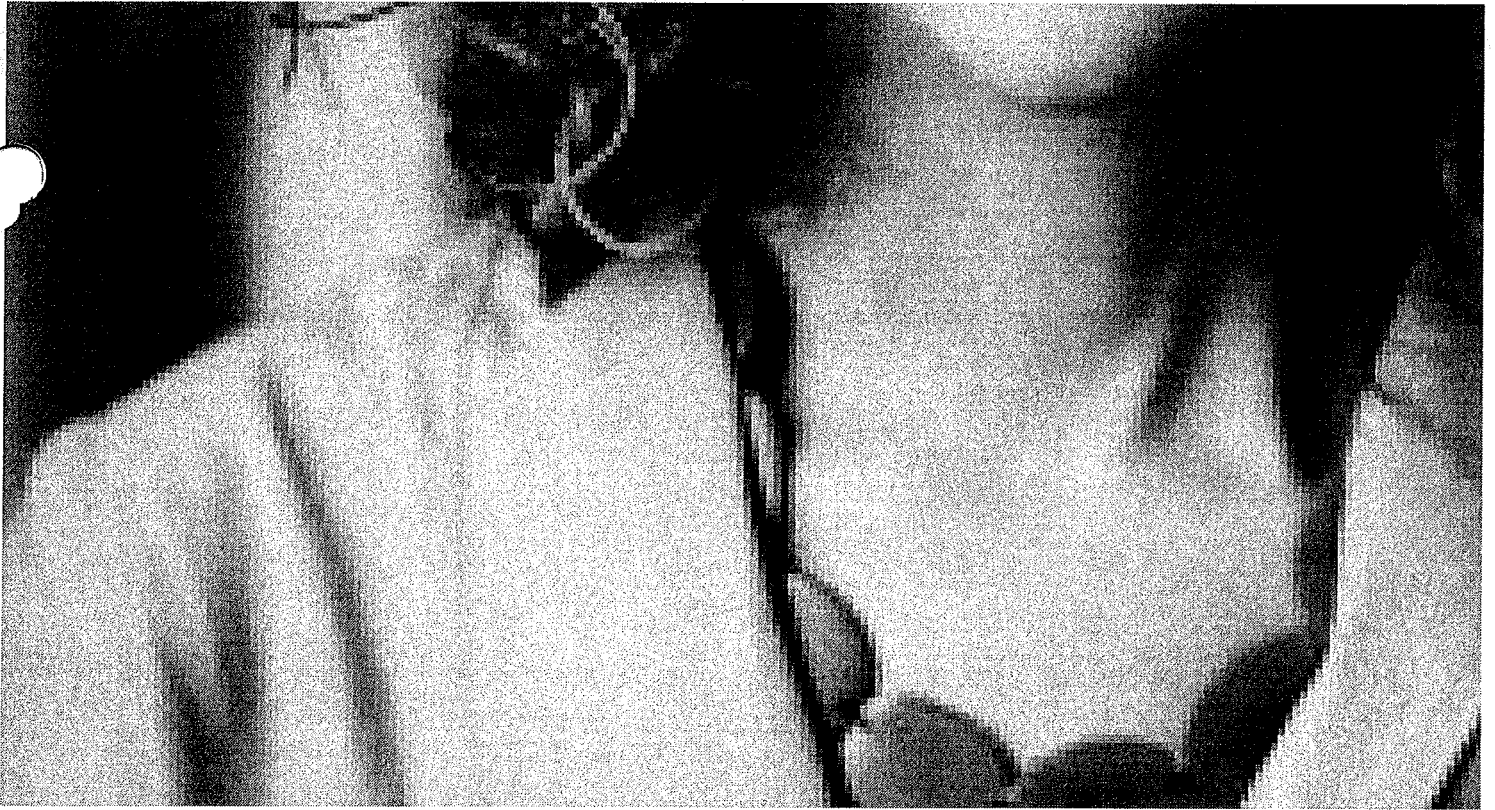
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: Give A Day Global traveling is our passion; it fuels our creativity, it inspires our teaching, it opens our eyes to a better place. Our collective travel and volunteer experiences – from Quito to Cape Town, from Botswana to (indeed our hearts) to the enormously complex problems in the developing world. Give a Day is our passion. We love Give A Day Global. But really we think Give A Day found us – one trip at a time.

TAFF





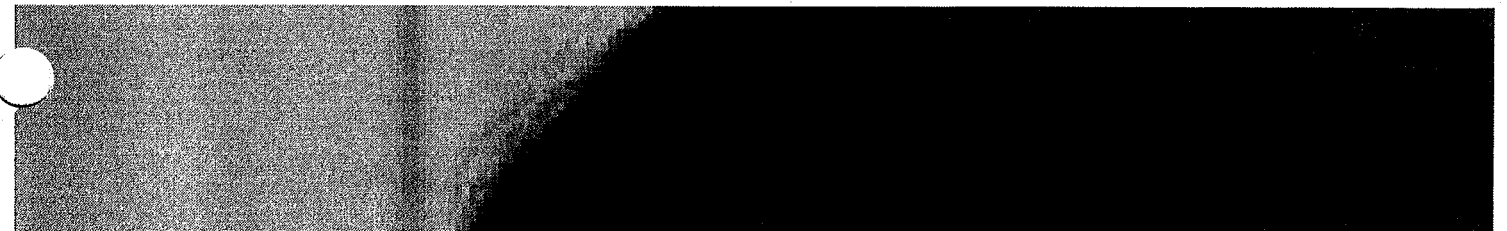
KERRY RODGERS

Co-Founder & Executive Director

in

Kerry is an artist, educator, and entrepreneur who is passionate about social justice. She previously owned a photography business and was a teacher at an independent high school in Silicon Valley. She has volunteered in Prison, as a photography teacher for children in Haiti, and as a documentary photographer for various causes. She holds a bachelor's degree from Stanford University and earned her master's degree at Claremont Graduate University.

Kerry loves to wander off the beaten path to make connections with people in far-flung corners of the world. One of her most meaningful experiences was visiting a community organization in an impoverished township outside of Cape Town, South Africa. Kerry is excited to be able to help facilitate such life-changing experiences for others.





KELSEY SOLOMON

Program Manager

in

Kelsey is a new resident to the wonderful city of San Francisco, as well as a recent graduate. She earned her Bachelor's degree in International Studies from California State University of Long Beach. Throughout her college career she focused on Global Development, and Comparative World Literature. She spent a summer in Senegal interning for an economic development organization, which gave her a unique perspective on many issues, all the while growing her passion for traveling and volunteering. Kelsey's experience abroad combines those two passions, as well as facilitates her ability to grow and continue learning every day.





ANDREW STRONG

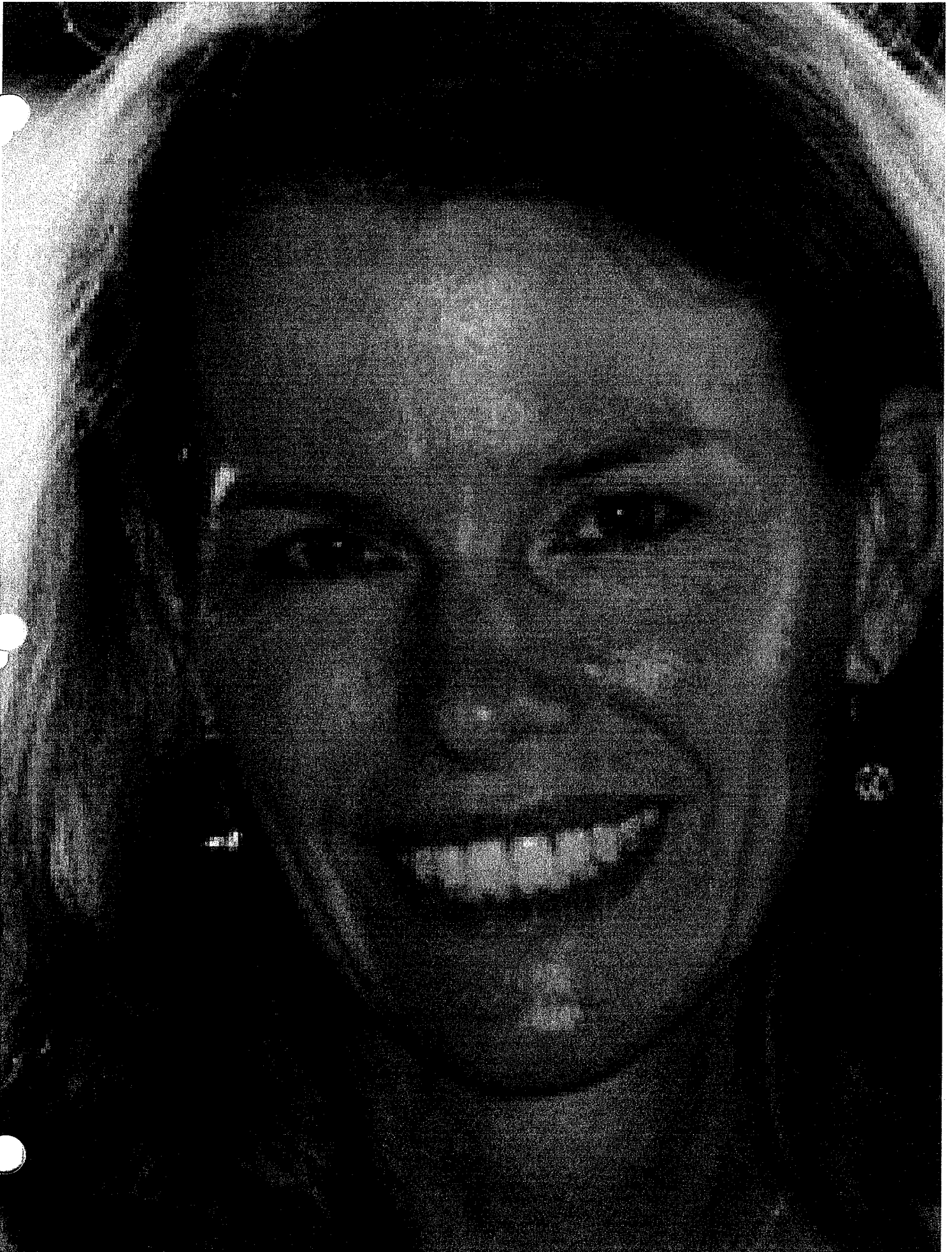
Operations

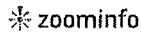
in

Andrew is an artist, educator, and entrepreneur based in the Bay Area. Passionate about travel, he has spent a lot of time exploring abroad. Recent projects include co-developing a community arts organization and resourcing with international high school students in Himachal Pradesh. His excitement about Give A Day Global is centered on cross-cultural connections and learning opportunities around local initiatives.

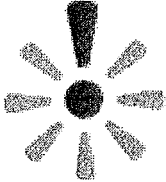
He has a Bachelor's degree in Environmental Studies and Studio Art from Whitman College.







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Mrs. Kathleen Ruffie

Learning Support Specialist

Bentley School

HQ Phone: (510) 843-2512

✉ Email: k***@***.net

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Background Information

Employment History

Owner

Illume Fitness

Affiliations

Co-Founder

Day Global

Secretary

Board

Education

BA

English Literature

University of New Hampshire

MA

Teaching English

Teacher's College/Columbia University

Web References *(8 Total References)*

Give A Day Global | Give a Day Global - Our Team

www.giveadayglobal.org [cached]

Kathleen Ruffle - Kathleen is one of the original co-founders of Give A Day Global and served on the Board of Directors from 2013-2016. Her passion for making a difference began as a Peace Corps volunteer in Botswana. She has volunteered in Rwanda through Open A Door Foundation and is currently a learning support specialist at the Bentley School in Oakland.

Give A Day Global | Give a Day Global - Our Team

www.giveadayglobal.org [cached]

Kathleen Ruffle Secretary of the Board

Kathleen Ruffle is one of the original Co-Founders of Give A Day Global. Her passion for making a difference began as a Peace Corps volunteer in Botswana, where she taught English in a rural village. Since then she has sought to create strong communities among people through her work as an educator: teaching inner-city youth in the Bronx and in Oakland, at San Francisco's private schools, in Rwanda through Open A Door Foundation, and most recently as a Learning Support Specialist at the Bentley School in Oakland. When she is not devoted to improving the minds of the world's youth, Kathleen can be found on the running trails, training for marathons and Ironman triathlons. With Give A Day Global, Kathleen is inspired to give other volunteers the opportunity to really connect in a meaningful way with the communities they are visiting.

Bentley School ~ Welcome

www.bentleyschool.net [cached]

Kathleen Ruffle

In order to access accommodations, ...

www.bentleyschool.net [cached]

In order to access accommodations, families must contact Kathleen Ruffle, Learning Support Specialist, with information about their child's learning profile. Each student must have a current (within five years) neuropsychological or psychoeducational evaluation that families provide to the School. Kathleen Ruffle and Lucas Stratton, Teaching and Learning Associate, create accommodations in consultation with the neuropsychological evaluations and conversations with the family, focusing on strategies that have worked in the past to support a student's learning.

...

For all students receiving accommodations for the first time at Bentley (either when they matriculate or if they are tested while enrolled at Bentley), we convene a Student Support Team (SST) meeting with the student, parents, teachers, advisor, and Kathleen Ruffle to designate a plan of action and to facilitate conversation about a student's learning profile, in order that everyone on the "team" understand best how to promote the student's learning.

...

For this test, families must download the application and provide the school form to Mrs. Ruffle or Mr. Stratton.

...

Kathleen Ruffle Learning Support Specialist kruffle@bentleyschool.net

Kathleen ...

www.bentleyschool.net [cached]

Kathleen Ruffle Learning Support Specialist kruffle@bentleyschool.net

Similar Profiles

Other People with this Name

*Other people with the name **Ruffle***

Adrienne Ruffle

OFI Global Asset Management Inc

Christopher Ruffle

Massachusetts Mutual Life Insurance Company

Peter Ruffle

Namco Limited

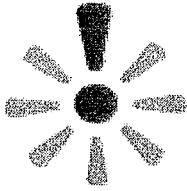
Tim Ruffle

Aardman Animations Ltd

Gabrielle Ruffle

Aardman Animations Ltd

Other People with this Title: (695)



Mrs. Kathleen Ruffle Wrong Kathleen Ruffle?

Learning Support Specialist

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Email: k***@***.net

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United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Owner
Illume Fitness

Board Memberships and Affiliations

Co-Founder
Day Global
Secretary
Board

Education

BA, English Literature
University of New Hampshire
A, Teaching English
Teacher's College/Columbia University

Web References

8 Total References

Give A Day Global | Give a Day Global - Our Team
www.giveadayglobal.org, 10 Feb 2017 [cached]

Kathleen Ruffle - Kathleen is one of the original co-founders of **Give A Day Global** and served on the Board of Directors from 2013-2016. Her passion for making a difference began as a Peace Corps volunteer in Botswana. She has volunteered in Rwanda through **Open A Door Foundation** and is currently a learning support specialist at the **Bentley School** in Oakland.

Give A Day Global | Give a Day Global - Our Team
www.giveadayglobal.org, 29 Nov 2015 [cached]

Kathleen Ruffle Secretary of the Board

Kathleen Ruffle is one of the original Co-Founders of **Give A Day Global**. Her passion for making a difference began as a Peace Corps volunteer in Botswana, where she taught English in a rural village. Since then she has sought to create strong communities among people through her work as an educator: teaching inner-city youth in the Bronx and in Oakland, at San Francisco's private schools, in

Rwanda through **Open A Door Foundation**, and most recently as a Learning Support Specialist at the **Bentley School** in Oakland. When she is not devoted to improving the minds of the world's youth, **Kathleen** can be found on the running trails, training for marathons and Ironman triathlons. With Give A Day **Global**, **Kathleen** is inspired to give other volunteers the opportunity to really connect in a meaningful way with the communities they are visiting.

Bentley School ~ Welcome
www.bentleyschool.net, 2 June 2014 [cached]

Kathleen Ruffle

In order to access accommodations, ...
www.bentleyschool.net [cached]

In order to access accommodations, families must contact **Kathleen Ruffle**, Learning Support Specialist, with information about their child's learning profile. Each student must have a current (within five years) neuropsychological or psychoeducational evaluation that families provide to the School. **Kathleen Ruffle** and Lucas Stratton, Teaching and Learning Associate, create accommodations in consultation with the neuropsychological evaluations and conversations with the family, focusing on strategies that have worked in the past to support a student's learning.

...
For all students receiving accommodations for the first time at Bentley (either when they matriculate or if they are tested while enrolled at Bentley), we convene a Student Support Team (SST) meeting with the student, parents, teachers, advisor, and **Kathleen Ruffle** to designate a plan of action and to facilitate conversation about a student's learning profile, in order that everyone on the "team" understand best how to promote the student's learning.

...
For this test, families must download the application and provide the school form to **Mrs. Ruffle** or Mr. Stratton.

...
Kathleen Ruffle Learning Support Specialist
kruffle@bentleyschool.net

Kathleen ...
www.bentleyschool.net [cached]

Kathleen Ruffle Learning Support Specialist
kruffle@bentleyschool.net

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Khara Schmitt

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Associate Teacher

Phone: (510) ***-**** HQ Phone

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Local Address: San Francisco Bay ,
California , United States

Bentley School
1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Summer School Intern Teacher
Malcolm X Elementary School

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

Sarah Shaffer
 Owner/CEO at Sarah's Science
 Sarah's Science
 Castro Valley, California • 1 mi

Send InMail Connect

Experience


Owner/CEO
 Sarah's Science

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Teacher at PUSD

Anne Harter Dolid • 3rd
Principal, PUSD

Yaron Grossberg
Looking for new opportunities

Tania Blanford • 3rd
Risk/Compliance at Wells Capit: Management

Elise Vogl Hatchell
B2B National Account Manager Lilly and Company

Simon Duxbury • 3rd
Vice President, Silicon & System Quantenna

Shane McGilloway • 3rd
COO & Co-Founder, Relola

Shoshana Bianchi-McElwee
Administrative Assistant at UC F

jennifer saville
FNOL call handler at Payments

Messaging

[Menu](#)

STUDENT LIFE ▾

After School Program



After School Program Mission

The Bentley School After School Program is available to all students grades K-8 at no charge. Activities and opportunities are designed to complement and enhance the academic program, to cultivate student skills and to provide experiences in areas not programmed during the school day. While many activities are included without charge, opportunities provided by select vendors, including faculty members, are available for fees set to allow for the widest range of student participation.

It is assumed that Upper School students will engage in any of the variety of after school activities described in the following pages: [Co-Curricular Activities](#), [The Arts](#) or [Athletics](#).

[After School Program Enrichment Classes T3 2016-17](#)

[CLICK HERE TO REGISTER FOR 2016-17 T3 ENRICHMENT CLASSES](#)

Contact Us



Kendy Smith
Director of After School Program
(510) 229-4161
ksmith@bentleyschool.net



Penny Boyes
After School
pboyes@bentleyschool.net

Lloyd Brown
After School
lbrown@bentleyschool.net

2016-11-28	delete otherexecutives Rory O'Connor
2016-11-28	insert otherexecutives Jonathan Brown
2016-11-28	delete email be...@gmail.com ❶
2016-11-28	delete email be...@gmail.com ❶
2016-11-28	delete email ls.@bentleyschool.net ❶
2016-11-28	delete person Ashlie Kirby
2016-11-28	delete person Blythe Duffield
2016-11-28	delete person Cathy Bellanti
2016-11-28	delete person Eagle Scout Chip Morimoto
2016-11-28	delete person Emily Austin
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2016-11-28	delete person Katy Yan
2016-11-28	delete person Leah Korican
2016-11-28	delete person Lee Steward
2016-11-28	delete person Mike Miller
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2016-11-28	delete person Shantell Martin
2016-11-28	delete person Ying Chang
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2016-11-28	insert email al...@yahoo.com ❶
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2016-11-28	insert email br...@gmail.com ❶
2016-11-28	insert email bu...@gmail.com ❶
2016-11-28	insert email cc...@bentleyschool.net ❶
2016-11-28	insert email cw...@bentleyschool.net ❶
2016-11-28	insert email dc...@bentleyschool.net ❶
2016-11-28	insert email g...@yahoo.com ❶
2016-11-28	insert email ls...@gmail.com ❶
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2016-11-28	insert email jt...@gmail.com ❶
2016-11-28	insert email nc...@bentleyschool.net ❶
2016-11-28	insert email tm...@aol.com ❶
2016-11-28	insert person Alfredo Rocha
2016-11-28	insert person Andra Enolu
2016-11-28	insert person Christopher Wills
2016-11-28	insert person Colleen Curran
2016-11-28	insert person Donna Canada-Smith
2016-11-28	insert person George Maze
2016-11-28	insert person James Thomas
2016-11-28	insert person Jonathan Brown
2016-11-28	insert person Mike Armstrong
2016-11-28	insert person Nicholas Calabrese
2016-11-28	insert person Quentin Thomas
2016-11-28	insert person Soph Head
2016-11-28	insert person William Taylor
2016-11-28	insert phone (925) 900-4038

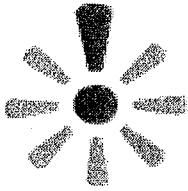
2016-11-28	update person_title Christie Checovich: Assistant Head of School, 9 - 12 Director of Admissions, 9 - 12 => Assistant Head of Upper School, Director of Admissions 9 - 12
2016-11-28	update person_title Erin Lott Pollack: Dean of Academics and Dean of Teaching and Learning, 9 - 12; Upper School Dean of Academics, Teaching and Learning => Dean of Academics and Dean of Teaching and Learning, 9 - 12
2016-08-21	delete otherexecutives Alfredo Rocha
2016-08-21	delete otherexecutives Brian Thomas
2016-08-21	delete otherexecutives Clay Kallam
2016-08-21	delete otherexecutives David Smith
2016-08-21	delete otherexecutives Kristina Pappas
2016-08-21	delete otherexecutives Patrick Bruno
2016-08-21	insert otherexecutives Amber McCaw
2016-08-21	insert otherexecutives Kristina Bralithwaite
2016-08-21	insert otherexecutives Rory O'Connor
2016-08-21	insert otherexecutives Wendi Berardi
2016-08-21	insert personal_emails am..@gmail.com ⓘ
2016-08-21	delete address Bentley Upper School, 1000 Upper Happy Valley Rd. Lafayette, Ca. 94549
2016-08-21	delete address Head Royce 4315 Lincoln Ave, Oakland, CA 94602
2016-08-21	delete address Mormon Temple Auditorium, 4780 Lincoln Avenue, Oakland, CA
2016-08-21	delete email 10..@gmail.com ⓘ
2016-08-21	delete email al..@yahoo.com ⓘ
2016-08-21	delete email bt..@bentleyschool.net ⓘ
2016-08-21	delete email cc..@bentleyschool.net ⓘ
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2016-08-21	delete email cp..@republicservices.com ⓘ
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2016-08-21	delete email wp..@bentleyschool.net ⓘ
2016-08-21	delete management_pages_linkeddomain lafayettechamber.org
2016-08-21	delete person Alfredo Rocha
2016-08-21	delete person Brian Thomas
2016-08-21	delete person Clay Kallam
2016-08-21	delete person Colleen Curran
2016-08-21	delete person Darren Pearson
2016-08-21	delete person David Smith
2016-08-21	delete person Dr. Laura Konigsberg
2016-08-21	delete person Edna Lewis
2016-08-21	delete person Jack Fuller
2016-08-21	delete person Joe Ambalong
2016-08-21	delete person John Conely
2016-08-21	delete person Kristina Pappas

2016-08-21	delete person Leo Rodriguez
2016-08-21	delete person Leslie Bodner
2016-08-21	delete person Mike Armstrong
2016-08-21	delete person Nancy Kami
2016-08-21	delete person Nicholas Calabrese
2016-08-21	delete person Patrick Bruno
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2016-08-21	delete person Tim Kang
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2016-08-21	insert email am..@gmail.com ⓘ
2016-08-21	insert email be..@gmail.com ⓘ
2016-08-21	insert email bs..@bentleyschool.net ⓘ
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2016-08-21	insert email ms..@bentleyschool.net ⓘ
2016-08-21	insert email oh..@yahoo.com ⓘ
2016-08-21	insert person Amber Gravely
2016-08-21	insert person Amber McCaw
2016-08-21	insert person Archie Douglas
2016-08-21	insert person Ashlie Kirby
2016-08-21	insert person Blythe Duffield
2016-08-21	insert person Bryan Smith
2016-08-21	insert person Carol Swainson
2016-08-21	insert person Cathy Bellanti
2016-08-21	insert person Eagle Scout Chip Morimoto
2016-08-21	insert person Gueli Ugarte
2016-08-21	insert person Jay Bhatta
2016-08-21	insert person Joel Higgins
2016-08-21	insert person Katie-Rose Breslin
2016-08-21	insert person Katy Yan
2016-08-21	insert person Kristina Braithwaite
2016-08-21	insert person Leah Korican
2016-08-21	insert person Lee Steward
2016-08-21	insert person Maria Servello
2016-08-21	insert person Mike Miller
2016-08-21	insert person Nicole Pitts
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2016-08-21	insert person Rory O'Connor
2016-08-21	insert person S. Shankar Sastry
2016-08-21	insert person Shantell Martin
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2016-08-21	update person_description Monique Geisler => Monique Geisler
2016-08-21	update person_title Beverly Hackford: Middle School Division Director => Middle School Director

2016-08-21	update person_title Christie Checovich: Director of Admissions and Financial Aid, 9 - 12 => Assistant Head of School, 9 - 12 Director of Admissions, 9 - 12
2016-08-21	update person_title Dave Hummel: Board Chair / Retired President Lehigh Hanson, Heidelberg Cement Group; Member of the Board of Trustees => President / Retired President Lehigh Hanson, Heidelberg Cement Group; Member of the Board of Trustees
2016-08-21	update person_title Erin Lott-Pollack: Dean of Academics and Dean of Teaching and Learning, 9 - 12 => Dean of Academics and Dean of Teaching and Learning, 9 - 12; Upper School Dean of Academics, Teaching and Learning
2016-08-21	update person_title Jodi Noack: Enterprise Solutions Architect, Micron Technology, Inc. => Vice President / Enterprise Solutions Architect, Micron Technology, Inc.; Member of the Board of Trustees
2016-08-21	update person_title Wendi Berardi: Director of Admissions and Financial Aid, K - 8 => Admissions Director
2016-02-24	delete otherexecutives Nathan Parham
2016-02-24	delete otherexecutives Peter Chao
2016-02-24	insert otherexecutives Jeff Halley
2016-02-24	insert otherexecutives Joe Peacock
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2016-02-24	delete email jt..@yahoo.com ①
2016-02-24	delete email ra..@yahoo.com ①
2016-02-24	delete email se..@live.com ①
2016-02-24	delete email to..@centurytel.net ①
2016-02-24	delete email yo..@gmail.com ①
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2016-02-24	delete person Bob Pell
2016-02-24	delete person Garrett Tamborski
2016-02-24	delete person Jesse Kingdon
2016-02-24	delete person Nathan Parham
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2016-02-24	delete person Tony Hernandez
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2016-02-24	delete person Youki Bradley
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2016-02-24	insert address Head Royce 4315 Lincoln Ave, Oakland, CA 94602
2016-02-24	insert address Mormon Temple Auditorium, 4780 Lincoln Avenue, Oakland, CA
2016-02-24	insert email 10..@gmail.com ①
2016-02-24	insert email be..@gmail.com ①
2016-02-24	insert email cm..@bentleyschool.net ①
2016-02-24	insert email co..@gmail.com ①
2016-02-24	insert email ja..@gmail.com ①
2016-02-24	insert email kl..@gmail.com ①
2016-02-24	insert email ld..@sbcglobal.net ①
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2016-02-24	insert person Colin Mannex
2016-02-24	insert person Emily Austin
2016-02-24	insert person Frank Witney
2016-02-24	insert person Helene Jepson
2016-02-24	insert person Jack Fuller
2016-02-24	insert person Jason Scott
2016-02-24	insert person Jeff Halley
2016-02-24	insert person Joe Peacock
2016-02-24	insert person Keith Lai
2016-02-24	insert person Leo Rodriguez
2016-02-24	insert person Lucinda Igarashi
2016-02-24	insert person Tenzin Dawa
2016-02-24	insert person Yinn Chang

2016-02-24	insert phone (510) 229-4109
2016-02-24	insert source_ip 54.208.235.43
2016-02-24	update person_title Erin Lott Pollack: Interim Dean of Academics and Dean of Teaching and Learning and English Department Co - Chair => Dean of Academics and Dean of Teaching and Learning, 9 - 12
2016-02-24	update person_title Jodi Noack: Enterprise Solutions Architect, Hewlett - Packard => Enterprise Solutions Architect, Micron Technology, Inc.
2016-02-24	update person_title Lisa Violet: Senior Vice President, Audit Director, Wells Fargo Bank => Chief Audit Executive, Hitachi Data Systems
2016-02-24	update person_title Monique Geisler: Coach; Head => Coach; Head; World Languages Department Chair, French and English Teacher
2016-02-24	update person_title Paul Hays: Director of College Counseling, Dean of US Faculty => Director of College Counseling, Dean of Faculty
2016-02-24	update person_title Wendi Berardi: Director of Enrollment and Financial Aid, K - 12 => Director of Admissions and Financial Aid, K - 8
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2015-09-01	delete about_pages_linkeddomain google.com
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2015-09-01	delete email fd...@bentleyschool.net
2015-09-01	delete email kl...@bentleyschool.net
2015-09-01	delete email mm...@sbcglobal.net
2015-09-01	delete person Dr. Kyle Livie
2015-09-01	delete person Francesca Danby
2015-09-01	delete person Mary Praznik
2015-09-01	delete person Nathan Jackmon
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2015-09-01	update person_title Christie Checovich: Director of Admissions, 9 - 12 => Director of Admissions and Financial Aid, 9 - 12
2015-09-01	update person_title David Kaplan: Member of the Board of Trustees; Treasurer / CFO, Birst, Inc. => Treasurer / CFO, 99designs, Inc.; Member of the Board of Trustees
2015-08-04	delete email ke...@bentleyschool.net
2015-08-04	delete index_pages_linkeddomain contracostatimes.com
2015-08-04	delete person Kelly Thomas
2015-07-07	delete management_pages_linkeddomain lafayettechamber.org
2015-07-07	delete person Andy Sessions
2015-07-07	delete person Iris Tolenada
2015-07-07	delete person Loren Urtula
2015-07-07	insert index_pages_linkeddomain contracostatimes.com
2015-06-08	delete index_pages_linkeddomain contracostatimes.com
2015-05-08	delete email sp...@gmail.com
2015-05-08	insert email go...@gmail.com
2015-05-08	insert email ja...@comcast.net
2015-05-08	insert email to...@gmail.com
2015-05-08	insert email yo...@gmail.com
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2015-04-07	insert otherexecutives Rachel Berg
2015-04-07	delete index_pages_linkeddomain biddingforgood.com
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2015-04-07	update person_description Rob Rafeh => Rob Rafeh
2015-04-07	update person_description Sean Baldwin => Sean Baldwin
2015-04-07	update person_description Tim Kang => Tim Kang
2015-04-07	update person_description Torrance Hernandez => Torrance Hernandez
2015-04-07	update person_title Paul Hays: Director of College Counseling, Dean of Faculty => Director of College Counseling, Dean of US Faculty
2015-03-10	delete person CAIS Northern
2015-03-10	insert index_pages_linkeddomain biddingforgood.com
2015-02-10	delete email cl...@bentleyschool.net ⓘ
2015-02-10	delete person Caitlin Lawson
2015-02-10	insert index_pages_linkeddomain ejoinme.org
2015-01-13	insert person CAIS Northern
2014-12-16	delete person Ben Burg
2014-12-16	update person_title Colleen Curran: Coach; Head; Admissions Assistant, 9 - 12 => Coach; Head; Admissions Associate, 9 - 12
2014-11-14	delete about_pages_linkeddomain headlice.org
2014-11-14	delete phone (510) 843-2512 x2495
2014-11-14	delete phone (925) 283-2101 x3300
2014-11-14	insert email at...@bentleyschool.net ⓘ
2014-11-14	insert email at...@bentleyschool.net ⓘ
2014-11-14	insert management_pages_linkeddomain lafayettechamber.org
2014-11-14	insert phone (510) 229-4195
2014-10-06	insert otherexecutives Peter Hagen
2014-10-06	delete email lu...@bentleyschool.net ⓘ
2014-10-06	delete email na...@acefacelennis.com ⓘ
2014-10-06	insert about_pages_linkeddomain headlice.org
2014-10-06	insert email be...@gmail.com ⓘ
2014-10-06	insert email ll...@bentleyschool.net ⓘ
2014-10-06	insert email ph...@bentleyschool.net ⓘ
2014-10-06	insert email se...@live.com ⓘ
2014-10-06	insert person Iris Tolenada
2014-10-06	insert person Peter Hagen



Gerald Rover Spotts

Wrong Gerald Rover Spotts?

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Information Technology Technologist and Theater Technician

Phone: (925) ***-****

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Local Address: San Francisco Bay ,
California , United States

Bentley School

1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... more

Background

Employment History

Theatre Tech
City of Sunnyvale

Data Manager and Analyst II
University of California , San Francisco

Technical Director
Eastenders Repertory Company

Administrative Assistant
W3 Financial Services Corp

Network Engineer
Catellus Development Corporation

Technical Director

Web References

7 Total References

Rover ...
www.bentleyschool.net [cached]

Rover Spotts Technology Support Specialist
gspotts@bentleyschool.net

Sunnyvale technician Gerald 'Rover' ...
www.stage-directions.com [cached]

Sunnyvale technician Gerald 'Rover' Spotts shows off the ETC iRFR app during Sunnyvale Theatre's open house
Sunnyvale technician Gerald 'Rover' Spotts shows off the ETC IRFR app during Sunnyvale Theatre's open house

For the past three years, according ...
www.sfgate.com [cached]

Broadway with a Twist

For the past three years, according to **Gerald Spotts**, an administrative assistant for the San Francisco-based **PSW3 Financial Services Corporation**, Dubroff worked nearly full-time as a consultant for the firm.

ERC - Staff
www.eastenders.org [cached]

Gerald "Rover" Spotts - Technical Director

Eastenders Repertory Company 272 3rd Avenue,
San Francisco CA 94118 • 510.568.4118

ERC - Our Artists
www.eastenders.org [cached]

Gerald "Rover" Spotts - Technical Director

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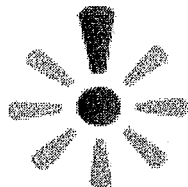
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Tonya Strickling

[Wrong Tonya Strickling?](#)

Teacher

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Bentley School

1 Hiller Drive
Oakland, California 94618
United States

Company Description: Since 1920, Bentley School has provided a unique approach to academics for all students in grades Kindergarten through 12. Now, in a time of rapidly changing... [more](#)

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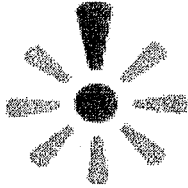
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COMPANY



Adam Sussman

[Wrong Adam Sussman?](#)

Phone: (510) ***-**** HQ Phone

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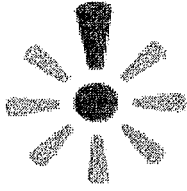
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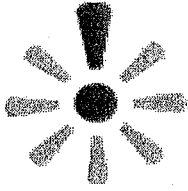
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Register and Assistant To the Middle and Lower School Heads

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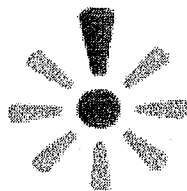
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Web References

"Lily gives no excuses," said Jane ...
www.insidebayarea.com [cached]

"Lily gives no excuses," said **Jane Zink**, Lily's math teacher and adviser at **Bentley School**, a top private school in the Oakland Hills.

...
She's not fake," **Zink** said.

Middle School Deans | Bentley School
www.bentleyschool.net [cached]

Jane Zink Middle School Mathematics Teacher/6th Grade Class Dean jzink@bentleyschool.net

Fourth Annual "Mentoring Works" Summit Awardees | Connecting Generations
www.connecting-generations.org [cached]

Jane Zink

Jane Zink is a former school teacher and a natural at mentoring. She has been mentoring for 10 years and has mentored 4 students. **Jane** creatively finds activities to spark an interest with each mentee. Her first mentee put her on her toes, but **Jane** always found ways to keep his interest. **Jane** is consistent, caring and compassionate.

33 Hiller Drive • Oakland, CA 94618 • (510) 843-3828

February 11, 2016

TO: Heather Klein, Oakland Planning Department

FROM: Gordon and Sue Piper

SUBJECT: Bentley School Employee Count, Additional Questions re Possible Continuing CUP Violation

Thank you for sharing the latest information provided by Bentley School regarding our questions about their number of employees working part-time or full-time on the Oakland campus. After reviewing the latest information provided by Bentley and talking with Bentley School CFO/COO Alex Kopelevich, we find the latest report raises more questions than it answers.

1. For example, we reported in our earliest summary that **Learning Specialist Mike Miller**, who appeared on the Bentley School Directory as a K-8 Learning Specialist on the Oakland campus, was not counted. We did not see that Bentley counted Mike Miller either on the earlier list provided to the City on October 15 or on the latest listing. However, Mike Miller is still listed and shown in a photo on the Bentley School Directory as Learning Specialist.
2. Similarly, Bentley School did not count **CFO/COO Alex Kopelevich** as an employee working on the Oakland campus in its report to the City last Fall or in the latest report to the City; even though we have observed Alex working on the Oakland campus part time, and he does not dispute that he is working part-time both last October and now. We see no difference between Head of School Arlene Hogan and Alex Kopelevich as a top Bentley School administrators being counted by Bentley as one employee. Ms. Hogan has been counted for years as a part-time employee that works on both campuses. When we asked Alex about this, it was apparently his understanding that the CUP requirement was no more than 71 employees at any one time, and that he wasn't counted because when he is on the Oakland campus, Ms. Hogan is not. That is not our understanding of how the 71 employees are to be counted.
3. Another question comes up in relation to **Melissa Hyde** who the latest report from Bentley indicates was terminated but who online on LinkedIn indicates her employment at Bentley is "Current", that she is still employed by Bentley and notes:

Learning Specialist

Bentley School

August 2008 – Present (7 years 7 months)

- now 7 years 9 mos on linked in

This information suggests that Hyde should have been listed and counted as an employee at the Oakland campus when the October 15, 2015 report was submitted and also in the latest listing of employees on the Oakland campus. There is no indication in the latest report from Bentley what the dates of employment are or were for Ms. Hyde, nor when she was reportedly terminated.

It appears that more than self-reporting by Bentley is needed. There has been no verification by Planning staff as to either Mike Miller's status or Melissa Hyde's status, and self-reporting by Bentley does not answer these questions. Planning staff or an independent auditor needs to resolve some of these issues and produce an accurate count as to the number of employees and the dates of employment of these different individuals working on the Oakland campus.

4. We also have a question about the counting of the Dance Teachers during the Fall trimester. The compliance report submitted by Arlene Hogan in October indicated that **Ashlie Kirby** was on maternity leave and **Carol Kueffer-Moore** was taking her place. The latest report from Bentley indicates that Carol Kueffer-Moore was terminated at some unspecified date. I found this week an online article on Bentley's website dated November 13, 2015 that indicated that Middle School Dance Teacher Ashlie Kirby was not off for the entire Fall trimester and, in fact, was dancing during the week with Middle School student in a "Physics: The Science of Dance" class performance for their peers. This raises questions as to the dates of employment during the Fall trimester for both Kueffer-Moore and Ashlie Kirby, whether they overlapped, the actual date of return for Kirby and the date of termination of Kueffer-Moore.
5. There also is still a question about the counting of **1st Grade Teaching Assistant Dorothy Roberts**. Arlene Hogan reported in her May 22, 2015 letter to you that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees. In the same letter she noted that Dorothy Roberts was a 1st Grade Teaching Assistant. However, when we reviewed the October 15, 2015 compliance report we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The latest report from Bentley didn't show when she was terminated nor clarify her dates of employment. When we reviewed the Bentley School website, we saw Roberts still listed on the Bentley School online Directory of faculty and staff in approximately November, 2015. There is a question as to when Roberts was actually employed and whether she was another employee working on the Oakland campus after July 1 who should have been counted.
6. There also is a question regarding **Emilie Crofton** who was shown on the Bentley School Directory in November 2015 as a 3rd Grade Teaching Assistant, but who was not reported to the Planning staff as an employee on the Oakland campus in its October compliance report. The latest report indicates that Crofton was terminated but does not list her dates of employment or her termination date. This needs to be independently verified, and should not be something that Planning staff relies on Bentley to accurately self report. Only one 3rd Grade Teaching Assistant was reported by Bentley for the Fall trimester, even though Crofton was listed on the Bentley Directory as a member of the faculty and staff.
7. The latest report from Bentley also does not resolve the question we have regarding why **Rover Spotts** was not listed or counted as a part-time employee on the Oakland campus. Ms. Hogan noted in a report earlier to the City in 2015 that Spotts worked part-time 3

Shows 510 project Hiller & in address on Zoom wife website
 Not listed in - shows on previous

LAST	FIRST	JOB	TITLE	DIRECTORY	BENTLEY	REPORT
Anvari	Dana	Alumni Relations and Special Events Manager	part of Development Staff that has 4 spaces on parking plan-office at the BAC, Lafayette			US staff
Berman	Ken	Middle School Jazz Band Director	Directory indicates he is Upper School and Middle School Jazz Band Teacher-office at Lafayette			US faculty
Bischoff	Rebecca	Director of Advancement	Based in Lafayette but 4 spaces reserved for Development staff on parking plan-office at the BAC			US staff
Carmody	Michael					Terminated
Crofton	Emilie	Teaching Assistant 3rd Grade		Shown on Bentley Directory		Terminated
Do	Naha	After School		X		Terminated
Gash	Jordan	Soccer Coach 2014				Terminated
Hyde	Melissa	Learning Specialist K-8		X	Exhibit 3 Shows Hyde and Exhibit 13 shows Miller; Linked In shows	Terminated
Jurgens	Vincent	Photographer, Webmaster and Lower School Middle Upper School Administrator			4 spaces reserved for Dev. Staff on parking plan-BAC	US staff
Kopelevich	Alex	CFO/COO			Visits Oakland campus for meetings with Liaison Committee, Head Master, responsibilities-BAC	US staff
Kueffer-Moore	Carol	Interim Dance Teacher substituting for Ashley Kirby on maternity leave				Terminated
Lautz	Eric	Volleyball Coach				Terminated
Lomba	Lisa	Director of Communications	Based in Lafayette but 4 spaces reserved for Development staff on parking plan-BAC			US staff
Mazzei	Courtney	Lower School Middle School Upper School Administrator Annual Fund and Database-office at the BAC				US staff
Netniss	Steve	Technology Support Specialist-office at the Lafayette campus			All School Admin	US staff
Pasucci	Crystal	Cello Instructor	Shown on Directory but not listed on list provided to City of Oakland-Lafayette campus			US staff
Potts	Kelvin	Basketball Coach				Terminated
Roberts	Dorothy	1st Grade Teaching Assistant			Compliance response indicates she's a TA as reported in previous reports to the City	Terminated
Ruffe	Kathleen	Learning Support Specialist	? If Upper School or All School		Linked in shows worked for 2 years since 2013 with teachers/students with disabilities	US staff
Spotts	Rover	IT Coordinator	Shown on School Directory as Administrator All School		Technology pictures/information-office at Lafayette	US staff
Stahl	Ina	Controller	Meeting for 1 hour every other week? Lafayette based-no longer has meetings at Hiller			US staff
Sussman	Adam	Director of Performing Arts (fall trimester)		X		US faculty
Truong	Tham	Business Office Associate-office at the BAC			All School Admin	US staff
Woesser	Tenzin	Business Office Associate-office at the BAC			All School Admin	US staff

Please note the BAC Bentley's new Business and Advancement Center at the Lafayette Campus

Penny Boyer - Substitute Teacher - 5th -
 Donna Canada-Smith - 3 French
 Colleen Erickson - Math teacher 9th Grade Dean
 Michele Lee - Teaching Associate, lower school
 Lisa Lomba - Director of Communications - all school adm.
 see above
 Valeria Morina - Dance teacher? upper school
 Ina Stahl - all school adm - Controller
 Zahra Syed - Teaching Associate, after school staff
 Kelly Thomas - Assistant Athletic Director
 Peter Phillips - listed by Rate my teacher as Bentley teacher
 - yard duty teacher
 Saul Gary - Math teacher - shown on linked in as
 current in Oakland - per Rate my teacher
 now at the Gray School
 Mr. Rashedi -
 Storage

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Review of Bentley School Faculty and Staff, April 2016

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Gordon



Gordon Piper <rgpiper33@gmail.com>

to Susan, linda, Donna

I took time today to look over the Bentley School Directory of faculty and staf submitted back in February 2016 and Bentley's reconciliation or listing provid number of employees which we did not feel were adequately addressed in th compliance with the limit of 71 employees and believe the School remains in

Some of the individuals that I felt might be above the limit are employees suc

- * CFO/COO Alex Kopelevich;
- * Learning Specialist Mike Miller;
- * Melissa Hyde;
- * Dorothy Roberts;
- * Emilie Crofton;
- * Rover Spotts, IT Coordinator now for Bentley;
- * Development staff members such as Rebecca Bischoff, Lisa Lomba;
- * Business Office associates Tham Truong and Tenzin Woester who are liste
- * Middle School Jazz Band eacher Ken Berman;
- * Controller Ina Stahl;
- * String Academy instructor and cello teacher Crystal {{ascucci;

There also are some new individuals showing up such as:

- * Penny Boyes;
- * Donna Canada-Smith;
- * Colleen Erickson;
- * Michele Lee
- * Zahra Syed

No Hangouts Contacts

[Find someone](#)

Bentley's reconciliation document indicated the school was right at the 71 enr received any feedback since we submitted our questions on February 11 reg; staff to evaluate whether or not was in compliance with the employee limit of

3 Attachments



Penny Boyes

Penny Boyes



Penny Boyes graduated Magna Cum Laude with a degree in Dance from the University of North Carolina - Greensboro. Her studies included Theater Education which broadens the scope of expression for stage presentation. She is currently teaching in both public charter and private schools in the San Francisco Bay Area. Her experience includes work as a County Cultural Commissioner in South Carolina. A professional dance teacher and choreographer, Penny has been working in the performing arts for over seventeen years. She has had the opportunity to premier her works and teach workshops nationally, in Israel, the Netherlands, Germany, and Portugal. She is really looking forward to working with her students here at Dance Academy USA and we feel very lucky to have someone with her rich experience.

Dance Academy USA

Dance Academy USA offers dance classes in Jazz, Ballet, Pointe, Tap, Contemporary, Lyrical, Hip Hop, Ballroom, Creative Dance and Intro to Dance for the communities of Cupertino, Sunnyvale, Los Altos, Los Altos Hills, Saratoga, West San Jose, Campbell, Santa Clara, Mt. View and Los Gatos.

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emilie croft

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Bentley School
University of South Florida - BA. eaustin@bentleyschool.net ... Certificate of Education.
cbellanti@bentleyschool.net. 2012 ... Penny Boyes. Substitute Teacher.

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Posted 4/29/2016. Read More; Penny Boyes, Ashlie Kirby, Cherie Hill, Richard Ha ... 3rd Grade
Boys Soccer Laces Up for Pediatric Cancer. Posted 9/30/2015.

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Middle School Spring Break Language and Culture Adventures. Posted 4/22/2016. Read More;
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Developing Brains, Bodies, and Humanity through ... - Bentley School

www.bentleyschool.net/page/News-Detail?pk=1036183&fromId...
Bentley School
Apr 22, 2016 - Few of us likely experienced dance as part of our formal arts education growing
up. With the great variety of new courses and skills schools aim ...



Penny Boyes, Ashlie Kirby, Cherie Hill, Richard Ha

- Did not do interview or ask for details of employment -
- was at first compliance of list of

4/20/16
 Received
 from
 Gordon Miller
 - Lot Home
 Building
 website
 online
 research

Berardi	Wendi	Admissions Directora
Berman	Ken	Middle School Jazz Band Teacher
Bischoff	Rebecca	Director of Advancement
Bonvini	Alicia	Spanish Teacher
Boyes	Penny	Substitute Teacher
Brown	Lloyd	After School
Bryant	Julie	Front Desk
Buechner	Erin	Prefect
Burelson	Emily	Director of Counseling
Canada-Smith	Donna	
Chow	Ludena	Latin Teacher
Crawford	Deborah	Grade 1 Teacher
Crofton	Emilie	Teaching Assistant 3rd Grade
Crpw;eu	Beth	Grade 2 Teacher
Deleon	Ana	After School
Duffield	Blythe	English and Humanities
Erickson	Colleen	Math Teacher & 9th Grade Dean
Feltman	Joshua	Director of Music
Filipini	Alexis	Dean of Teaching and Learning
Fischer	Trisha	Kindegarten Teacher
Freed	Ryan	Assistant Athletic Director /PE
Gailmard	Gina	Grade 6 Humanities
Garrison	Danielle	Mathematics Specialist
Gerber	Caroline	Teaching Assistant
Gonzalez	Felipe	Custodian
Gravelle	Colleen	Teaching Assistant
Gravely	Amber	Direct of After School Program
Green	Will	Grade 5 Teacher
Guillen	Lourdes	Spanish Teacher
Ha	Richard	Middle School Mathematics
Hackford	Beverly	Director of Middle School
Harrigan	Brenda	Grade 4 Teacher
Hedges	Robb	Kindegarten Teacher
Hogan	Arlene	Head of School
Hsu	Sheryl	Mandarin Teacher
Hyde	Melissa	Learning Specialist K-8 per Linked In for last 7 years and 9
Ilyin	Kathy	Librarian
Jurgens	Vincent	Photographer, Webmaster
Kendall	Faye	Art Teacher
Kirby	Ashlie	Dance Teacher
Konigsberg	Laura	Associate Head of School
Kopelvich	Alexis	CFO/COO
Layton	Sarah	Middle School English Teacher
Lee	Michelle	Teaching Associate Middle School
Leland	Jacob	Middle School Prefect
Lomba	Lisa	Director of Communications & All School Administrator
Lummis Oneill	Liz	Director of Lower Schol

Mayer	Gale	Grade 3 Associate
Mazzei	Gale	Lower School & Middle School Annual Fund and Database
Meyersahm	Jim	IT Associate
Molina	Francesca	Admissions Associate, K-8
Munoz	Hector	Groundskeeper
Nankin-Royer	Naomie	Teaching Assistant
Nepomuceno	Ryan	After School
Netniss	Steve	Technology Specialist All School Administrator
Now	Lori	Dance Teacher Interim
Page	Rachelle	Grade 2 Teacher
Panell	James	Music Teacher, Interim
Pallange	David	Director of STEM Education
Pascucci	Crystal	Cello Instructor Strings Academy
Phillips	Peter	Yard Duty Teacher per Rate My Teachers website
Raible	Gina	Registrar/Assist to the Head of School
Rendon	Paul	Grade 3 Teacher
Roberts	Dorothy	1st Grade Teaching Assistant
Ruffle	Kathleen	Learning Support Specialist
Schmidt	Khara	Teaching Assistant
Schug	Robert	History Teacher
Scott	Jason	Middle School Science Teacher
Shaufele	Jim	PE Teacher
Stahl	Ina	Controller and All School Administrator
Syed	Zahra	Teaching Associate, After School Staff
Taylor	Cyndee	Assistant to the Associate Head for K-8 * Transportation
Timmons	Adrienne	Music Teacher, 4th Grade Wind Academy
Trahan	Ashley	Middle School Math and Science Teacher
Truong	Tham	Business Office Associate and All School Administrator
Visser	Reona	5th Grade Teacher
Von Euw	Erik	Grade 2 Teaching Assistant
Webb	Hart	Middle School Mathematics
Woeser	Tenzin	Business Office Associate and All School Administrator
Wolski	Rebecca	French Teacher
Wu	Faye-Lynn	Mandarin Teacher
Young	Ondine	Strings Academy Instructor
Zink	Jane	Middle School Mathematics

TO: Heather Klein, Planner III; Darin Rannelletti; Olga Bolotina, Aide to Council Member Dan Kalb; Susan Piper; Linda Harris; Donna Karch;

FROM: Gordon Piper

SUBJECT: Questions and Research re Bentley Employees

DATE: April 25, 2016

I appreciated receiving the list prepared by Planning Staff dated 4-20-2016. I went back through the information provided and still have questions about the following people:

1. **Penny Boyes** – Appears on the Bentley School Directory and is listed as a substitute teacher. But no explanation as to who she is substituting for. We need to determine if she is working part time and how many days per week and what she is doing.
2. **Donna Canada-Smith** – Appears on the Bentley Directory as an employee but with no information on where she is working and what she is doing. Online I found she has completed recent studies in French.
3. **Michele Lee** – Is listed on the Bentley School Directory currently as a Teaching Assistant Lower School, without any picture. There is no indication, however, in the latest information provided to the Planning Staff by Alex Kopelevich or Bentley why Ms. Lee is not being counted as an employee.
4. **James Panell** – Panell is currently shown on the Bentley School Director as Music Teacher Interim. The information provided to the Planning Staff references that “Pannell is subbing for Buechner” but Beuchner is supposed to have been previously a Prefect and currently works as Temporary Grade 1 Teacher for Crawford. However, this does not explain why James Panell is shown as a Music Teacher Interim and is not listed or being counted as an employee.
5. **Zahra Syed** – Is shown on the Bentley School Directory as a Teaching Associate After School Program Staff, but no information was provided to Planning Staff in the latest report about her.
6. **Crystal Pascucci** – Was listed on the Bentley School Faculty/Staff 2014-15 as a Strings Teacher and there have been inconsistent claims made about whether Pascucci worked exclusively in Lafayette. CFO Alex Koplevich claimed in conversations with me that Pascucci worked exclusively in Lafayette and the chart that Planning Staff developed apparently with input from Koplevich claims “Does Not Work in Oakland” but there was an acknowledgment that she sometimes has taught in Oakland supposedly as a substitute for Ondine Young, and the claims made by Koplevich have not been independently verified via interview with Pascucci. I interviewed one parent who had a child in the Strings program carrying an instrument in front of the school who indicated Pascucci did teach on the Oakland campus. Pascucci teaches cello and there is reason to believe that Pascucci may do more than substitute teaching for Young in the Strings Academy Program. Pascucci should be interviewed to find out more about what she does on the Oakland campus, when, and how many hours she has spent teaching on the Oakland campus since the start of the school year and how many hours she has spent teaching

in Lafayette, and to find out more about the arrangements for teaching students in both Lafayette and in Oakland.

7. **Dorothy Roberts** – The chart provided by Planning Staff indicates that Dorothy Roberts no longer serves as a 1st Grade Teaching Assistant but does not clarify what her dates of employment were and when she did work as a 1st Grade Teaching Assistant. I believe this should be determined to see when she worked for Bentley on the Oakland campus and if she was counted as an employee and reported to the City as an employee in all reports to the City. There is still a question about the counting of 1st Grade Teaching Assistant Roberts. Arlene Hogan reported in her May 22, 2015 letter to Planner Heather Klein that as of July 1 that the School would be in full compliance with the 71 employee limit of 71 employees and in the same letter noted that Dorothy Roberts was a 1st Grade Teaching Assistant. However, when we reviewed the October 15, 2015 compliance review we did not see Ms. Roberts listed as a 1st Grade Teaching Assistant nor counted as an employee. The February 2016 report did not show her dates of employment nor when she was terminated by Bentley, nor did the latest Planning Staff chart as of April 20, 2016 based on information provided by Bentley CFO Alex Kopelovich. It appears that Roberts was an employee on the Oakland campus on October 15, 2015 and that Bentley was in non-compliance for some period of time at least up until her termination and possibly beyond this date. Some of the other individuals listed here were also employed on the Oakland campus and should also have been counted.

There are four employees that Bentley says are no longer employed by the School:

- Emilie Crofton
- Melissa Hyde
- Lori Now
- Dorothy Roberts

Attribute it to my skepticism after 31 years as an investigator for the Department of Fair Employment and Housing, but I would be more accepting of this information if Bentley would list the date of termination for each of these individuals:

8. **Emilie Crofton** – The chart provided by Planning Staff indicates that Emilie Crofton is no longer employed by Bentley but does not clarify what her dates of employment were and when she last worked as a Teaching Assistant on the Oakland campus. Her Linked In listing shows her as currently working on the Oakland campus and working there for 2 years and 9 months after August 2013 which would suggest she should be counted and reported as an employee at least for some portion of the last year. She should be interviewed and an independent verification made regarding her dates of employment and employee status. There is still a question regarding Emilie Crofton as I raised in my February 2016 email to Planning Staff noting that the Bentley School's online Directory in November 2015 showed Crofton as a 3rd Grade Teaching Assistant, who was not reported to the Planning Staff as an employee on the Oakland campus in its October compliance report. The February 2016 report from Bentley claimed that Crofton

was terminated but did not list her dates of employment or her termination date, just as the latest Planning Staff chart does not show Crofton's dates of employment or termination date as having been provided by Bentley CFO Alex Kopelvich. This should have been verified by Planning Staff, rather than relying on Bentley's continued lack of specificity regarding this potential non compliance with the 71 employee limit during portions of either 2015 or 2016 possibly after the May 29, 2015 Notice of Determination of non compliance. Only one 3rd Grade Teaching Assistant was reported by Bentley for the Fall trimester, even though Crofton was listed on the Bentley Directory as a member of the faculty and staff.

9. **Melissa Hyde** – The chart provided by Planning Staff indicates that Melissa Hyde is no longer employed by Bentley but does not clarify what her dates of employment were and when she last worked as a Learning Specialist. Hyde's Linked In listing shows her as currently working on the Oakland campus and worked there for 7 years and 9 months after August 2008 which would suggest she should be counted and reported as an employee at least for some portion of the last year. She should be interviewed and independent verification should be made regarding her actual employee file and payroll records to determine her employee status and the accuracy of Bentley claims regarding her employee status.
10. **Carol Kueffer-Moore**- The chart provided by Planning Staff indicates that Carol Kueffer-Moore took the place of Dance Teacher Ashlie Kirby during her maternity leave. The report earlier this year indicated that Kueffer-Moore was terminated at some unspecified date, without clarifying her actual dates of employment. The latest report does not clarify her dates of employment nor when Ashlie Kirby ended her maternity leave. Online I found in February 2016 on Bentley's website an article dated November 13, 2015 that indicated that Middle School Dance Teacher was not off for the Entire Fall trimester and in fact was dancing during the week with Middle School students in a "Physics: The Science of Dance" class performance for their peers. This raises questions as to the dates of employment during the Fall Trimester for both Kueffer-Moor and Ashlie Kirby, whether they overlapped, and the actual date of return for Kirby and the date of termination of Kueffer-Moore. There is no clarification in the Planning Staff chart on these matters, and there is a need for independent verification as to whether there should have been two people counted as employees on the Oakland for some period of time that might have put the School in non-compliance.
11. **Lori Now**-The chart provided by Planning Staff indicates that is no longer employed by Bentley but she is still shown on Bentley's directory as an interim lower school art teacher. When was she employed as a lower school art teacher?

Recruiting for 3 open positions for lower school would put Bentley over it's limit: The Bentley School website Directory also listed as currently available positions at the Oakland campus: 1) After School Program staff; 2) Lower School Teaching Assistant; and 3) Middle school latin teacher. I found these position vacancies being listed as somewhat inconsistent with the School reporting that it was currently at the 71 employee limit. It appears that the school may hire additional individuals during the school year even when they are at or possibly above the 71 employee listed. It should be researched if the school has been adding employees between reports to the Planning Staff and exceeding the 71 employee limit for periods of time. The Bentley School Directory has a section that shows some of the

After School Program staff with names and pictures, and this includes Ms. Syed but not Mr. Phillips. Research is needed on the accuracy of the information being reported to Planning Staff regarding the After School Program staff, and why the school is hiring more After School staff after reportedly laying off after school staff to get down to the 71 employee limit. It appears that there is some inconsistency with respect to what has been reported to Planning Staff and the actual number of employees as evidenced by no information being provided regarding Zahra Syed and the school listing its interest in hiring additional planning staff.

I believe there is a need for an independent monitor to be retained to review the questions I have raised regarding Bentley's reporting and compliance with the 71 employee limit. As we discussed in our meeting, the Planning Staff could retain the monitor and charge Bentley for conducting the necessary research that is needed to determine whether or not Bentley was out of compliance and for what period of time after the May 29, 2015 compliance letter issued by Planning Staff that Bentley was actually out of compliance with its written Employee Compliance Plan submitted May 29, 2015 that purported to assure compliance with the 71 employee limit. I believe there are sufficient questions regarding Bentley's compliance or non-compliance that I have found in my research in October 2015, February 2016, and April 2016 to warrant the Department of Planning and Building to consider assigning its Code Compliance staff to review the findings of the independent auditor that I am recommending. If after a further independent investigation the Planning Staff finds that Bentley has been non-compliant, then this might warrant even stronger sanctions and a more detailed monitoring system each trimester starting now and continuing into the future with an independent monitor helping to ensure actual compliance with the 71 employee limit. Should Bentley violate the 71 employee limit in the future, after a second potential Notice of Determination of non-compliance, the Planning Staff should consider going back to the Planning Commission and requiring modifications in the Conditional Use Permit's Conditions of Approval to reduce the number of students and the limit on staff to previous levels such as 200 students and 65 employees on the Oakland campus. There has been a length history of non compliance with important Conditions of Approval and it is important that the Planning Staff and Planning Commission not allow the School to continue to violate its Conditional Use Permit's Conditions of Approval without substantial consequence or to make inaccurate or false reports to Planning Staff and to neighbors, who are impacted by the failure to comply with these important Conditions of Approval.

There also is a need for the independent monitor to evaluate the information previously provided regarding the Bentley School's reporting it had 363 students and its subsequent claims to have simply made an error. Neighbors had concerns both last school year and this school year that the number of students enrolled on the Oakland campus exceeded the limit of 360 imposed by the Planning Commission, and we cannot simply rely on self-reporting by Bentley after years of inaccurate reporting by the School to the City and to neighbors.

I support Darin Ranelletti's suggestion that in the future, we meet with Planning Staff and Bentley to go over the compliance report together, where we can ask questions and obtain clarification with everyone in the same room. It will be quicker and hopefully resolve some outstanding concerns. We might

consider arranging such a meeting in May 2016 and include the independent monitor in this initial meeting that could possibly help in evaluating some of the questions raised by my research regarding the information provided by Bentley School and scrutiny of available information online.

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:

1. **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 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?
2. **Development staff**—There are 5 development staff listed in the directory. 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? Their own directory list them as all school or HS, MS, LS staff.
3. **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?
4. **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, 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 Compliance Report.
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 as HS/MS Jazz teacher, 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.

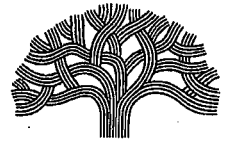
We believe that an independent audit of who is working on the Oakland campus is warranted given these questions. If any one of these individuals should have been counted as an Oakland employee, Bentley would be in violation of not only the CUP but its own compliance plan.

Sincerely,

Gordon Piper

Please see the attached spread sheet

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 2114 • OAKLAND, CALIFORNIA 94612-2032

Department of Planning and Building
Zoning Division.

(510) 238-3911
FAX (510) 238-4730
TDD (510) 238-3254

VIA EMAIL AND US MAIL

December 19, 2014

Arlene Hogan
Headmaster
Bentley School
1 Hiller Drive
Oakland, CA 94618

RE: Case File No.: CM04-411; ER07-006; REV10-0003
Project Address: 1 Hiller Drive

Dear Ms. Hogan,

On May 21, 2014 the Bureau of Planning made a formal determination that Bentley School (School) was non-compliant with its Conditional Use Permit's Conditions of Approval, specifically, Condition 1 and 20 regarding the number of faculty and staff permitted on the campus. The City has reviewed the compliance plan and staff lists submitted by the School on November 17, 2014. The plan notes that the School has 83 employees for the 2014-2015 academic year and outlines the School's compliance plan to reduce faculty and staff to the 71 employee maximum by the 2016-2017 academic year.

The purpose of this letter is to request additional information for the City's review and consideration of the compliance plan. Please submit the following information by January 19, 2015, thirty (30) days from the date of this letter:

1. The names and titles of all full and part-time employees at the School's Oakland campus.
2. The names, titles and number of hours per week that employees at the School's Lafayette campus spend at the Oakland campus.
3. A detailed explanation of the positions and staff who are noted on the document submitted by Susan Piper to the City Administrator, dated December 2, 2014, (Attachment A) who are not included on the School's staff list submitted with the compliance plan on November 17, 2014.
4. A detailed list of the names and/or companies who come to the campus that the School considers vendors, suppliers or independent contractors (not employees), and the purpose of their time on the Oakland campus.
5. A detailed explanation of how much time the staff identified in the compliance plan moving to the Lafayette campus will spend at the Oakland campus.
6. A detailed explanation as to where the additional faculty and staff are currently parking.
7. A detailed description of what will happen to the five childcare staff who are currently employed at the campus if the five teaching assistants are going to have a combined job (teaching assistant and childcare care staff). What will be their titles and roles at the Oakland campus? Will they continue working or visiting the campus in any function? If so, how much time will they spend at


the Oakland campus? Also, provide a detailed explanation as to how relocating these persons to the Lafayette campus will result in a net decrease of five physical people at the Oakland campus.

8. A detailed explanation of why the School believes it will need until the 2015-2016 school year to come into full compliance with Conditions 1 and 20. The explanation should further comment on the feasibility of achieving full compliance within 60 days as well as full compliance prior to the start of the next academic year (2015-2016).

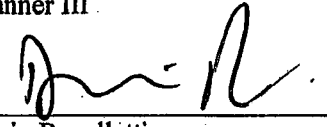
You are hereby advised that your failure to fully and timely respond to this letter may result in enforcement proceedings. You should be aware that there are a number of sanctions that could result from such proceedings, including, among others, revocation of the School's Conditional Use Permit.

Please don't hesitate to contact Heather Klein at (510)238-3659 or at hklein@oaklandnet.com if you have any questions regarding this letter.

Sincerely,



Heather Klein
Planner III



Darin Ranellotti
Deputy Director
Bureau of Planning

Attachment A: Staff at Hiller by position November 2014, email from Sue Piper to the City Administrator, dated December 2, 2014.

cc: Neighbors for Safety in Hiller Highlands
Mark Walk, Deputy City Attorney
Anne Mudge, Cox, Castle & Nicholson LLP
Leila Moncharsh, Veneruso & Moncharsh

TO: Darin Ranelletti, Deputy Director, Bureau of Planning
FROM: Gordon and Sue Piper
SUBJECT: Determination of Non-Compliance, Code compliance Complaint, Bentley School; Appeal of Staff Determination of Non-Compliance in Case File No. CM04-411; REV10-0003, E\$07-006; 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road, and 261 Tunnel Road

DATE: July 28, 2014

On June 16, 2014 Gordon had the opportunity to review the files concerning Bentley School's response to the question about the 15 -20 people we observed coming to the Oakland campus who were not listed on their employee reports of 2012, 2013 or 2014. The school had submitted on April 24, 2014 comments on the spreadsheet we provided for April 2012 and October 2013. There are a number of questions about their response:

- Concerning maintenance employees—in 2012 and 2013, the school claimed they only had one, in 2014 they said they had 2 sharing 1 position; we see as many as 8—and the school has never accurately addressed the number of maintenance employees working at the campus by name, job title and schedule.
- Comments concerning someone no longer being an employee don't address whether that person was working on the campus in 2012 and/or 2013, even if no longer working in 2014, nor why that person was not counted in the 71.
- It's impossible to evaluate the claim that certain individuals are accounted for in the 71 official count because the "employee lists" do not provide names and job titles for the positions that were listed. By our independent review, there are 15 to 20 people who did not appear to be listed among the 71, in either 2012, 2013, or 2014.

The real issue is that anyone who comes to campus to work—whether based in Lafayette, a vendor or an actual Hiller campus employee—creates traffic impact and should be counted. That has been the crux of our concern with the employee reports of 2012, 2013 and 2014 and the school has never provided transparent documentation so that the city and the public can understand that impact.

Because the information provided by the school and its attorneys lacks specificity, accuracy and transparency, we believe the school has actually been out of compliance with Condition 1B since 2012, if not earlier. There is a serious problem when the school and its attorneys continue to provide incomplete, inaccurate and misleading information concerning compliance with the CUP. The City cannot rely on the April 24 listing or Bentley's comments to our spreadsheet (Column D of Second Document to April 24, 10'4 email from Annie Mudge) because the school's self-reporting is suspect and does not accurately reflect the number of people

working on the campus. Even after the school reported on April 24 that it only had one gardener and two custodians sharing the one position, we observed:

- 2 gardeners on Saturday, May 31, 2014
- 2 custodians and the Director of Facilities on Wednesday, June 11 during the day, and another 2 custodians from 8 pm on
- 2 custodians on Thursday, June 12
- 2 custodians on Friday, June 13
- 2 custodians at dumpster at 3 pm on Tuesday, June 17
- 2 gardeners on Saturday, June 21

We request that the City do a fully comprehensive and independent code compliance investigation dating back to 2012 documenting actual workers by name, title, schedule and status so that there is an accurate, clear and transparent accounting of all who work on the campus. Because of the questions concerning the school's past representations, the investigation needs go beyond just what the school reports, but include interviews, records reviews of quarterly Employment Development Department employee reports to the State and contracts, online reviews (webpages, newsletters) and our documentation so that there is an accurate reconciliation between what we have observed and reported over the years and what the school has been reporting.

The investigation should also look at the school's failure to abide by the specified hours of work (Condition 1 ii, iii, iv & v) (we have observed and documented people working at night and on weekends) and the requirement to "provide assigned spaces to all full and part time faculty and staff and not volunteers and visitors", (Condition 14a). If there are indeed more than 71 workers, as we believe, the school has not been in compliance with Condition 14a.

And if the City should find that the school indeed has not included all the workers that should have been, the May 21, 2014 notice of non-compliance should be amended to include all of the non-compliant workers, not just the two job sharing workers, and non compliance with hours of work and off-street parking for faculty and staff. And the school should be found out of compliance on these conditions for 2012, and 2013, as well.

And, if the school is found to have been out of compliance for 2012, 2013 and 2014, the City should seriously consider whether these are grounds for revocation. That would send the message that an applicant can't lie, and violate conditions and not expect serious consequences.

This impacts the basis for the School's appeal, as well. The school is basing their appeal on the fact that they had only 71 or 72 positions – specifically that two maintenance workers were job sharing and not working on the same day. We have observed, and sent CUP Hotline complaints and emails to the Planning Department that document that there were two and as many as five maintenance workers

working on the same day. Furthermore, custodians were working at night and on weekends and not being counted.

Since the appeal will be coming to the Planning Commission for review, we believe that the Planning Department should include additional recommendations that would strengthen the CUP reporting and compliance process and reduce ambiguity:

- Adopt a standard definition of employee that includes all workers—full or part time teachers, administrators, staff who come to the campus as part of their work. (This would include vendors, independent contractors and Bentley employees based on other campuses.)
- The limit is absolute—the school cannot fluctuate in between reporting periods. (It is not 71 people at a time, as the school is interpreting; it is currently 71 people, period.)
- Regular reports needed from Bentley school on all people providing teaching or staff services at the Hiller Campus regardless as to where the staff is assigned or may have an office. This report should list people by name, job title and schedule.
- New monitoring procedures needed to ensure compliance with TDM staff parking requirements for off-street parking for all full time and part time faculty and staff. There should be a sanction for the school if faculty and staff are found in violation of the no parking on Hiller or North Hill Court agreement.
- Establish sanctions for false reporting. One way to ensure more accurate reporting to the City is to back up the reporting requirement with the use of written interrogatories that require a written response under the threat of perjury, as other enforcement agencies do. Given the long history of Bentley's pushing the boundaries, this would enhance transparency and go a long way to improving public confidence in the monitoring process.
- The CUP Hotline and Neighborhood Liaison Committee Process Revamped: Responses to CUP Hotline inquiries should be required within a specified period of time and monitored by the Planning Department. The Neighborhood Liaison Committee should comply with standard committee protocols, including the ability for committee members to amend and approve minutes. Currently, Bentley controls the minutes and does not allow for any amendments from those who attended the meeting.

Oakland?

What guidelines have been established by Bentley School in relation to complying with the hours of work, which are supposed to normally conclude at 6 p.m. on weekdays?

HILLER FACULTY

2 Kindegarten Teacher	Fischer , Hedges	
2 Teaching Assistants	_____	2-
2 Grade 1 Teacher	Parrish, Crawford	
2 Teaching Assistant, 1 ST Grade	_____	2-
2 Grade 2 Teacher	Layton	1-
2 Teaching Assistant, 2 nd Grade	_____	2-
2 Grade 3 Teacher	Majer, Rendon	
1 Teaching Assistant, 3 rd Grade	Crofton	
2 Grade 4 Teacher	Bellanti, Harrigan	
2 Grade 5 Teacher	Crowley, Visser	
1 Grade 6 Humanities	Gailmard	
1 Math Specialist	Webb	
2 Science Teacher	Lowe, Scott	
1 Elementary Science Teacher	Palange	
1 Middle School History Teacher	Schug	
1 Middle School English and Debate Teacher	Gershenhorn	
1 Middle School English and History Teacher	Duffield	
3 Counselors	Young	2-
1 Learning Director	Filippini	
2 Music Teacher	Feltman, Timmons	
2 Art Teachers	Kendall, Korican	
1 Librarian	Ilyin	
1 Latin Teacher	Chow	
2 French Teacher	Parsons-McClain, Wolski	

2 Spanish Teach	Bonvini, Guillen	
2 Mandarin Teacher	Hsu, Wu	
2 PE Teacher	Schaufele	1- Rob Rafeh?
1 K-8 Athletic Director	Lawson	
1 Drama Teacher	Austin	
2 Strings	Kyong, Passucci	
2 Prefects	_____	2-

1 Learning Support Specialist	Ruffle, Kathleen
1 Middle School Support Specialist	Scanlon, Kara
1 K-5 Learning Specialist	Hyde, Melissa
1 Creative Movement and Dance Teacher	Kirby, Ashlie
1 English Teacher	Leland, Jacob
1 Teacher	Baron, Nicole
1 Mathematics Teacher, 6 th Grade Dean	Zink, Jane
1 Lower School Performing Arts	Young, Ondine
1 Gardening Teacher	Nepomuceno, Ryan
1 Jazz Band Director	Berman, Ken
1 LS _____	Beuchner, Erin
1 _____	Carmody, Michael
1 Math Teacher	Gerry, Saul
1 _____	Garrison, Danielle
1 _____	Gravelle, Colleen
1 LS _____	Green, Will
1 _____	Hastings, Joanne

1 Lower School_____

O'Gorman, Jessica

1 Lower School_____

Page, Rachelle

1 _____

Truong, Tham

1 _____

Von Euw, Erik

1LS PE_____

Rafeh, Rob (on Bentley Directory)

1 Teacher

Strickling, Tonya

HILLER ADMINISTRATORS & STAFF

2 Front Desk	Forcum, Maeda	
1 Registrar	Raible	
1 Operations Coordinator	Thomas	
1 Admissions Director	Danby	
1 Admissions Associate	Berardi	
1 Development Director	Mulderig	
1 Alumni Coordinator	Starkey	
2 Media Coordinator/database	Jurgens, _____	1-
1 CFO/Business Manager	Tooth	
2 Business Support	Mazzei, _____	1-
1 IT Associate	Gaite	
1 MS Director	Hackford	
1 LS Director	O'Neill	
1 Head of School	Hogan	
1 K-8 Head	Konigsberg	
<hr/>		
1 Adm. All School	Dellapenna, Caroline	
1 Technology Specialist	Spotts, Rover	
1 Administration MS and LS	Do, Ngah-HA	
1 Administration All School	Meyersham, Jim	
1 Director of Technology	Tafreshinejad, Maziar	

HILLER CHILDCARE STAFF

10 After School Program Childcare Staff

-Berkeley, Costanza, Morte, McMillan, Owings, Phillip, Piona, 3-

1 After School Program Childcare Director

HILLER MAINTENANCE

1 Groundskeeper _____

1 Director Facilities (both campuses) Nunez, Andres

1 Head Custodian (both campuses) Mauricio, Alvarado

Maintenance employees shown in March 2013 Bentley Newsletter article: Andres Nunez, Ramon Becerra, Felipe Gonzalez, Axel Perea, Hector Munoz, Noe Hernandez, Fabio Rodriguez)

1 Groundskeeper (working 10- 13 & 25) _____

1 Groundskeeper (working 10- 13 & 25) _____

1 Daytime custodian(working 9-16,) _____

1 Daytime maintenance worker (9-16) _____

1 Daytime custodian (working 9-16) _____

1 Daytime custodian (working 10-23) _____

1 Evening custodian (working most weekdays) _____

1 Evening custodian (working most weekdays) _____

1 Lower School _____
1 Lower School _____
1 _____
1 _____
1LS PE _____
1 Teacher

O'Gorman, Jessica
Page, Rachelle
Truong, Tham
Von Euw, Erik
Rafah, Rob (on Bentley Directory)
Strickling, Tonya

33 in Hiller faculty sh

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~~64~~
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Hiller adm - 63 shown

ATTACHMENT B: MORE COMPREHENSIVE LISTING OF STAFF AT BENTLEY HILLER CAMPUS
 Based on Neighbor observations, review of Bentley School Directory and other on-line resources as of November 2014
It appears from my research the School is currently over the 71 staff limit by 30-40 staff this academic year.

	Last Name	First Name	Job Title	Position 2014 Hiller List	Listed 2014 Bentley Directory	Other Sources	Comments
1	Austin	Emily	Dir of Performing Arts K-8	Drama Teacher?	Yes		
2	Alvarado	Mauricio	Maintenance, head custodian in Oakland and Lafayette	No	No	Documented in 2013 article in Bentley Newsletter with photo; may be one of 4 janitors observed by neighbors	
3	Baron	Nicole	Teacher	No	No	Linked-in	
	Becerra	Ramon	Maintenance	No	No	Documented in 2013 article in Bentley Newsletter with photo; may be one of 4 janitors observed by neighbors	
4	Bellanti	Cathy	4th Grade Teacher	Yes, 2 positions listed but 3 names on directory	Yes, one of 2		
5	Berkeley	Ja'ala	After School Program Staff	Yes by position (10 shown)	No		
6	Beuchner	Erin	Lower School ??	No	Yes, LS Department	Through previous on-line research	
7	Berardi	Wendi	Director of Enrollment & Financial Aid K-12	Admissions Director?	Yes, Director of Enrollment & Financial Aid K-12		
8	Bolig	Lisa	Accounts Payable Coordinator	No	No		
9	Bonvini	Alicia	K-5 Spanish Teacher, Lower School	Yes, one of 2	Yes	Linked-In, May 2014	
10							

11	Carmody	Michael	After School Program Staff one of 10	Yes by position	Yes by name, no position listed		
12	Chow	Ludenna	Latin Teacher	Yes by position	Yes by name and position		
13	Costanza	Mitch	After School Program Staff (one of 10)	Yes by position (10 shown)	Not on site	Previously identified last year	
14	Crawford	Deborah	1st Grade Teacher, Lower School	Yes, one of 2 by position	Yes by name and position		
15	Crofton	Emilie	3rd Grade Teaching Assistant	Yes by position	Yes by name and position		
16	Crowley	Beth	5th Grade Teacher	Yes by position, one of 2	Yes by name and position		
17	Danby	Francesca	Admission Associate K-8	Yes by position	Yes, by name, Admissions Associate K-8		
18	Dellapenna	Caroline	Administrator All-School	No	Yes by name and position		
19	Do	Ngah-Ha	Administrator Middle and Lower School	No	Yes by name and position		
20	Duffield	Blythe	8th grade English, 7th Grade Writing, MS Humanities	1 if three middle school teachers	Yes by name and position		
21	Dugan	Brandon	K-8 Music Director	No	Yes by name but no position		
22	Feltman	Joshua	Associate Dean of Teaching & Learning K-8	Yes	Yes by name and position		
23	Filippini	Alexis	Kindergarten Teacher	Yes, Learning Director?	Yes by name and position as Associate Dean of Teaching and Learning K-8		
24	Fischer	Trisha	Afternoon Front Desk Staff	Yes one of two front desk staff	Yes, listed by name but no position	On-line video identified her as Kindergarten teacher	
25	Forcum	Zachary	Humanities	Yes, one of 2 grade humanities teacher	No	Previous Bentley article?	
26	Gallmard	Gina	Humanities	Yes, 1 6th grade humanities teacher	Yes, listed by name and position is Director of Humanities, but doesn't say LS, MS or US		

	Gaite	Chubasco	Technology Specialist	Yes, 1 IT specialist	No	Was listed on previous directory; on Google listing shows he works at Bentley School	
27							
28	Garrison Geller	Danielle Judy	4th Grade Teacher	No	Yes by name but no position		
29				Yes, one of 2 positions but 3 identified	Yes by name and position		
30	Gershenhorn	Laura	English Teacher	??	No	Linked in per 2014	
31	Gerry	Saul	Math Teacher	??	No	Linked in	
32	Gonzalez	Felipe	Maintenance staff	Not by name, but one of 10	No	Listed in 2013 article	
33	Green	Will	Lower School??	??	Listed by name but no position		
34	Gullen	Lourdes	MS Spanish/Advisory	Yes, one of two	Yes by name and position		
35	Gujar	Roshan	Director of After School Program	Yes by position	Yes by name and position		
	Hackford	Beverly	MS Division Director	Yes by position -MS Director	Yes by name and position		
36							
	Harrigan	Brenda	4th Grade Teacher	Yes by position one of 2	Yes by name and position		
37							
38	Hastings	Joanne		No	Yes by name but no position		
	Hedges	Robb	Lower School??	No	Yes by name and Lower School but no position		
39							
	Hessler	Leah	After School Program Staff	Yes by position (10 shown)	No	Previously listed in directory or afterschool site 2012	
40							
41	Hogan	Arlene	Head of School	Yes by position	Yes by name and position		
42	Hsu	Sheryl	Mandarin Chinese, 6-8th Grades	Yes by position	Yes by name and position		
43	Hyde	Melissa	K-5 Learning Specialist	No	Yes by name and position		
	Ilyin	Kathy	Librarian	Yes by position	Yes by name and position		
44							

	Jurgens	Vincent	Webmaster and Photographer/Administrator	No, only 1 IT associate (10 shown)	Yes by name and position, 3 IT people listed		
45	Kelleher-Andrews	Amber	After School Program Staff (one of 10)	Yes by position	No	Previously listed in directory or afterschool site 2012	
46	Kendall	Faye	K-3 Art Teacher/MS Elective Art	Yes, one of 2 art teachers	Yes, by name and position		
47	Kirby	Ashlie	Creative Movement & Dance Teacher/Advisor	No	Yes, by name and position		
48	Konigsberg	Laura	Associate Head of School- K-8	Yes by position	Yes, by name and position		
49	Korican	Leah	4-8th Grade Art Teacher	Yes, one of 2 art teachers	Yes by name and position		
50	Kyong	Christy	Teacher, Violinist, Strings Academy	Yes one of 2 listed by position	No	Since 2009 per Linked in	
51	Lawson	Caitlin	Director of Athletics K-8, 7 & 8th grade Deam	Yes by position	Yes by name and position		
52	Layton	Sarah	2nd Grade Teacher	Yes one of 2 by position	Yes by name and position		
53	Leland	Jacob	English Teacher	Yes, one of 3	Yes by name and position		
54	Lowe	Beth	7-8th Grade Science Teacher	Yes, one of 2 Science teachers	Yes by name and position		
55	Maeda	Renee	Front Office Manager, K-8, Administrator MS & LS	Yes by position	No	Previously listed in Bentley Director	
56	Mayer	Gale	3rd Grade Teacher	Yes one of 2 positions, but 3 identified	Yes by name and position		
57	Mazzei	Courtney	Development Associate Administrator	No	Yes by name and position	Could be 2nd Business Support	
58	Meyersahm	Jim	Administrator All School, Technology	1 IT associate but at least 3 plus Data base person	Yes by name and position		
59							

75	Parrish	Rachel	1st Grade Teacher, Lower School	Yes by position one of 2	Yes by name and position		
76	Parsons-McClain	Kristy	Middle School French Teacher	Yes, one of 2	Yes by name and position		
77	Passmore	Carol	Director of Finance	No	Yes, by name and position		
78	Pasucci	Crystal	Cello Instructor/or Strings Academy	One of 2 strings instructors	Yes by name and position		
79	Perea	Axel	Groundskeeper	Yes by position (1)	No	One of several observed on the Hiller Campus	Observed in 2012, 2013 and 2014 and was interviewed earlier this year, saying he was coming from Lafayette
80	Pillip	Peter	After School Program Staff (one of 10)	Yes by position (10 shown)	No	Previously listed in directory or afterschool site 2012	
81	Piona	Joel	After School Program Staff (one of 10)	Yes by position (10 shown)	No	Previously listed in directory or afterschool site 2012	
82	Raible	Gina	Registrar/Assistant to Lower & Middle School Directors	Yes by position	Yes by name and position		
83	Rafah	Rob	PE Teacher	Yes	Director of Athletics in Lafayette		Could be MS PE Teacher
84	Rendon	Paul	3rd Grade Teacher	Yes one of 2 listed but 3 identified	Yes, listed by name and position		
85	Rodriguez	Fabio	Maintenance staff	??	No	May be one of 4 observed by neighbors and identified in March 18 2013 letter	
86	Ruffle	Kathleen	Learning Support Specialist	No	Yes by name and position		
87	Scanlon	Kara	Middle School Support Specialist	No	Yes by name and position		

	Schaufele	Jim	PE Teacher, Safety Director	Yes, one of 2	Yes by name and position	When plug in PE MS in directory, three people show up
88						
89	Schmitt	Khara	??	No	Yes by name but no position	
90	Schug	Robert	History Teacher	Yes, 1 MS History	Yes by name and position	
91	Shaffer	Sarah	After school instructor in enrichment class	No	No	On listing 2013 enrichment classes http://www.bentleyschool.net/ftpimages/418/download/download_1364486.pdf
92	Scott	Jason	MS Computer Science/Science Teacher	Yes by position	Yes by name and position	
93	Spotts	Rover	Technology Specialist		Yes by name and position as Upper School	Part of 3 member IT Team per Linked-in-- does he work on lower school/middle school as part of team?
94	Starkey	Jenna	Director of Communications and Alumni Relations	Yes, by position	Yes by name and position	
95	Strickling	Tonya	Teacher	No	No	Listed in Linked in and in Beth Crowley's list of after school program
96	Thomas	Kori	Assistant to Head of School/operations coordinator	Yes by position	Yes by name and position	
97	Tooth	Pascale	CFO	Yes by position	No	Listed in Bloomberg, Connect.data.com and Joe'sData.com as still working at Bentley as of May 6, 2014

	Timmons	Adrienne	Diversity Coordinator, LS Music	Yes by position as music teacher	Yes by name and position		
98							
99	Truong Visser	Tham Reona	?? 5th Grade Teacher	No Yes by position one of 2	Yes by name but no position Yes by name and position		
100							
101	Von Eluw Webb	Erik Hart	?? MS Math Teacher	No Yes by position	Yes by name but no position Yes by name and position		
102							
103	Wolski	Rebecca	French Teacher	Yes by position	Yes by name but no position		
104	Wu	Faye-Lynn	K-5 Mandarin Chinese Teacher	Yes by position	Yes by name and position		
105	Young	Nikkia	Director of Counseling K-8	Yes by position	Yes by name and position		
106	Young Zink	Ondre Jane	LS Performing Arts Math Teacher, 6th Grade Class Dean	No Yes by position	Yes by name and position		
107			Teaching Assistant Kindergarten	Yes by position	No		
108			Teaching Assistant Kindergarten	Yes by position	No		
109			Teaching Assistant 1st Grade	Yes by position	No		
110			Teaching Assistant 1st Grade	Yes by position	No		
111			Teaching Assistant 2nd Grade	Yes by position	No		
112			Teaching Assistant 2nd Grade	Yes by position	No		
113			Counselor	Yes by position	No		
114			Counselor	Yes by position	No		
115			Prefect	Yes by position	No		
116			Prefect	Yes by position	No		
117			Media Coordinator/Database	Yes by position	No		
118							

119		Business Support	Yes by position	No			
120		PE Teacher	Yes by position	No			

NOTES:

More people listed in that position in directory than accounted for in the November 17, 2014 employee list
 People identified in directory or other sources not listed in November 17, 2104 employee list
 Positions listed in November 17, 2014 employee list but not identified by name

HILLER FACULTY - EXHIBIT B		KEY
2 Kindergarten Teacher		2014-15 - Scheduled to move to Lafayette campus
2 Teaching Assistant-Kindergarten		2015-16 - Scheduled to move to Lafayette campus
2 Grade 1 Teacher		
2 Teaching Assistant-First Grade		
2 Grade 2 Teacher		
2 Teaching Assistant-Second Grade		
2 Grade 3 Teacher		
1 Teaching Assistant-Third Grade		
2 Grade 4 teacher		
2 Grade 5 Teacher		
1 Grade 6 Humanities		
2 Mathematics Teacher-Middle School		
1 Math Specialist		
2 Science Teacher		
1 Elementary Science Specialist		
1 Middle School History Teacher		
1 Middle School English and Debate Teacher		
1 Middle School English and History Teacher		
3 Counselors		
1 Learning Director		
2 Music Teacher		
2 Art Teacher		
1 Librarian		
1 Latin Teacher		
2 French Teacher		
2 Spanish Teacher		
2 Mandarin Teacher		
2 PE Teacher		
1 K-8 Athletic Director		
1 Drama Teacher		
2 Strings		
2 Prefects		
HILLER ADMIN & STAFF		
2 Front Desk		
1 Registrar		
1 Operations Coordinator		
1 Admissions Director		
1 Admissions Associate		
1 Development Director		
1 Alumni Coordinator		
2 Media Coordinator/Databank		
1 CFO/Business Manager		
2 Business Support		
1 IT Associate		
1 MS Director		
1 LS Director		
1 Head of School		
1 K-8 Head		
HILLER CHILDCARE STAFF		
10 After School Program Childcare Staff		
1 After School Program Childcare Director		
HILLER MAINTENANCE		
1 Groundskeeper		
83 TOTAL EMPLOYEES		

Bentley School Faculty / Staff 2013-14

HILLER FACULTY - EXHIBIT A		Notes
2	Kindergarten Teacher	
2	Teaching Assistant-Kindergarten	
2	Grade 1 Teacher	
2	Teaching Assistant-First Grade	
2	Grade 2 Teacher	
2	Teaching Assistant-Second Grade	
2	Grade 3 Teacher	
1	Teaching Assistant-Third Grade	
2	Grade 4 teacher	
3	Grade 5 Teacher	
1	Grade 6 Humanities	
2	Mathematics Teacher-Middle School	
1	Science Teacher	
1	Elementary Science Specialist	
1	Middle School History Teacher	
1	Middle School English and Debate Teacher	
1	Middle School English and History Teacher	
2	Counselor	
1	Learning Director	
2	Music Teacher	
2	Art Teacher	
1	Librarian	
1	Latin Teacher	
2	French Teacher	
2	Spanish Teacher	
2	Mandarin Teacher	
2	PE Teacher	
1	K-8 Athletic Director	
1	Drama Teacher	
2	Strings	
1	Math Specialist	
1	Jazz Band Teacher	
1	Prefect	
HILLER ADMIN & STAFF		
2	Front Desk	
1	Registrar	
1	Operations Coordinator	
1	Admissions Director	
1	Admissions Associate	
1	Development Director	
1	Alumni Coordinator	
2	Media Coordinator/Database	
2	CFO/Business Manager	
2	Business Support	
1	IT Associate	
1	MS Director	
1	K-8 Head	
1	Head of School	
HILLER CHILDCARE STAFF		
10	After School Program Childcare Staff	
1	After School Program Childcare Director	
HILLER MAINTENANCE		
1	Groundskeeper	
82	TOTAL EMPLOYEES	

Anne E. Mudge
415.262.5107
amudge@coxcastle.com

File No. 062874

March 13, 2015

VIA E-MAIL AND U.S. MAIL

Ms. Heather Klein
Planner III
City of Oakland
Planning and Building Department
250 Frank Ogawa Plaza
Oakland, CA 94612

Re: Bentley School, 1 Hiller Drive, Case File No. CM04-411, ER07-006

Dear Ms. Klein:

On behalf of Bentley School ("Bentley"), I write in response to the February 9, 2015 letters from Leila Moncharsh, Linda Harris, and Gordon and Sue Piper (collectively, the "NSHH") concerning the number of people employed by Bentley at its Oakland campus.¹ This past year, Bentley discussed its interpretation of compliance with Conditions 1 and 20 of its Conditional Use Permit ("CUP") with planning staff. The school had understood that with respect to the cap of 71 on employees/staff, part time employees could be aggregated into "full time equivalents" for purposes of this count. Oakland planning staff, however, informed the school that every part or full time employee, regardless of whether such employees shared a single position, must be counted as "one" employee toward the cap. Since then, Bentley has been working transparently with the City to come up with a plan to reduce its employees. Bentley has already reduced its employee count from 85 to 77, and will work over the next school year to reduce it further. Bentley's good faith, prompt response does not merit the sanctions requested by the NSHH.

1. The Increase in Staffing is Not in Response to an Increase in Enrollment.

The condition setting the employee cap at 71 was adopted in 2010. Since then, curricular goals have changed. Specifically, there has been an increase in the use of specialist teachers at the elementary and middle school levels who focus on particular subject areas, such as technology, science, language, and math, and teach only those subjects part time. In addition, parents have come to expect more specialized teaching as well as very low faculty/student ratios.

¹ This letter addresses the claims in Ms. Moncharsh's letter. Ms. Harris's and the Pipers' claims are addressed in Appendix A.

Thus, contrary to NSHH's suggestion, the increase in faculty is unrelated to enrollment, which remains at or under 360 students.

NSHH also suggests that Bentley overstaffs its after-school care program and has not provided an accurate description of after-school staffing. Respectfully, Bentley is in a better position than neighbors to determine the appropriate level of after-school staffing. As stated in its January 15, 2015 submission to the City, Bentley currently has 10 after-school care workers and one director to oversee the various after-school programs. These are the faculty devoted solely to the after-school care program. Some of Bentley's other employees also help with the after-school program, but these employees have been accounted for elsewhere and do not increase the total number of faculty on the Oakland campus. For example, the teachers listed by NSHH, including Mr. Berman, Mr. Schaufele, Ms. Timmons, Ms. Young, and Ms. Pascucci, are already accounted for by Bentley. These teachers also offer an after-school class for approximately an hour once a week, which is permitted by Bentley's CUP.

Finally, NSHH suggests that Bentley may not have disclosed the employees that supervise before-school care. The before-school care program is run by one middle school faculty and two teaching associates, all of whom Bentley has accounted for in its disclosures to the City.

2. Bentley's Compliance Plan Reflects a Timely and Good Faith Response

Contrary to NSHH's claim, Bentley has been working diligently and transparently to come into compliance with its CUP. After discussing with the City how to count employees, Bentley determined it had 85 "employees," as noted by the NSHH, and disclosed that fact to the City. Since then, Bentley has reduced its Oakland employees to 77 by permanently relocating seven administrators to the Lafayette campus and eliminating one part-time employee who used to share front desk duties with another employee. Thus, in a matter of months, Bentley has substantially reduced the number of people employed at its Oakland campus.

NSHH asserts that two employees were not accounted for by Bentley in their January 15, 2015 letter to the City: Ken Berman and Cyndee Taylor. Ken Berman is a Lafayette employee who is specifically addressed in Bentley's responses to the City's questions about Lafayette employees who occasionally work on the Oakland campus. As stated in Bentley's January 15 letter, Mr. Berman spends up to two hours four times per week (a total of up to eight hours per week) at the Oakland campus. Ms. Taylor is currently a temporary employee who works on the Oakland campus at the front-desk. Ms. Taylor will become a permanent employee when Bentley's learning specialist goes on leave, resulting in no net change in the employee count.

NSHH also asserts that Bentley has not explained why it needs more than 30 days to comply with the CUP. In fact, Bentley provided the City with a detailed explanation about why it needs until July 2016 to come into compliance with its employee cap. As noted above, Bentley has already moved seven administrators to Lafayette and fired one part-time front-desk

employee. Unlike administrators, faculty work pursuant to two-year contracts and therefore cannot be immediately let go without a performance-related cause. When contracts for five childcare workers expire at the end of this school year, however, they will not be renewed. Thus by July 2015, Bentley will almost be in compliance with its CUP, having 72 Oakland employees. The five childcare workers Bentley must fire will be replaced by 5 current teaching assistants, who will take over the duties of the fired childcare workers. Two of Bentley's seven teaching assistants are students pursuing a Masters in Teaching who cannot work a full day due to their class schedule. Bentley made a commitment to these two Masters students in 2014 that they could obtain their two years of mandatory classroom experience at Bentley. If Bentley let one go at the end of this year, Bentley would be breaking an employment contract and the teaching assistant would be unable to timely finish her degree. Instead, Bentley has asked the City to allow her to teach during the 2015-2016 school year. At the end of that school year, the position will be given to someone who can work a full day and one additional childcare worker will be fired. Thus, by July 2016, Bentley will be in compliance with its CUP if the City approves its proposed plan.

Although Bentley's proposed Compliance Plan will take longer than suggested by the City in its May 21, 2014 letter to Bentley, Bentley is taking steps to comply as quickly as it reasonably can without causing hardship to existing employees who are counting on on-going employment to complete their graduate training programs.

3. The NSHH's Compliance Plan Is Unworkable

The NSHH S makes several suggestions about how the City could make Bentley come into compliance faster than proposed by Bentley, but none of NSHH's suggestions are workable.

First, NSHH suggests the City should direct Bentley to shed employees by either transferring them to the Lafayette campus or paying them for the remainder of their contract, but not have them work. Bentley has already transferred all the employees it can to Lafayette. The employees who remain on the Oakland campus have positions that cannot be transferred because they relate to the instruction, care, and supervision of Bentley's Oakland students. It would also be a hardship to immediately end programs parents rely on, such as the after-school care programs. Parents, like Bentley, need additional time to make alternative plans.

Second, NSHH asserts that because Bentley has failed to reduce its employees, the City should have an administrative hearing on the matter and fine Bentley. Since Bentley has already agreed to come into compliance, no administrative hearing is necessary. Further, as discussed above, Bentley has reduced its employees from 85 to 77 already and will fire an additional 5 people at the end of this academic year. Fines are unnecessary and inappropriate. Bentley is motivated to come into compliance with its CUP as quickly as possible.

Third, NSHH claims the City should require Bentley to submit various types of information under penalty of perjury. In addition to the fact that the City lacks the judicial

authority to require submission under penalty of perjury, none of the information is necessary to for the City to be sure that Bentley is reducing its employees. For example, NSHH states Bentley should submit student directories for the last three years with names redacted. NSHH fails to state how this information is related to employees or why Bentley's current inclusion of its enrollment on its annual compliance matrix is inadequate. NSHH also suggests the City should audit Bentley's payroll records for employee salary information. But salaries are irrelevant to employee count, and because Bentley already has to submit its employee list to the California Department of Education, the City can use that information if it wishes to confirm Bentley's reporting of employees. NSHH further suggests the City should collect a complete list of all part-time and full-time employees, with first and last names, titles, hours worked each week, and how each employee enters and leaves the neighborhood. Bentley has already submitted a list of all part time and full time employees with sufficient particularity to identify them (last names and first initial where necessary) and their positions. The NSHH's request goes far beyond what is required by Bentley's CUP and is not needed to confirm Bentley has reduced its Oakland employees. For the same reasons, the City should not follow NSHH's two additional suggestions for private information unrelated to employee counts (a list of employees by first and last name who drive to work and exactly where they park, and 990 tax returns for the last four school years).

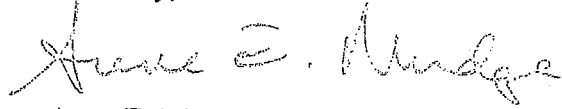
4. The Only Issue In Front Of The City Is The Compliance Plan

In addition to questioning the compliance plan, NSHH argues Bentley is out of compliance with certain traffic and parking requirements in its CUP. But as documented in DKS's monthly transportation monitoring reports and the annual compliance matrix, Bentley complies with all of its parking and traffic-related conditions, including the ban on employee parking for more than 30 minutes on certain public streets. And contrary to NSHH's claim, Bentley has sufficient parking to assign parking spots to all of its employees because some employees carpool, some work different hours and share parking spots, some take Bentley's van from Lafayette, and some commute by mass transit or bicycle. NSHH also insinuates that Bentley has institutionalized the Head's house. In addition to the fact that the Head's house is located in Berkeley not Oakland, the school has not institutionalized the Head's house, which remains a residence, not a classroom. Bentley also has not created a significant traffic impact on the streets around the Head's residence and NSHH has presented no evidence to the contrary.

Bentley has been working productively and transparently with the City to create a compliance plan that allows it to comply with its CUP as quickly as possible without significant hardship to existing employees. Bentley request that the City approve its compliance plan and reject NSHH's suggestions, which are unworkable, would needlessly increase the City's review burden and unnecessarily expose private information to the public without commensurate benefit.

Ms. Heather Klein
March 13, 2015
Page 5

Sincerely,

A handwritten signature in cursive script that reads "Anne E. Mudge". The signature is written in dark ink and is positioned above the printed name.

Anne E. Mudge

AEM/lck

Attachments: Appendix A
06287416734056v4

APPENDIX A: Response to Ms. Harris's and the Pipers' Letters
Regarding Bentley's Employee Count

<u>Responses to Letter from Linda Harris</u>	
<p>The school did not provide evidence of the employment contracts they use as justification for delaying compliance until the end of the 2016-2017 school year. When were they signed? Bentley has exceeded the Cup staff limit for at least the past two years during which time the contracts they refer to were issued. It is incumbent upon Bentley alone to manage offers of employment and enrollment consistent with the CUP conditions.</p>	<p>If the City would like to see Bentley's standard employment contract, Bentley could provide that to the City. Bentley has explained its reasoning for why it is requesting additional time to reduce its current number of employees from 77 to 71.</p>
<p>The school's official count of staff and vendors still doesn't reconcile with their own number reported to the State (85 staff) or with additional information a review of the school documents has uncovered. Some staff functions have been shifted to the vendor list yet they function just like a part-time teaching employee and engage directly in the school's program but are not restricted by the "staff" limits. Service providers such as fire alarm service, FedEx, and Comcast are vendors who support the safe operation and infrastructure of the school and these campus visits are infrequent and of short duration as typical of a vendor.</p>	<p>As explained in the cover letter, Bentley's reported numbers for its employees to the City are consistent with the reports made to the State of California. No staff functions have been shifted to vendors. There are vendors who provide specialized instruction who are not included as "employees" because they work for themselves and contract out their services to other schools. Bentley has little control over the curriculum provided by these independent contractors, and does not maintain employment contracts with them. They are therefore not counted as employees.</p>
<p>The school does not explain why more than the permitted 71 staff members plus 6 program-related vendors are needed to operate the school safely. What has changed since the CUP was approved? The Planning Commission relied on Bentley's commitment to operating safely within the CUP limits when they approved the CUP with mitigating conditions. Bentley's staff count has crept up and their afterschool programs seem to have expanded based on the number of staff involved. Are more staff needed because student enrollment has also crept up? These</p>	<p>Curricular goals evolve. Over the past five years in particular, there has been an increase in the use of specialist teachers at the elementary and middle school levels who focus on particular subject areas, such as technology, science, foreign language, and math, and teach only those subjects part time. The increase in faculty is unrelated to enrollment, which has remained at or under 360 students. Bentley has submitted its enrollment numbers to the City and to the State of California each year since the CUP was adopted. It is, and has been, at or under 360 students at the Oakland campus.</p>

<p>unanswered questions are a valid reasons for the City to require the school to provide complete and verifiable evidence, under penalty of perjury, accounting for all students enrolled during the past two years and current year.</p>	
<p>Staffing for Bentley's daycare and after school programs appears to account for 10% to 15% of the school's staff allocation. Reducing the number and hours of the before and after-school offerings would reduce the number of staff and address intensity of use and safety. Are any non-Bentley students participating in childcare or after-school programs? Reducing the size of this program could happen with 30 days and accomplish the goal of compliance.</p>	<p>There are no non-Bentley students participating in the daycare or after-school programs. Staffing ratios are average for high quality day care. As identified in the Compliance Plan, greater efficiencies in staffing will be achieved by combining the job of teaching assistant (8:30 a.m. -3:00 p.m.) with the job of after-care provider (3:00 p.m. -- 6:00 p.m.). The transition to this new staffing model can be completed by the end of 2016.</p>
<p>We respectfully request that the City require further independent audits of Bentley staff records and a full and accurate count of its current and past two years enrollment records. We also request that Planning proceed with code enforcement until the school complies with its CUP conditions.</p>	<p>Additional audits and enforcement actions are not necessary. Bentley has already provided the City with the name and position of each person employed at the Oakland campus and has explained, on a person-by-person basis, why the additional persons claimed by NSHH to be employees are not employees.</p>
<p><u>Responses to Letter from Gordon and Sue Piper</u></p>	
<p>Before the City accepts Bentley's proposed Compliance Plan, there still needs to be additional investigation to ensure that an accounting of staff is independently verified in order to accurately establish how far out of compliance the school is. There are still too many conflicts and red flags to accept Bentley's representation of its staff picture on the Oakland campus.</p>	<p>Bentley has submitted updated and detailed information to the City, listing all its employees by name and position. As also reported to the California Department of Education, the Oakland campus had 85 employees last fall, but has since moved seven employees and fired one, leaving it with 77 employees today. There are no outstanding "conflicts or red flags."</p>
<p>Our position is that anyone who is regularly working on the campus needs to counted as staff.</p>	<p>All personnel who work out of the Oakland campus are counted as Oakland employees even if they spend time regularly at the Lafayette campus. For example, the Head of School is counted as an Oakland employee because her office and residence are located on the Oakland campus. Nonetheless, the Head of</p>

	<p>School is head of both campuses and regularly spends time at the Lafayette campus. This does not mean she is counted as an employee of the Lafayette campus. Likewise, excluded from the count of Oakland employees are Lafayette staff whose offices are at the Lafayette campus and who predominantly work at the Lafayette campus (such as Ken Berman, the jazz teacher), but whose duties also bring them to the Oakland campus.</p>
<p>Furthermore, any compliance plan needs to include a system for accurate reporting and monitoring the data that is relevant to the enforcement of the CUP. And that Bentley's reports are to be submitted under penalty of perjury, because of Bentley's continuing history of misreporting its own data. In many cases, the data should be verified independently of the school.</p>	<p>Bentley has been working transparently with the City, updating and supplying detailed information about its employee counts based on the City's understanding of the CUP. Bentley's reports to the City can be cross-checked with the reports it sends to the California Department of Education. There is no need for additional verification methods, but if City staff would like to count Bentley's employment contracts on the Bentley campus, the school can make arrangements for staff to do so. The request that Bentley submit its employee counts "under penalty of perjury" is unnecessary and inappropriate. The City has no judicial powers to decide whether a submission is perjurious.</p>
<p>We believe that the actual number of staff still working at the Oakland site is more than 80--perhaps more than 90--and not 77, as represented by Bentley School in its Compliance Letter. The proposed Compliance Plan doesn't accurately indicate how many staff members the School currently has working at the Oakland campus, and it underestimates the number of staff members that must be reduced to bring the level of staff down to the mandated 71 staff.</p>	<p>The Pipers have provided no evidence to support the speculation that the number of staff is "perhaps more than 90." Bentley reiterates that it now has 77 employees on its Oakland campus. As explained in its Compliance Plan, by the beginning of next school year, the number of employees will be reduced to 72, with the number being 71 by the end of next year.</p>
<p>Because there is no definition of "employee", there are questions about how to account for people who come more than 1 hour a day and several days a week: Bentley Staff members listed on Bentley's Compliance Report but still not being counted as Oakland include:</p> <ul style="list-style-type: none"> a. "Ken Berman, Upper School Jazz 	<p>Bentley's count includes all people (whether full time or part time) who primarily work at on the Oakland campus and maintain an office or desk on the Oakland campus. Ken Berman, Andre Nunez, and Rover Spotts do not meet that definition, since their offices are all at the</p>

<p>Director, assigned to the Lafayette campus, but spends up to two hours four times a week (a total of up to 8 hours) on the Oakland Campus. The Bentley School Directory shows him as the Middle School Jazz Band Director, and he works on both campuses.</p> <p>b. "Andre Nunez, Facilities Director, oversees all of the school's physical assets and his office is located on the Lafayette campus. He spends an average of five hours a week on the Oakland campus."</p> <p>c. "Rover Spotts, Technology Coordinator, comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there."</p>	<p>Lafayette campus and they spend the majority of their time there. By the logic of the NSHH, the Head of School should be counted as Lafayette employee because she spends time on the Lafayette campus but instead she is counted as an Oakland employee.</p>
<p>The School's website shows that it is still adding more staff, even though the City Planning staff found the School to be in non-compliance with the limit of 71 employees months before:</p> <p>a. Since our last review of staff on the website Directory in November 2014, we found that the School added Cydnee Taylor as a Middle School and Lower School administrator. A Google search to see if we could find out any more information about what duties she might be performing at the School revealed only one Cydnee Taylor on Linked In. That Cydnee Taylor is listed working for the last 5 months as a Catering Manager for the Claremont Hotel. The first name Cyndee is an unusual spelling: is she the same Cydnee Taylor? Is she doing anything related to the food service at the School? Or any other part-time food service or catering employees working with her at the Oakland campus? Ms. Taylor's Linked In listing shows her skills as including receptionist and data entry duties, which suggest she might also be working in a clerical capacity at the School. Her position at Bentley needs further clarification.</p>	<p>Cyndee Taylor is a temporary worker who staffs the front desk on the Oakland campus. She will be joining Bentley as a permanent worker when the Learning Specialist leaves.</p>
<p>"Vendors" were excluded from "staff", and yet some vendors, for all intents and purposes, are spending the majority of their work assignment on the Oakland campus and are not being counted (From Appendix C):</p> <p>a. American Discount Security—guards</p>	<p>The CUP excludes vendors from its definition of employee. Although the CUP does not require the school to supply the City with the names of its vendors, it nonetheless did so in response to staff's request.</p>

<p>come every day and stay the entire day</p> <p>b. Berkeley Chess School—After School Program Vendor</p> <p>c. Pallen’s Martial Arts- After School Program Vendor</p> <p>d. Sarah’s Science-- After School Program Vendor</p> <p>e. Tiny Tech’s Club-- After School Program Vendor</p> <p>f. William T. Higgins Tennis Pro Inc.-- After School Program Vendor</p> <p>g. New Era food vendor for lunches;</p> <p>h. Pizza day vendor, for this every-- Wednesday food service option;</p> <p>A more detailed description should be provided about how often these vendors come to campus, for how many hours, where they are parking, and in the case of the After School Program Vendors, for which semesters. They are people regularly working on the campus who create a traffic and parking impact.</p>	
<p>There are still questions about staff that Bentley says are not longer employed at the school but who are still listed as Bentley staff on Linked In, the Bentley website and elsewhere on-line. Where possible, we have tried contacting those listed in Linked In to ask them if they are still working at Bentley. We have only heard back from one who confirmed that he no longer was a Bentley employee.</p>	<p>Bentley regularly updates its website, but some information may be outdated. Bentley has no control over former independent contractors or employees, including what they state on their personal social media accounts.</p>
<p><u>Christy Kyong</u>, Strings Academy teacher, who the School claimed left in 2014 and did not list as a staff member on Appendix A but who an online search revealed had been on the School faculty since 2009 and was still indicating to sources like Linked In as currently working in the Strings Academy teaching violin and working on the Oakland campus;</p>	<p>Christy Kyong does not work at Bentley and is not listed in Bentley’s online faculty and staff directory. Bentley has no control over former independent contractors or employees, including what they state on their personal social media accounts.</p>
<p><u>Laura Gershenhorn</u>, English teacher who Linked In showed was working in 2014 for the School and who the School noted in Appendix B left in 2014, but who currently on Linked In shows as “Teacher August 2011-Present (3 years 7 months);</p>	<p>Laura Gershenhorn does not work at Bentley and is not listed in Bentley’s online faculty and staff directory. Bentley has no control over former employees, including what they state on their personal social media accounts.</p>

<p><u>Judy Geller</u>, 4th Grade Teacher who the School noted on Appendix B item 9 had retired in 2012 and was not listed on Appendix A, but who both in November 2014 and currently in February 2015 is still listed on the School website as a 4th Grade Teacher two years after she reportedly retired; she is also listed on Linked In as a 4th Grade Teacher at the School;</p>	<p>Judy Geller retired from the Bentley faculty, although she still appears on the online faculty and staff directory. Bentley will fix this error in its next update of its website. Bentley has no control over former employees, including whether they have updated their personal social media accounts.</p>
<p><u>Michael Carmody</u>, who was listed in November 2014 and currently on the School's website as a staff member but is not listed on Appendix A and who the School indicates in Appendix B in item 44 "Left Bentley in 2014".</p>	<p>Michael Carmody does not work at Bentley, although he still appears on the online faculty and staff directory. Bentley will fix this error in its next update of its website.</p>
<p><u>Caroline Dellapenna</u>, who was listed in November 2014 on the School's website as Administrator All-School but on Appendix B item 72 the School claimed she is no longer consulting to Bentley.</p>	<p>Caroline Dellapenna does not work at Bentley and is not listed in the online faculty and staff directory.</p>
<p>The School continues to list 9 individuals as staff on its website by name but who do not appear on Appendix A. We also found in our review that the School is still not listing all of its staff members on its website, such as its maintenance staff members. It would be helpful to have that cleared up by a third party, and not Bentley alone. Keeping on-line listings current is critical to transparency.</p>	<p>Bentley provides an on-line faculty and staff directory to aid its employees, students, and their parents. The City does not require that Bentley maintain a list of employees on its website or that it keep the list current.</p>
<p><u>Brandon Dugan</u>, who was listed in November 2014 and currently on the School's website as a staff member but with no job title or campus location noted, and who the School did not list as a staff member in Appendix A</p>	<p>Brandon Dugan does not work at Bentley.</p>
<p><u>Wayne Franklin</u>, who is currently listed as a staff member on the School's website without a job title or campus location noted, and who the School did not list as a staff member in Appendix A</p>	<p>Wayne Franklin does not work at Bentley.</p>
<p><u>Paul Geisler</u>, who is currently listed as a staff member on the School's website without a job title or campus location noted, and who the School did not list as a staff member in</p>	<p>Paul Geisler works part time at the Business Office at the Lafayette campus.</p>

Appendix A	
<u>Matthew McKenna</u> , who is currently listed as a staff member on the School's website without a job title or campus location noted, and who the School did not list as a staff member in Appendix A	Matthew McKenna does not work at Bentley.
<u>John Monahan</u> , who was listed in November 2014 and is currently listed on the School's website as a staff member but with no campus location noted, and who the School did not list as a staff member in Appendix A	John Monahan does not work at Bentley.
<u>Samantha Moos</u> , who is currently listed as a staff member on the School's website without a job title or campus location noted, and who the School did not list as a staff member in Appendix A	Samantha Moos does not work at Bentley.
<u>Steve Netniss</u> , Technology Support Specialist who was not listed on Appendix A as staff member even though he appeared on the School's website in November 2014 and currently	Steve Netniss is a Technology Support Specialist whose office is located in Lafayette.
<u>Javon Ross</u> , who is currently listed as a staff member on the School's website without a job title or campus location noted, and who the School did not list as a staff member in Appendix A	Javon Ross does not work at Bentley.
<u>Rob Rafeh</u> , who is currently shown on the School website Directory of staff under physical education for the Middle School as a staff member apparently working part-time on the Oakland campus, even though he is the Athletic Director on the Lafayette campus	Rob Rafeh's office is on the Lafayette campus. He is Athletic Director for the high school, located in Lafayette, and never comes to the Oakland campus.
Independent monitoring of the School's Maintenance Staff, beyond those listed on Bentley's report of Oakland-based staff, is necessary. Bentley currently claims there is only one groundskeeper and two custodians. However, as recently as this past week we have seen the groundskeeper starting work very early and one or more custodians working during afternoon hours,	Bentley has three maintenance staff assigned to its Oakland campus: Hector Munoz, Mauricio Alvarado, and Felipe Gonzalez. Mr. Munoz reports to the Oakland campus directly and often works early morning hours. Mr. Alvarado and Mr. Gonzalez report daily first to the Lafayette campus and are then driven by

<p>in addition to seeing maintenance employees working in evening hours as we did in much of 2014. This suggests that the School may have as many as 6 or 7 maintenance employees including the Director of Facilities who work as staff on the Oakland campus.</p> <p>a. The School reported it had one Groundskeeper named apparently Hector Munoz, and two custodians Mauricio Alvarado and Felipe Gonzalez. However, on Saturday January 17 Gordon Piper observed a maintenance staff member driving down the driveway who did not appear to be one of the three listed employees.</p> <p>b. Gordon Piper also has observed two groundskeepers, other than Hector Munoz, working daytime hours on October 13 and 24.</p> <p>c. The March 2013 article in the Bentley Newsletter listed additional maintenance staff members that appeared to be utilized interchangeably on both campuses, and noted the names of other employees such as Axel Perea, Fabio Rodriguez, Ramon Becerra and Noe Hernandez.</p> <p>We believe additional investigation is necessary to ascertain exactly who and how many maintenance staff are working at the Oakland campus. We recommend independent interviews and record reviews for all maintenance staff members to see how many groundskeepers and custodians have been actually working at the Oakland campus during 2014 and 2015.</p>	<p>school van to the Oakland campus. They work in the evening, predominantly at the Oakland campus and therefore are considered employees of the Oakland campus. On occasion, Bentley uses a van to transport Lafayette maintenance staff to the Oakland campus (and vice versa). This occurs a few times each year, particularly after special events that require extra clean-up and after severe storms that damage landscaping. In addition, when one of the three maintenance staff assigned to the Oakland campus is sick, Bentley may have a Lafayette maintenance employee cover if necessary that day. The occasional sharing of maintenance staff across the two campuses does not mean that Lafayette maintenance staff that predominantly works at the Lafayette campus should be considered Oakland employees.</p>
<p>Two of the seven employees who were moved to Lafayette are coming back to Oakland every week for a 90-minute meeting. If that is part of their regular job, then they should be counted as staff—because they continue to create a traffic impact on the neighborhood.</p>	<p>The two administrators have permanently moved their offices to the Lafayette campus. That these administrators attend meetings on the Oakland campus does not mean they should be considered to be Oakland staff. It is routine for employees of any organization to attend regular meetings at other locations. That does not mean they are employed at those locations.</p>
<p>As long as the City of Oakland relies on Bentley School to self-report without requiring either the report to be submitted under penalty of perjury or without interviewing employees,</p>	<p>Bentley has been working cooperatively and transparently with City staff and has provided a list of all Oakland employees by name as well as their positions at the school. It has also</p>

<p>reviewing records such as time sheets and contracts; and without doing an Internet search by name or job title to uncover all of the school's employees, and to double check the accuracy of what it is being reported, the School's reports cannot be accepted at face value. In fact, their own reports conflict: The 2013-2014 report to the California Department of Education that Bentley submitted shows 85 employees, not 83. There have been too many instances in the recent past where Bentley's reports have proven inaccurate.</p>	<p>spent considerable time responding in detail and on a person by person basis to claims by neighbors questioning whether particular individuals have been improperly excluded. NSHH has produced credible no evidence that Bentley is employing more than 77 people at the Oakland campus. Bentley has submitted an explanation of how it plans to reduce this number to 71 and explained why it would be a hardship to do so immediately.</p>
<p>Two years to come into compliance is too long. The School has knowingly been out of compliance for at least two, if not three years. If Bentley continues to knowingly violate the limit, there ought to be a sanction—either a fine, or removal of the CUP.</p>	<p>Bentley has explained the reasons it is requesting one more school year to come into full compliance with its CUP in its January 15, 2015 letter to the City. This plan, which included an immediate reduction from 85 to 77 employees, is a reasonable plan that balances the impacts of firing personnel among employees, students, and neighbors.</p>
<p>As we are seeing more staff parking on Hiller Drive, it raises questions as to why can't Bentley accommodate all of its staff on site, and if not, are there more employees than they are admitting to. Monitoring and a thorough evaluation needs to be done to see where the staff at the School are currently parking and where their assigned parking spaces are located. It appears that the School has more staff than assigned parking spaces, and that there is a spillover onto Hiller Drive during school days that may violate the Planning Commission's prohibition against staff parking on Hiller Drive.</p> <ol style="list-style-type: none"> a. There is considerable parking congestion on most school days on Hiller Drive related to the School, and it does not appear that the School has met its obligation to provide on-site parking for all staff working on the Oakland campus. b. As recently as February 5 we observed at least three individuals parking for hours near our home on Hiller Drive that appeared to be staff or vendors working at the School. c. We observed several women walking down the School driveway after 5 pm on February 5, 2015 -- one having a cart and four large boxes that she put in the trunk of her car. d. We observed another adult male in mid- 	<p>As documented in monthly reports by DKS, Bentley has consistently been in compliance with its traffic and parking requirements during the past school year.</p>

<p>afternoon parking on lower Hiller Drive and taking a rolling cart into the School. Several hours later he left with the same cart.</p> <p>e. Additionally, we see more cars parked on lower Hiller after the drop off in the morning or later in the day, and staying for several hours. It isn't clear if they are vendors, staff or parents, but it is noticeably more.</p> <p>Any compliance plan should include an enforcement plan for staff parking on Hiller and North Hill Court. Independent monitoring of staff parking should be part of the monthly traffic reports to the Planning Department.</p>	
<p>Enrollment needs to be independently monitored. Again, if enrollment remains at 358 or 360, why does the school need more staff? Oakland Public Schools used to send in an administrator from downtown to actually count heads. The OFD inspection was not an occupancy inspection. The Planning Department should require an independent occupancy inspection at the start of each trimester.</p>	<p>See response in cover letter. Bentley has submitted its enrollment numbers to the City and the Department of Education each year since the CUP was approved.</p>



BENTLEY SCHOOL

Celebrating 95 Years of Excellence

June 29, 2015

Ms. Heather Klein, Planner
250 Frank Ogawa Plaza, 3rd Flr.
Oakland, California 94612

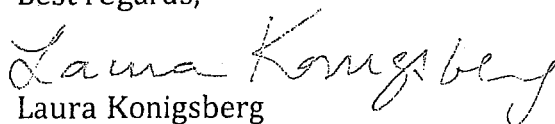
Re: Bentley School: Compliance Plan

Dear Heather:

Attachment A is the employee count at the Hiller campus of the Bentley School, indicating that as of July 1, 2015, the Hiller campus has 71 employees. Attachment B is a copy of a letter we submitted to you dated May 22, 2015, which reaffirms information provided about Lafayette employees at the Hiller campus submitted to you on March 13, 2015. The School is submitting this in accordance with the Notice of Determination dated May 29, 2015.

Thank you for your attention and consideration.

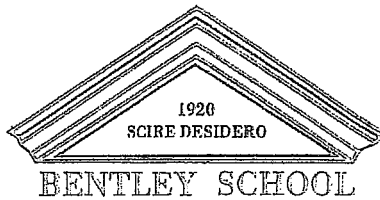
Best regards,


Laura Konigsberg
Associate Head of School

Bentley School Faculty/Staff 2015-16
Attachment A

HILLER FACULTY		
2	Kindergarten Teacher	Fischer, Hedges
2	Teaching Assistant/ASP Staff: Kindergarten	Nankin-Royer, Gerber
2	Grade 1 Teacher	Crawford, Parrish
1	Teaching Assistant: Grade 1	O'Gorman
1	Teaching Assistant/ASP Staff: Grade 1	Gravelle
2	Grade 2 Teacher	Crowley, Page
1	Teaching Assistant: Grade 2	Von Euw
1	Teaching Assistant/ASP Staff: Grade 3	Palmer-Ghose
2	Grade 3 Teacher	Mayer, Rendon
1	Teaching Assistant: Grade 3	Schmidt
2	Grade 4 Teacher	Bellanti, Harrigan
2	Grade 5 Teacher	Green, Visser
1	Grade 6 Humanities	Gailmard
3	Middle School Mathematics Teachers	Webb, Zink, Ha
1	Mathematics Specialist	Garrison
2	Middle School Science Teachers	Trahan, Scott
1	Director of STEM Education	Palange
1	Middle School History Teacher	Schug
1	Middle School English Teacher	Layton
1	Humanities Chair and English Teacher	Duffield
1	Director of Counseling K-8	Burleson
1	Learning Specialist K-8	Hyde
1	Dean of Teaching and Learning	Filippini
1	Director of Music	Feltman
1	Music Teacher	Timmons (Pannell: Fall Trimester)*
2	Art Teacher	Kendall (Now: Fall Trimester)*, Korican
1	Librarian	Ilyin
1	Latin Teacher	Chow
2	French Teacher	Parsons-McClain, Wolski
2	Spanish Teacher	Bonvini, Guillen
2	Mandarin Teacher	Hsu, Wu
1	PE Teacher	Schaufele
1	Dance Teacher	Kirby
1	Assistant Athletic Director/PE Teacher	Freed
1	Director of Performing Arts	Austin (Sussman: Fall Trimester)*
1	Strings Teacher	Young
1	Prefect	Buechner
HILLER ADMINISTRATION AND STAFF		
1	Front Desk	Taylor
1	Registrar	Raible
1	Assistant to the Head of School	TBD
1	Admissions Director	Berardi
1	Admissions Associate	Danby
1	IT Associate	Meyersahm
1	Director of Middle School	Hackford
1	Director of Lower School	Lummis O'Neil
1	Associate Head of School	Konigsberg
1	Head of School	Hogan
HILLER AFTER SCHOOL STAFF		
6	After School Program Staff	DeLeon, Leland, Nepomuceno, Phillips, Do, TBD
1	After School Program Director	TBD
HILLER MAINTENANCE		
1	Groundskeeper	Munoz
2	Custodian	Alvarado, Gonzalez
71	TOTAL EMPLOYEES	

* indicates substitute teachers stepping in for teachers on leave for Fall Trimester.



May 22, 2015

VIA E-MAIL

Ms. Heather Klein
Planner III
City of Oakland
250 Frank Ogawa Plaza
Oakland, CA 94612

Re: Response to May 7, 2015, Letter from Veneruso & Moncharsh Concerning Bentley School

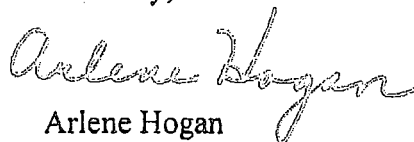
Dear Ms. Klein:

The concerns raised by Ms. Moncharsh's letter dated May 7, 2015 were fully addressed in the letter we sent to you on March 13, 2015. We nonetheless provide additional clarification in the table attached as Exhibit A.

On June 30, 2015, contracts for five childcare workers will expire and they will not be renewed. As explained in the Compliance Plan, this will reduce the number of employees to 72 as of July 1, 2015. In previous correspondence, we had requested permission to maintain 72 employees through the 2015-2016 to allow one of our teaching assistants to complete her two-year clinical teaching requirements and timely earn her masters' degree. We have now (with regret) found a way to maintain this relationship but nonetheless reduce employees to 71 in 2015 rather than 2016 by firing one of the music instructors. Thus, as of July 1, 2015, Bentley will be in compliance with the 71 employee cap and will provide a revised list of positions by name and title on or before July 1, 2015.

Bentley requests written confirmation that this proposed course of action puts the issue of compliance with the employee cap to rest.

Sincerely,


Arlene Hogan

AEM/lck

Attachment: Exhibit A: Additional responses

EXHIBIT A: ADDITIONAL RESPONSES

Lafayette-based employees	# of hours and # of times/week on Hiller Campus (Bentley's response in blue.)	Comments from Leila H. H. Moncharsh
1. Andres Nunez, Director of Facilities	Andres Nunez spends an average of five hours a week on the Oakland campus.	
2. Rover Spotts, Technology Support Specialist	Rover Spotts is the Technology Coordinator, and comes to the Oakland campus once a week for approximately 3 hours to check the computer systems there	
3. Steve Netniss, Technology Support Specialist	Steve Netniss is a Technology Support Specialist whose office is located in Lafayette. He never works on the Oakland campus.	
4. Unidentified additional groundskeeper on 3/14/15	There is no "additional" groundskeeper. Munoz is the groundskeeper. He sometimes is aided by the custodians.	
5. Additional maintenance staff on a regular basis— daytime and nighttime hours	There are no "additional" maintenance employees. Bentley has two custodians who work on their Oakland campus: Gonzalez and Alvarado.	
6. Ina Stahl, controller	Ina Stahl works on the Lafayette campus. She comes to the Oakland campus one time every other week for a one hour meeting.	
7. Tham Truong, Business Office Associate	Tham Truong works on the Lafayette campus only.	

8. Tenzin Woesser, Business Office Associate	Tenzin Woesser works on the Lafayette campus only.	
9. Ken Berman, MS/HS music teacher	Ken Berman is the Upper School Jazz Director. Starting July 1, he will no longer come to the Oakland campus.	
Unverified employees	Date of separation from Bentley (Bentley addressed the employment status of all of these former employees in its March 2015 letter to the City.)	
Christy Kyong, Strings Academy 2009-present on Linked In	Christy Kyong does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Judy Geller listed on Bentley website	Judy Geller retired from the Bentley faculty and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Michael Carmody listed on Bentley website	Michael Carmody does not work at Bentley and is no longer listed on the online faculty and staff directory. Date of separation is irrelevant.	
Caroline Dellapenna listed on Bentley website	Caroline Dellapenna does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Wayne Franklin listed on Bentley website	Date of separation is irrelevant. Wayne Franklin does not work at Bentley and is not listed in the online faculty and staff directory.	

Brandon Dugan listed on Bentley website	Brandon Dugan does not work at Bentley and is not listed in the online faculty and staff directory. Date of separation is irrelevant.	
Laura Gershenhorn, English Teacher 2014 on Linked In	Laura Gershenhorn does not work at Bentley and is not listed in Bentley's online faculty and staff directory. Date of separation is irrelevant.	
Uncounted employees	# of hours and # of times /week on Hiller Campus	
Carol Kueffer-Moore-interim Dance Teacher & Performing Arts-LS/MS	Carol Kueffer-Moore has replaced Ashley Kirby, the dance teacher listed on early employee charts, while Ms. Kirby is out on maternity leave. Ms. Kueffer-Moore has been accounted for in the employee count.	Listed on Bentley website
Dorothy Roberts	Dorothy Roberts is a teaching assistant for first grade, as noted in previous reports of employees to the City.	Listed on Bentley website
Cyndee Taylor, Interim Front Desk	Cyndee Taylor is a temporary worker who staffs the front desk on the Oakland campus. As already explained, she will be joining Bentley as a permanent worker when the Learning Specialist leaves. The Learning Specialist, who is out on maternity leave was included in the March 2015 letter.	Not counted on March, 2015 letter

time during day time hours and two more Maintenance employees or janitors working evenings that "come and go".

The documentation we provided the Planning Department on April 7 and April 24 prove Bentley's claim false. We have directly observed and documented 2 groundskeepers working during day time hours; 2-3 custodians working together during the first part of the school day and pushing the trash down to the dumpster mid-afternoon on the same day; we photographed 4 Maintenance workers working on January 6 at the Hiller campus; the Director of Facilities working and on site supervising more than one employee on the Hiller Campus on November 27, 2013 and April 22, 2014, and 2 more janitors working in late afternoon and evening hours on the same day—most recently as this week, June 9 at 6:30 pm. We have also documented in photos 2 groundskeepers working Saturdays on November 16, 2013 and April 5, 2014 and observed 3 groundskeepers on Saturday, April 12, and most recently one working on a Sunday in May. Today, June 11, there are two custodians and the Director of Technology on campus.

The appeal letter continues to paint this inaccurate picture as to the number of positions, the number of employees and janitorial staff working on campus. The school's attorney has a duty of candor as mandated by the California Rules of Professional Conduct and the ABA Model Rules of Professional Conduct to provide accurate reports to the City and the public. We do not believe that the reports from 2012, 2013 or 2014 or the May 30, 2014 Letter of Appeal from Bentley's attorney meet this standard.

In addition, Bentley's monitored vehicle traffic counts have exceeded 242 trips four times this year (1/2 of the DKS observations) and the queues have exceeded the maximum length six times this year (2/3 of the observations). These numbers suggest that something is causing an increase in the intensity of use and increased numbers of vehicles. What is causing the institutional creep again?

Establishing an accurate accounting of all employees—full/part-time, teachers, administrators and support staff—is critical to obtaining a full understanding of Bentley School's impact on the neighborhood and compliance with the CUP. We have provided documentation that raises questions concerning at least 20 teachers and staff who are not listed on the April 2014 report, yet are listed on the school's website, personal websites or other online sources as faculty and staff at the Hiller campus. To date, neither Bentley nor the City has addressed the status of these 20 people that we are aware of. That is why we are requesting a further code compliance investigation that will result in more full and accurate documentation of the employees actually working on the Hiller Campus and Bentley School's compliance or noncompliance with the CUP.

- A thorough review of all staff coming to the Oakland campus—by name, title and schedule—needs to be reviewed and verified by an independent

party to establish the facts and be included in the report to the Planning Commission. The status of the 20+ individuals identified on their personal and Bentley School websites as faculty or staff needs to be established prior to any appeal or amendment to the CUP.

- Henceforth, a standard format for reporting employees by name and job title should be required so that there is transparency and consistency for public review.
- Given Bentley's school long history, the City must verify employee information from an independent source. Just as the City requires an independent traffic monitor to provide traffic data, the employee reports need to be verified by an independent source. There also should be a review of any employee listing provided by the School and the independent source with Neighbors for Safety in Hiller Highlands to ensure that additional employees have not been overlooked that might be identified by interviews, School newsletters or online research by job title and/or name.
- Verified employee reports by job title and name should be required at least once each trimester rather than once a year, to help in reviewing the total number of employees employed and compliance with the limit of 71 employees during the trimester.
- Bentley should be held accountable for misreporting its employee numbers. Under either interpretation of Condition 2 (b)vii) —an absolute cap or intensity of use—the school and its attorney have misrepresented the numbers of employees at Bentley's Hiller campus.
- A similar standard format for reporting student enrollment by grade level should be required so that there is transparency and consistency for public review.
- Enrollment should also be independently verified through a review of school documents at the beginning of each trimester.

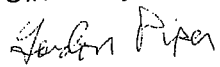
We would like to know if there is a precedent for the City dealing with an applicant or attorney for an organization with a CUP who has submitted false information and how are they held accountable for doing so? (We should not forget that Bentley falsely stated that it had only 200 students when it received several building permits prior to correcting the situation with a new CUP in 2009).

If the Planning staff determines in its Code Compliance investigation and further review that Bentley School or its attorney have submitted false or factually inaccurate information regarding the number of employees at its Hiller campus, how will this be addressed and will this information/the facts supporting this determination be shared with the Planning Commission, public, and School prior to and at the appeal hearing?

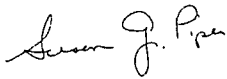
And, when this item does come before the Planning Commission, we believe Commission Chair Chris Patillo will need to recuse herself because of a conflict

of interest because she states on the www.skillspages.com website that "I am currently work with Bentley School in Oakland and Lafayette" as a landscape architect having prepared maintenance plans for each campus, and "have been interfacing with neighbors at the Oakland campus regarding view issues, coordinating tree pruning and other work, and coordinating with CalTrans on plans for improved pedestrian access".

Sincerely,



Gordon Piper



Susan Piper

<u>Job Area/Classification/Employee</u>	<u>If added to 66 reported employees in</u>	<u>If added to 71 reported employees in</u>	<u>COMMENTS</u>
Maintenance/Director of Facilities/Andres Nunez	67	72	school to review
Maintenance/Head Custodian/Mauricio Alvarado	68	73	school to review
Maintenance/Groundskeeper/Hector Munoz	69	74	school to review
Maintenance/Custodian/Felipe Gonzalez	70	75	school to review
Maintenance/Custodian/Ramon Becerra	71	76	school to review
Maintenance/Custodian/Noe Hernandez	72	77	school to review
Maintenance/?/Fabio Rodriguez	73	78	school to review
<u>Maintenance/Groundkeeper/Handyman/?</u>	74	79	
Music/Instructor String Academy/Ting Chin	75	80	vendors
Music/Instructor String Academy/Kristy Kyong	76	81	vendors
Music/Instructor Strings Academy/Ahmed Elgassier	77	82	vendors
Music/Cello Teacher Strings Academy/Crystal Pasucci	78	83	12
Music/Jazz Band Teacher/Ken Berman	79	84	24, 35
<u>Music/4-8Music, K-1 Creative Movement, Performing Arts Assistant/Dayna Shon</u>	80	85	vendors
Physical Education/Volleyball Coach /Eric Lautz	81	86	vendors
Physical Education/Basetball Coach/Kelvin Potts	82	87	vendors
Physical Education/Athletic Director/Rob Rafeh	83	88	vendors
Physical Education/Athletic Director Hiller/?	84	89	vendors
Physical Education/Soccer Coach/Jordan Gash	85	90	vendors
<u>Physical Education/Phys. Ed Teacher/Jim Shufele</u>			13
<u>Administration/Assoc. Dean of Teaching/Alexis Filippini</u>			17
<u>Faculty&Staff/K-5 Learning Specialist/Melissa Hyde</u>			32
<u>Faculty/Humanities Teacher/Mia Gittlen or Peter Hagen</u>			37 and 42 for 2 not three
<u>Faculty/Science Specialist & Robotics Teacher, David Palange</u>			
<u>Faculty/Math Teacher/Saul Gerry, Jane Zink, Hart Webb</u>			

Faculty&Staff/Grade Level Deans&Athletic Coordinator, Caitlin Lawson	86	91	26 assistant to head of school 60
Administration/Assistant to the Head of School & Transportation & Traffic Safety Coordinator/Kori Thomas	87		
Administration/K-12 Technology Coordinator/Maziar Tafeshinejad	88	92	vendors at high school K-12
Administration/Dean of Students/ Beverly Hackford	89		
Administration/Registrar&Assistant to Middle School Head, Gina Raible	90		assistant to ms head in matrix 59
Administration/Lower School Prefect/Liz O'Neal		93	
Administration/Director of Marketing, PR, Communications/Tet Salva		49	
After School/Assistant to Director and 10 listed staff members/Traci McMillan, Joshua Owings, Amber Kelleher- Andrews, Peter Phillips, Mitch Costanza, Jason Morte, Ja'ala Berkeley, Leah Hessler, Joel Piona		94	before and after school childcare in matrix
Administration/Associate Director of Development, Michele Edelmuth		48	
Faculty/4th Grade Teacher/?	95		
		95	grade four teacher is noted on matrix

Gordon & Susan Piper • 33 Hiller Drive • Oakland, CA 94618 • 510 843-3828

June 11, 2014

TO: Darin Ranelletti, Deputy Director, Oakland Bureau of Planning

FROM: Gordon and Sue Piper, 33 Hiller Drive, Oakland

RE: Appeal of Staff Determination of Non-Compliance in Case File No. CM04-411; REV 10-0003, ER07-006, 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

We do not agree with Bentley's position that the intent of Condition 1(b)(vii) was to mean no more than 71 employees per day as a way to control intensity of the use of the land. If that had been the case, then Condition 4 of the TDM would have required counting traffic for the entire day rather than just during drop off and pick up (a method we believe would provide a more accurate picture of the intensity of use on the property). The discussion at the Planning Commission was always about total employees—it was why there was no differentiation between full and part-time staff. In fact, the limit of 71 was established at the Planning Commission meeting because that was what Bentley admitted they needed.

The tape of the April 7, 2010 meeting of the Planning Commission included a discussion by Commission Chair Doug Boxer indicating that the 71 employee limit included "administrators, faculty, and everyone else" working at the Hiller campus including full-time and part-time employees. Bentley in its October 2013 list also counted its part-time employees working at the Hiller campus as one employee such as each of the two "Part-time Receptionist and Clerical staff" employees listed, and not as .5 or half of an employee. Each of the Maintenance employees in the 2012 and 2013 lists provided by the School were also listed as constituting one employee.

Furthermore, if the issue were just about intensity, then Bentley should have been reporting ALL of their faculty and staff and their schedules, rather than the partial lists that they have submitted in 2012, 2013 and 2014.

Even though we have raised concerns about additional employees—specifically about custodians and groundskeepers--since the first employee report of 2012, it wasn't until the April 2014 employee report that the School admitted to having two janitors, but stated that they share the job and work on different days. This claim was previously contradicted by Gordon Piper's November 27, 2013 interview with Bentley School's Director of Facilities Andres Nunez. When asked how many other Maintenance employees besides himself were working on the Hiller campus, Mr. Nunez noted he had one Maintenance employee working full-

Klein, Heather

From: Ranelletti, Darin
Sent: Thursday, June 12, 2014 10:23 AM
To: Klein, Heather
Subject: Fwd: Appeal of Staff Determination of Non-Compliance in Case File No. CM04-411; REV 10-0003, ER07-006, 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road

Darin Ranelletti, Deputy Director | City of Oakland | Bureau of Planning | 250 Frank H. Ogawa, Suite 3315 | Oakland, CA 94612 | Phone: (510) 238-3663 | Fax: (510) 238-6538 |
Email: dranelletti@oaklandnet.com | Website: www.oaklandnet.com/planning

Begin forwarded message:

From: Susan Piper <susangpiper@gmail.com>
Date: June 11, 2014 at 11:43:18 AM PDT
To: "Ranelletti, Darin" <DRanelletti@oaklandnet.com>
Cc: "Kalb, Dan" <dkalb@oaklandnet.com>, Olga Bolotina <obolotina@oaklandnet.com>, Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>
Subject: **Re: Appeal of Staff Determination of Non-Compliance in Case File No. CM04-411; REV 10-0003, ER07-006, 1 Hiller Drive, 251 Tunnel Road, 245 Tunnel Road and 261 Tunnel Road**

We found one error:

The documentation we provided the Planning Department on April 7 and April 24 prove Bentley's claim false. We have directly observed and documented 2 groundskeepers working during day time hours; 2-3 custodians working together during the first part of the school day and pushing the trash down to the dumpster mid-afternoon on the same day; we photographed 4 Maintenance workers working on January 6 at the Hiller campus; the Director of Facilities working and on site supervising more than one employee on the Hiller Campus on November 27, 2013 and April 22, 2014, and 2 more janitors working in late afternoon and evening hours on the same day—most recently as this week, June 9 at 6:30 pm. We have also documented in photos 2 groundskeepers working Saturdays on November 16, 2013 and April 5, 2014 and observed 3 groundskeepers on Saturday, April 12, and most recently one working on a Sunday in (May)June. Today, June 11, there are two custodians and the Director of Technology on campus.

Thanks.

On Wed, Jun 11, 2014 at 11:05 AM, Susan Piper <susangpiper@gmail.com> wrote:

Thank you for the update. What is the schedule for the appeal-- when do you anticipate this coming before the planning commission?

Please see the attached letter with our concerns about the above appeal.

Gordon & Sue Piper



Gordon Piper <rgpiper33@gmail.com>

Complaint Re Bentley Stretching Drop Off Area in Front of Hiller Homes

message

Gordon Piper <rgpiper33@gmail.com>

Wed, Feb 15, 2017 at 8:53 AM

To: Heather Klein <HKlein@oaklandnet.com>, cuphotline@bentleyschool.net

Cc: neighbors safety hiller highlands <neighbors.safety.hiller.highlands@gmail.com>

Bcc: Broberts@oaklandnet.com

I wish to place a formal complaint regarding Bentley School posting a staff member in front of our home or Linda Harris' home on lower Hiller Drive each weekday morning and encouraging parents to park in areas that block our driveways and red zone restricted parking on a regular basis. I have been seeing for several weeks now more parking in our driveway area and the red zone restricted parking area next to our driveway that makes it more difficult or impossible to get out of our driveway in the morning without running into a Bentley parent's car. The School appears to now be regularly posting a staff member next to our driveway.

By assigning staff up by our driveway, it encourages parents to think this is the norm, rather a violation of the CUP.

We are also seeing more people parking on lower Hiller during the morning. Is this staff not being reminded that they are not supposed to be parking on lower Hiller. It is our understanding that parking on lower Hiller during the school day is to be limited to 30 minutes or less for parents to walk their students to and from the school.

Gordon Piper



Gordon Piper <rgpiper33@gmail.com>

Complaint Regarding Apparent Bentley Related Staff Parking and CUP Compliance

1 message

Gordon Piper <rgpiper33@gmail.com>
To: Heather Klein <HKlein@oaklandnet.com>
Cc: Broberts@oaklandnet.com

Thu, Mar 2, 2017 at 6:53 PM

I complained on February 15 to you and the Bentley School CUP Hotline regarding the parking on Hiller Drive that was in excess of 30 minutes. I have continued to observe cars parking more than 30 minutes in front of our home or next to the Firestorm Memorial Garden during the school day with drivers who visit the school without children. I assume they are not parents but faculty or staff. There has been no response from Bentley School or City regarding this concern. Some times the cars are parked for several hours.

Today I observed a series of cars parked for more than 30 minutes during school hours and saw one male adult with a back pack walking into the school after parking his car at 7:40 a.m until after 9 am. The license number of that car is CA 7LAN679. The same car was parked for hours during the school day on Hiller Drive on March 1. There were also other cars parked on Hiller Drive next to the Firestorm Memorial Garden for several hours that appeared to be adults that might be working at the school and driving cars with California licenses 7UXJ214 and 6HWT791.

I understand Bentley School and the Planning staff may have a list of faculty and staff working at the school with their car licenses. I ask that the Planning Department review the list and determine if these are indeed Bentley staff. If so, they are not complying with the parking prohibition imposed by the Planning Commission of no parking on lower Hiller Drive and North Hill Court by Bentley staff and faculty.

These are the auto licenses that I saw parking in front of my house and the Firestorm Memorial Garden this morning::

*RLBJ

* 7LAN679

* 7UXJ214

* 6HWT791

If these cars prove to belong to Bentley staff, then Bentley is not in compliance with its own TDM plan nor the CUP which requires the school to have a designated parking space for all of its staff working at the Oakland campus or to designate an off-site area not on lower Hiller, North Hill Court. The Bentley School appears to have far more staff working at the school than designated parking spaces and more staff than the limit of 71 authorized under the CUP by the Planning Commission. I communicated my concern again today to a Bentley School representative who approached me that School staff appeared to be parking on Hiller Drive for 30 minutes in violation of the prohibition imposed by the Planning Commission, which Bentley agreed to comply with.

I request the Planning Department take action and steps to ensure compliance with the prohibition against parking by Bentley School faculty and staff on lower Hiller Drive and North Hill Court, as well as the CUP limits on staffing and student enrollment that the School may also be regularly violating, which I believe may contribute to this increased street parking and congestion. There were many cars parked the last two days in front of our home and on Hiller Drive related to the School for more than 30 minutes.

Gordon Piper, 33 Hiller Drive, Oakland

Linda Harris <lkharris73@gmail.com>

Fri, Mar 24, 2017 at 8:59 PM

To: Donna Karch <donna_karch@yahoo.com>

Cc: "Leila H. Moncharsh" <101550@msn.com>, Susan Piper <susangpiper@gmail.com>, "rgpiper33@gmail.com" <rgpiper33@gmail.com>

I agree that this isn't my recollection of the Tdm. There were restrictions on parent parking cars and using the drop off. Also the fact that there are more cars parking raises the question of why??? What is the enrollment and is city verifying the accuracy of bentleys enrollment reports.

Klein, Heather

From: Klein, Heather
Sent: Thursday, February 23, 2017 7:11 PM
To: 'Erin Vaca'
Cc: Ranelletti, Darin
Subject: FW: Complaint Re Bentley Stretching Drop Off Area in Front of Hiller Homes

What's going on with this? Can you let me know?
Thanks!

From: Gordon Piper [mailto:rgpiper33@gmail.com]
Sent: Wednesday, February 15, 2017 8:54 AM
To: Klein, Heather; cuphotline@bentleyschool.net
Cc: neighbors safety hiller highlands
Subject: Complaint Re Bentley Stretching Drop Off Area in Front of Hiller Homes

I wish to place a formal complaint regarding Bentley School posting a staff member in front of our home or Linda Harris' home on lower Hiller Drive each weekday morning and encouraging parents to park in areas that block our driveways and red zone restricted parking on a regular basis. I have been seeing for several weeks now more parking in our driveway area and the red zone restricted parking area next to our driveway that makes it more difficult or impossible to get out of our driveway in the morning without running into a Bentley parent's car. The School appears to now be regularly posting a staff member next to our driveway.

By assigning staff up by our driveway, it encourages parents to think this is the norm, rather a violation of the TUP.

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Gordon Piper



Gordon Piper <rgpiper33@gmail.com>

RE: Following up our conversation from Thursday night

18 messages

Klein, Heather <HKlein@oaklandnet.com>

Fri, Mar 24, 2017 at 4:31 PM

To: Susan Piper <susangpiper@gmail.com>, Gordon Piper <rgpiper33@gmail.com>, "Cydnee Taylor (ctaylor@bentleyschool.net)" <ctaylor@bentleyschool.net>, linda harris <lkharris73@gmail.com>
Cc: "Erin Vaca <erin.vaca@dksassociates.com> (erin.vaca@dksassociates.com)" <erin.vaca@dksassociates.com>, "Ranelletti, Darin" <DRanelletti@oaklandnet.com>, "Roberts, Brenda" <BRoberts@oaklandnet.com>

Sue, Gordon, and Linda,

Sorry that it has taken so long to get back you and I wasn't able to have these answers to you before the community meeting.

1. Staff requested that the TDM be updated to address the fact that the Claremont Hotel no longer allows employees to park there. It is our understanding that the rest of the TDM is still applicable. However, the transportation consultant is reviewing the TDM for any other changes that might need to be addressed since the TDM was approved over three years ago. We are expecting the revised TDM to be submitted shortly. Per Condition of Approval 14k, the TDM is submitted to Planning and Transportation Services for review and approval. One example of this, was the change from the flashing disks to the delineators. No neighbor notification is required as specifically struck out of the Conditions of Approval though you are welcome to submit concerns at any time.

2. The Independent Rule Enforcers do not review the warnings/4strikes infractions. Neither does the City review these or follow-up on these. The only requirement is that the School have a policy. The event on March is not considered a special event per Condition 22 as this occurred before 6:00 pm. However, staff does require that the school implement the event procedures even for these non-events to create more daytime parking for residents.

3. Morning drop-off. It is our understanding that the School has placed an additional monitor (not part of the nine required assistants) near your driveway and that this person is to prevent cars from blocking your driveway, parking in red-zones, jaywalking, and prevent other bad behavior. The TDM reports have recommended this person for years. The reason that it has not been implemented to date is that reducing monitors at the drop-off for other locations is considered a major change requiring Planning Commission review per the conditions of approval which the school did not want to do.

Parents are not prohibited from parking on Hiller and walking children to the school nor are parents required to use the drop-off zone. We do not consider these instances to be changes to the TDM. Street parking is for the public and the public may use it barring any signage or striped restrictions. In addition, the Traffic and Parking Handbook initially approved by the Planning Commission did not require use of the drop-off or a prohibition on walking children into the school while parked on Hiller. We have had staff from OPD traffic safety go out numerous times since the beginning of the year. In addition, Transportation Services has been working with Kaiser to address traffic issues on their side. We are planning to have a "City Sponsored" community meeting sometime in April to discuss our findings related to safety and both schools.

4. We have received your notes regarding vehicles and staff parking and have asked the School to respond to whether these vehicles are indeed staff, parents, or not associated with the school at all. It is the School's responsibility to monitor this and the independent monitor also reviews staff parking along Hiller. Staff has not received a list of the staff's license plates and do not intend to ask for this information for privacy reasons. We have reviewed the staffing list, updated our matrix and confirmed the staffing with the state affidavit process. The school is in compliance with staffing. At previous meetings we discussed our approach to confirming staffing with you. We have not changed our approach to date but again have asked the school to confirm the license plates.

I hope this helps answer your questions. We look forward to having a more thorough discussion in April.

Best,

Heather Klein, Planner IV | City of Oakland | Bureau of Planning | 250 Frank H. Ogawa, Suite 2114 | Oakland, CA 94612
 | Phone: (510)238-3659 | Fax: (510) 238-6538 | Email: hklein@oaklandnet.com | Website:
 www.oaklandnet.com/planning

From: Susan Piper [mailto:susangpiper@gmail.com]
Sent: Sunday, March 12, 2017 7:34 PM
To: Erin.vaca@dksassociates.com
Cc: cuphotline; Klein, Heather; Neighbors for Safety in Hiller Highlands
Subject: Following up our conversation from Thursday night

Thank you for taking the time Thursday night after the Neighborhood Liaison Committee meeting to talk about our concerns about what my neighbor and we have been observing in terms of changes to parking and traffic in front of our homes on Hiller Drive.

As a recap to what we discussed (and a few additional questions):

1. **Has the TDM changed?** If so when and is there any documentation about that?
2. **Event parking**

A lower school event on March 8 was listed on the event list as showing 50 guests and using the lots/oval/Firestorm as parking locations. Seven cars, however, parked in front of 33 and 37 Hiller Drive between 4:30 and 6 pm. The TDM has specific rules for special event parking—none of them include parking on Hiller. The licenses of the 6 cars were

Bell Products Truck parked at 37Hiller Drive

There is a white car above my mailbox--Toyota 7JJ680

There is a silver Toyota just above the fence in front of my property--- 6HKAB68

A dark grey Toyota above that car &PUC419

A Grey Acura 7EZF630

A silver Honda above that 7HBS756

Across the street at 30 Hiller is a dark grey BMS 6EUR109

It's a lower school event from 4:30 to 6 pm.

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www.oaklandnet.com/planning

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A Grey Acura 7EZF630

A silver Honda above that 7HBS756

Across the street at 30 Hiller is a dark grey BMS 6EUR109

It's a lower school event from 4:30 to 6 pm.

From the TDM:

For Events Under 75 Vehicles Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate. If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces, the school shall partner with Kaiser School to provide overflow parking. The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School. All traffic assistants shall wear approved safety vests at all times.

In your capacity as the independent parking & traffic monitor, do you review Bentley's data base of warnings/4strikes infractions? There is a statement in the quarterly report about whether or not Bentley is in compliance with this item, so I would assume you look at the data.

The list will be sent to the CUP hotline and Heather. It is our hope that the parents who parked on Hiller that night will be given warnings, as is spelled out in the Bentley Parent Traffic & Parking Handbook and TDM.

Additionally, the TDM policy on special event parking uses the criteria of anticipated cars, but the special events list that Bentley distributes uses guests as the criteria. How do they equate? It also just says "lower school" but does not identify if the event is for the entire lower school (K-5) or for part of the school. That would give neighbors a better sense of whether the number of guests is realistic.

3. Morning Drop off in front of 37 and 33 Hiller Drive

We've noticed a change in drop off patterns and placement of the traffic assistants in front of 33 and 37 Hiller Drive in the last few weeks. My neighbor said she saw Cydnee Taylor, Assistant Traffic Manager, in a yellow vest by our properties after the Christmas holidays. My adult son, who lives with us, said he saw cars dropping off students in front of our house while we were out of the country from January 20-February 8. When we returned, we noticed many cars using the front of our two houses as a drop off zone and saw Cydnee Taylor standing in front of our driveway twice, and Wendi Berardi in front of our house another time.

This is a marked change to the TDM and Bentley's own traffic policies, that states that the traffic assistants are to be located in the parking lot and in front of the drop off zone at the Firestorm Memorial Garden. We want to know when this changed, and if it had the sanction of the Planning Department, which is required according to the TDM. Neither my neighbor at 37 Hiller nor we at 33 Hiller ever received any notification of the change. It is a safety hazard for us: cars flitting in and out of the spaces above and below our driveways (and blocking the red zones on either side of our driveway) make it very difficult for us to see oncoming traffic as we back out of our driveway.

Additionally, how do you account for these drop offs in your monthly tally at Bentley? Are they included with the drop off numbers in your calculations? If not, the traffic counts are not catching all the parents dropping off students.

4. Staff Parking on Hiller

The TDM prohibits Bentley staff from using Hiller and North Hill Court for parking. This week, we have seen a number of cars parked in front of our houses and across the street for long periods of time—some as long as 6.5 hours. We have seen adults without children leaving those cars to enter the school premises. Below is a list of license plate numbers, as I understand that DKS maintains a list of car licenses for Bentley staff. We would like to know which licenses belong to Bentley staff, and what the school will do to change these parking patterns, which contradict the TDM parking restrictions.

Cars parked on Hiller after Drop off

3/8/17 at 9:01 the following cars remained parked on Hiller

Orange small car C594EO parked near 37 Hiller driveway

White Toyota 75GB378 parked in front of 14 Hiller left between 10:30 and 11:30

Grey Toyota station wagon 6URE605 parked above fence on Hiller in front of 33 Hiller frontage== left at 12:20—driver dropped off from uphill

White SUV 7GIP955 parked by our mail box

All still there are 9:35 am; still there at 10:30 am

Remaining cars gone by 1:30 pm

3/6/17

8:50 Grey car parked by our mailbox—adult running quickly down the hill. 5KFG682

3/9/17

Black Mercedes 5RTR678 parked by our mailbox at approximately 8:45 still there at 5:46 pm.

These cars parked on Hiller at 9:15 am

6F6W18w

GUYE423

1 HUXLEY gone by 10:57

5HM6458 gone by 10:57

2:20 Adult with gym bag parks across the street and walks to Bentley

Once again, I encourage you to talk with Heather Klein in the Planning Department, who can shed light on the Planning Commission's reasoning when they approved the TDM in 2010. The Planning Commission clearly stated that the drop off zone should be away from the homes on Hiller.

We greatly appreciate your interest in following up on these questions. We look forward to hearing from you. Please feel free to contact us if you have additional questions. We can be reached at 510 843-3828 (home), 510 499-8933 (Sue's cell) or susangpiper@gmail.com.

--
Sue Piper

Donna Karch <donna_karch@yahoo.com>

Fri, Mar 24, 2017 at 5:13 PM

Reply-To: Donna Karch <donna_karch@yahoo.com>

: Susan Piper <susangpiper@gmail.com>, Leila Moncharsh <101550@msn.com>, Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>, Linda Harris <lkharris73@gmail.com>, "rgpiper33@gmail.com" <rgpiper33@gmail.com>

No, Heather's response is not my understanding of the TDM. Hiller was never designated as a drop-off/pick-up space above the school. It's time for residents to start parking all their vehicles in front of their homes so that parents will use the designated drop-off/pick-up areas.

DKS had asked for monitors to prevent people from using driveways, etc., it did not propose using Hiller as a drop-off/pick-up area.

Donna

From: Susan Piper <susangpiper@gmail.com>

To: Leila Moncharsh <101550@msn.com>; Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>; donna_karch@yahoo.com; Linda Harris <lkharris73@gmail.com>; rgpiper33@gmail.com

Sent: Friday, March 24, 2017 5:01 PM

Subject: Fwd: Following up our conversation from Thursday night

[Quoted text hidden]

Susan Piper <susangpiper@gmail.com>

Fri, Mar 24, 2017 at 5:28 PM

To: Leila Monscharsh <101550@msn.com>

: Donna Karch <donna_karch@yahoo.com>, Linda Harris <lkharris73@gmail.com>, "rgpiper33@gmail.com" <rgpiper33@gmail.com>

What recourse do we as neighbors have at this point?

Sue
hlands <neighbors.safety.hiller.highlands@gmail.com>, Linda Harris <lkharris73@gmail.com>, "rgpiper33@gmail.com" <rgpiper33@gmail.com>

[Quoted text hidden]

--
Sue Piper

Leila H. Moncharsh <101550@msn.com>

Fri, Mar 24, 2017 at 5:44 PM

To: Susan Piper <susangpiper@gmail.com>, Neighbors for Safety in Hiller Highlands

<neighbors.safety.hiller.highlands@gmail.com>, "donna_karch@yahoo.com" <donna_karch@yahoo.com>, Linda Harris <lkharris73@gmail.com>, "rgpiper33@gmail.com" <rgpiper33@gmail.com>

Hi Sue,

I'd have to review the TDM and the conditions, but you can do that. My recollection is that the planning commission voted that there would be no parking allowed on certain streets. Heather has never liked that condition because she feels it is not enforceable since "anyone can legally park on the street."

Susan Piper <susangpiper@gmail.com>

Fri, Mar 24, 2017 at 5:01 PM

To: Leila Moncharsh <101550@msn.com>, Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>, donna_karch@yahoo.com, Linda Harris <lkharris73@gmail.com>, rgpiper33@gmail.com

Is this your understanding of the TDM? I think we need to look at the transcript of the October 2010 planning commission hearing. Drop off with cars flitting in and out was not supposed to be near our houses. And Heather saying that all that is required is for Bentley to have a 4 strikes policy, not they need to implement it (or that the City look to see if they have) is ridiculous! That means the CUP is a sham.

Sue Piper

Please excuse typos.
Sent from my iPhone

Begin forwarded message:

From: "Klein, Heather" <HKlein@oaklandnet.com>

Date: March 24, 2017 at 4:31:21 PM PDT

To: Susan Piper <susangpiper@gmail.com>, Gordon Piper <rgpiper33@gmail.com>, "Cydnee Taylor (ctaylor@bentleyschool.net)" <ctaylor@bentleyschool.net>, linda harris <lkharris73@gmail.com>

Cc: "Erin Vaca <erin.vaca@dksassociates.com> (erin.vaca@dksassociates.com)" <erin.vaca@dksassociates.com>, "Ranelletti, Darin" <DRanelletti@oaklandnet.com>, "Roberts, Brenda" <BRoberts@oaklandnet.com>

Subject: RE: Following up our conversation from Thursday night

[Quoted text hidden]

Susan Piper <susangpiper@gmail.com>

Fri, Mar 24, 2017 at 5:06 PM

"Roberts, Brenda" <broberts@oaklandnet.com>
Cc: "rgpiper33@gmail.com" <rgpiper33@gmail.com>

Brenda-- the bottom line for us is that the City's CUP process is a sham-- there is no enforcement of the Conditions and they seemingly can change without any notification to the neighbors who are impacted by the changes. We are going to review the October 2010 Planning Commission audio because our understanding was that there was to be no drop off in front of our houses-- parents parking and walking kids in was okay.

And for Heather to say that all that is required is for Bentley to have a 4 strikes policy but that no one is checking to see if it is ever implemented is a real farce.

Gordon and I are extremely disappointed in the City. When are you going to have your review completed? Have you done more than just ask Heather and Darin about the employee count? Clearing Planning is not going to do an independent review.

Sue Piper

----- Forwarded message -----

From: **Klein, Heather** <HKlein@oaklandnet.com>

Date: Fri, Mar 24, 2017 at 4:31 PM

Subject: RE: Following up our conversation from Thursday night

To: Susan Piper <susangpiper@gmail.com>, Gordon Piper <rgpiper33@gmail.com>, "Cydnee Taylor (ctaylor@bentleyschool.net)" <ctaylor@bentleyschool.net>, linda harris <lkharris73@gmail.com>

Cc: "Erin Vaca <erin.vaca@dksassociates.com> (erin.vaca@dksassociates.com)" <erin.vaca@dksassociates.com>, "Ranelletti, Darin" <DRanelletti@oaklandnet.com>, "Roberts, Brenda" <BRoberts@oaklandnet.com>

[Quoted text hidden]

Sue Piper

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Grey Toyota station wagon 6URE605 parked above fence on Hiller in front of 33 Hiller frontage== left at 12:20—driver dropped off from uphill

White SUV 7GIP955 parked by our mail box

All still there are 9:35 am; still there at 10:30 am

Remaining cars gone by 1:30 pm

3/6/17

8:50 Grey car parked by our mailbox—adult running quickly down the hill. 5KFG682

3/9/17

Black Mercedes 5RTR678 parked by our mailbox at approximately 8:45 still there at 5:46 pm.

These cars parked on Hiller at 9:15 am

6F6W18w

GUYE423

1 HUXLEY gone by 10:57

5HM6458 gone by 10:57

2:20 Adult with gym bag parks across the street and walks to Bentley

Once again, I encourage you to talk with Heather Klein in the Planning Department, who can shed light on the Planning Commission's reasoning when they approved the TDM in 2010. The Planning Commission clearly stated that the drop off zone should be away from the homes on Hiller.

We greatly appreciate your interest in following up on these questions. We look forward to hearing from you. Please feel free to contact us if you have additional questions. We can be reached at 510 843-3828 (home), 510 499-8933 (Sue's cell) or susangpiper@gmail.com.

Sue Piper

From the TDM:

For Events Under 75 Vehicles Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate. If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces, the school shall partner with Kaiser School to provide overflow parking. The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School. All traffic assistants shall wear approved safety vests at all times.

In your capacity as the independent parking & traffic monitor, do you review Bentley's data base of warnings/4strikes infractions? There is a statement in the quarterly report about whether or not Bentley is in compliance with this item, so I would assume you look at the data.

The list will be sent to the CUP hotline and Heather. It is our hope that the parents who parked on Hiller that night will be given warnings, as is spelled out in the Bentley Parent Traffic & Parking Handbook and TDM.

Additionally, the TDM policy on special event parking uses the criteria of anticipated cars, but the special events list that Bentley distributes uses guests as the criteria. How do they equate? It also just says "lower school" but does not identify if the event is for the entire lower school (K-5) or for part of the school. That would give neighbors a better sense of whether the number of guests is realistic.

3. Morning Drop off in front of 37 and 33 Hiller Drive

We've noticed a change in drop off patterns and placement of the traffic assistants in front of 33 and 37 Hiller Drive in the last few weeks. My neighbor said she saw Cydnee Taylor, Assistant Traffic Manager, in a yellow vest by our properties after the Christmas holidays. My adult son, who lives with us, said he saw cars dropping off students in front of our house while we were out of the country from January 20-February 8. When we returned, we noticed many cars using the front of our two houses as a drop off zone and saw Cydnee Taylor standing in front of our driveway twice, and Wendi Berardi in front of our house another time.

This is a marked change to the TDM and Bentley's own traffic policies, that states that the traffic assistants are to be located in the parking lot and in front of the drop off zone at the Firestorm Memorial Garden. We want to know when this changed, and if it had the sanction of the Planning Department, which is required according to the TDM. Neither my neighbor at 37 Hiller nor we at 33 Hiller ever received any notification of the change. It is a safety hazard for us: cars flitting in and out of the spaces above and below our driveways (and blocking the red zones on either side of our driveway) make it very difficult for us to see oncoming traffic as we back out of our driveway.

Additionally, how do you account for these drop offs in your monthly tally at Bentley? Are they included with the drop off numbers in your calculations? If not, the traffic counts are not catching all the parents dropping off students.

4. Staff Parking on Hiller

The TDM prohibits Bentley staff from using Hiller and North Hill Court for parking. This week, we have seen a number of cars parked in front of our houses and across the street for long periods of time—some as long as 6.5 hours. We have seen adults without children leaving those cars to enter the school premises. Below is a list of license plate numbers, as I understand that DKS maintains a list of car licenses for Bentley staff. We would like to know which licenses belong to Bentley staff, and what the school will do to change these parking patterns, which contradict the TDM parking restrictions.

**BENTLEY SCHOOL
TRANSPORTATION DEMAND
MANAGEMENT PROGRAM**

Prepared for:

BENTLEY SCHOOL

Prepared by:

PARISI ASSOCIATES and CITY OF OAKLAND

July 14, 2010 and revised March 7, 2012 by City Planning Commission

Revised: May 17, 2013¹

¹ Revised to be consistent with Staff approval of the portable delineators

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Organization of the Transportation Demand Management Program

Parisi Associates Transportation Consulting was retained by the City of Oakland to develop a Transportation Demand Management (TDM) program for Bentley School. This document details the elements of the TDM program, consistent with the City's Conditions of Approval for a Conditional Use Permit. If the document contains any inconsistencies, the Conditions of Approval shall prevail.

The overall goals of Condition of Approval #14, "Reduction of Vehicles Driven to the School", approved by the City of Oakland's Planning Commission on October 21, 2009 and amended on April 7, 2010 and July 21, 2010, and March 7, 2012 are to:

1. Reduce total vehicle trips by student guardians and faculty/staff during peak periods.
2. Better manage the available on-site parking spaces.
3. Reduce traffic congestion on Hiller Drive and Tunnel Road.
4. Facilitate the student drop-off and pick-up process to ease traffic congestion and enhance student and driver safety.
5. Track and enforce the traffic rules and the TDM program.
6. Ensure that special events held at Bentley School do not interfere with the livability of the surrounding neighborhood.
7. Promote the City of Oakland's Transit First policies.
8. Reduce Bentley School's and the City of Oakland's carbon footprint.

This TDM program is organized in 11 sections consistent with Condition of Approval #14, "Reduction of Vehicles Driven to the School":

- A. Parking management strategies
- B. Drop-off and pick-up process
- C. Staggered timeframes for drop-off and pick-up
- D. Reduction of vehicles driven
- E. Number of persons to assist traffic
- F. Use of traffic safety warning devices
- G. Transit and carpool subsidy program
- H. Independent rule enforcers
- I. Special events traffic
- J. Memorandum of understanding with Oakland Police Department
- K. Ongoing monitoring of recommended conditions

A. Parking Management Strategies

Condition 14(a) states in relevant part that "[t]he TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City."

In February 2011, there were 54 off-road designated parking spaces dedicated to faculty and staff. Twenty-three (23) of these spaces were located in Bentley School's upper lot located off of Hiller Drive, 21 spaces were located in the lower lot off of Tunnel Road, four spaces (including a dedicated handicap space) were located at the top of the campus driveway, and one space was located adjacent to the auditorium. Two parking spaces were in the garage adjacent to the Head Master's house. In addition, three more spaces were provided at the nearby Claremont Hotel, as part of an agreement with the hotel (see appendix). All of these spaces continue to exist and are being used by faculty and staff.

To comply with Condition 14(a), Bentley School asked its traffic consultant, David Parisi, to identify potential on-campus locations for additional parking. Mr. Parisi found that there is limited available space for additional on-site parking, but was able to identify two potential locations: in front of the Headmaster's house and the Tunnel Road lot. Bentley School has pursued these options to determine if they could be developed as Mr. Parisi had proposed. Bentley School found that additional spots could be added in front of the Headmaster's house, and has added three spots in that location. Bentley School also will remove the grass in front of the Headmaster's house, to create up to five more spaces there. Although Mr. Parisi had suggested that additional spots could be created by restriping the Tunnel Road parking lot to allow tandem parking, after investigation, Bentley School discovered that it could not pursue that option because the interior space of that lot is designated as a staging area in its emergency evacuation plan.

As required by Condition 14(a), Bentley School has pursued Mr. Parisi's suggestions in good faith and has increased on-campus parking by three spots, and will be able to increase it by up to another five spots, for a total of up to eight spots. With these additions, there will be up to 62 off-road spaces available for faculty and staff use. At this time, however, Bentley School is able to accommodate all of its full-time and part-time faculty and staff in the 57 spaces that currently exist.

There is currently on-street parking available for 15 vehicles between 8:30 a.m. and 2:30 p.m. along the west curb of Hiller Drive between Bentley School's driveway and Tunnel Road adjacent to Firestorm Memorial Garden. This area is signed "No Parking" between 7:00 a.m. and 8:30 a.m. and 2:30 p.m. and 3:45 p.m. when it is available for drop-off and pick-up of students. This is the flat portion of Hiller Drive that does not abut any residences. No faculty or staff is allowed to park on Hiller Drive, including North Hills Court, for more than 30 minutes.

All off-road parking spaces shall be assigned via permit to faculty and staff. A parking delineation plan shall be prepared by the school, prior to the beginning of each trimester, indicating the assignment of

each parking space. This plan shall be submitted to the City of Oakland based on current faculty/staff levels (see appendix). Preferential parking, i.e., those spaces closest to the school, shall be given to those persons that sign a carpooling or ridesharing agreement.

Bentley School's Head of School or his/her designee shall assure maximum use of the off-road parking spaces by assigning spaces unused by absent faculty or staff for their substitutes or other faculty or staff. Each day the Head of School or his/her designee shall notify substitutes or other faculty or staff in advance so that all the parking spaces are occupied.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining faculty and staff parking demands to levels that can be accommodated within the available off-road parking spaces. Currently, all faculty and staff parking needs are being accommodated by the existing 57 off-road parking spaces. Accordingly, there is no need for faculty or staff to park on Hillier Drive or any other public street.

B. Drop-off and Pick-up Process

Bentley School has developed an electronic Traffic and Parking Handbook for use by parents, faculty and staff (see appendix). The handbook was reviewed by Parisi Associates Transportation Consulting. The handbook provides information on the school's TDM program, including the maximum number of vehicle-trips allowed (see Section D). It also provides information to encourage trip-making by modes other than the single student occupant vehicle.

The Traffic and Parking Handbook provides detailed step-by-step instructions about student drop-off and pick-up via automobile (e.g., traveling along Hillier Drive, entering the school driveway loop, queuing on Hillier Drive for drop-off/pick-up). The handbook provides maps, drop-off/pick-up time information, and the school's traffic rules. It provides instructions for parking, including for special events. The handbook provides compliance policies and a parent/employee agreement.

The roles and responsibilities of those assisting during drop-off and pick-up periods are discussed in Section E.

Bentley School shall update the Traffic and Parking Handbook annually based upon the annual monitoring of recommended conditions (see Section K).

Bentley School shall post the electronic Traffic and Parking Handbook to the school's website and shall e-mail the handbook to all parents, faculty and staff at the beginning of each school year. The e-mail shall include an agreement box that the guardian has read the handbook which allows the school and the city to track receipt of the handbook.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document drop-off and pick-up procedures. If, based on monitoring, it is determined that procedures need to be improved or revised, Bentley School shall modify such procedures and update the Traffic and Parking Handbook based on the Independent Rule Enforcer's and the City of Oakland's recommendations within the cure period (see Section K). Part of the assessment

should include documentation of the number and type of infractions and assessed penalties by the school. The compliance of the rules (reduced infractions) should be associated with improved traffic conditions at the school.

C. Staggered Timeframes for Drop-off and Pick-up

Bentley School uses staggered bell times to diffuse traffic levels during morning drop-off and afternoon pick-up periods. These times are coordinated with the non-staggered bell times at nearby Kaiser School.

Bentley School's morning bell times are 8:20 a.m. for grades 6-8 and 8:25 a.m. for grades K-5. The school offers child care and activities for all grades starting at 7:30 a.m. The provision of child care and activities starting at least 50 minutes before the first bell time further reduces peaking traffic levels. Kaiser School's morning bell time, for all grade levels K-5, is at 8:45 a.m.

While Bentley School's staggered morning drop-off timeframes are close together and can result in traffic congestion, the school's morning traffic is generally dispersed by 8:45 a.m., the time when parent drivers of Kaiser School students start to arrive. This meets the intent of the condition which is to reduce the spiking of traffic peaks and to spread the traffic out over a longer time period.

On Mondays through Thursdays, Bentley School's afternoon bell times are 2:40 p.m. for grades K-1, 2:50 p.m. for grades 2-3, 3:15 p.m. for grades 4-5, and 3:30 p.m. for grades 6-8. On Fridays Bentley School provides earlier dismissal times of 1:00 p.m. for grades K-1, 1:20 p.m. for grades 2-3, 1:40 p.m. for grades 4-5, and 2:15 p.m. for grades 6-8. Kaiser School's afternoon bell time is at 3:00 p.m., except on Wednesdays when it is at 1:25 p.m.

Bentley School shall continue operating with two morning and three afternoon staggered bell times and shall continue to coordinate these times with Kaiser School's bell times at the beginning of each school year.

Bentley School shall continue to offer child care and activities starting at least 50 minutes before the first morning bell.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining acceptable traffic operations, e.g., acceptable vehicle queuing along Hiller Drive and acceptable level of service at the Tunnel Road intersection. If, based on monitoring, it is determined that unacceptable traffic operations result, Bentley School shall either further adjust the staggered bell times or decrease vehicle demand through increased TDM efforts (see Section D), or both, within the cure period (see Section K).

D. Reduction of Vehicles Driven

Total Vehicle Trips

Bentley School shall ensure that each peak-hour period (defined below), total vehicle trips shall not exceed 242 trips. This represents a 44% reduction over potential vehicle trips that could be created by 352 students plus 71 faculty and staff if each of these persons arrived at school in their own vehicle.

One vehicle trip shall equal one vehicle arriving at an on-campus drop-off or on-campus parking location, or one vehicle parking for less than 30 minutes on Hiller Drive within a single peak-hour period. Vehicle trips will be counted during one-hour monitoring periods in the morning and afternoon. The morning peak-hour period shall begin at 7:30 am and shall end at 8:30 am. The afternoon peak-hour period shall begin at 2:45 pm and shall end at 3:45 pm. The total number of vehicle-trips accessing the school during each peak period shall be documented by Independent Rule Enforcers (see Section H). Trips counted shall include all vehicles associated with the School's students, faculty, and staff, as previously defined by the Planning Commission with approval of the TDM on July 21, 2010. Furthermore, visitors, vendors, suppliers, the AC Transit bus or other multi-occupant vehicles chartered by the School shall not be included in the vehicle count. The vehicle trip count includes the vehicles of parents or employees that happen to be vans or other types of large passenger vehicles.

Peak Periods To be Monitored

The morning peak hour corresponds to the time 1 hour before and at the last morning bell time. The afternoon peak hour corresponds to the time between 45 minutes before and 15 minutes after the last afternoon bell time. If the School alters the start of the morning and afternoon bell times, the School shall submit the new times to City staff. Staff shall revise the one hour monitoring/peak timeframe to be 1 hour before and at the last morning bell and 45 minutes before and 15 minutes after the last afternoon bell and the school and Independent Rule Enforcers shall comply with these new monitoring timeframes. Further, if the school moves to a semester timeframe (as compared to the current trimester system), then Section H and K of this document, which concern monitoring and enforcement, shall be modified to be consistent with the new semester schedule.

Strategies to Reduce Vehicle Trips

To not exceed the maximum number of vehicle-trips allowed, Bentley School shall employ multiple TDM strategies for faculty, staff and students. The following are mandatory components to reduce the total student and faculty/staff occupancy rates:

Carpooling:

- Develop a carpool matching system, each year, based on trip origins using GIS (faculty/staff and students)
- Prepare a annual carpool matching directory (faculty/staff and students)
- Assign preferential faculty/staff parking spaces to those who regularly carpool (faculty/staff)

Transit use:

- Facilitate attainment of and provide free AC Transit bus passes for students (students)
- Provide commuter transit checks to reimburse faculty/staff for transit use (faculty/staff)
- Award "transit bucks" to students who arrive via transit (or carpool, walk or bike) to be used for school purchases (students)

Walking and bicycling:

- Award "transit bucks" to students who arrive by foot or bicycle (or carpool or transit) to be used for school purchases (students)
- Apply to join Alameda County's Safe Routes to School program (see appendix) (students)
- Install additional secure bike racks on campus and monitor use and increase supply as necessary (faculty/students)

Trip planning:

- Develop annual carpool trip plans for those living within 20 miles of the school, including a map showing faculty/staff home location in relation to other faculty/staff within area (faculty/staff)
- Develop annual transit trip plans for those living within 10 miles of the school, including a transit map, information on connecting routes and faculty/staff home location (faculty/staff)
- Develop annual bicycle trip plans for those living within 5 miles of the school, including a map with preferred bicycling routes and faculty/staff home location (faculty/staff)
- Develop annual walking trip plans for those living within 1 mile of the school, including a map with preferred walking routes and faculty/staff home location (faculty/staff)

Education and outreach:

- Establish a fully funded budget for the TDM program and reporting out of results on an annual basis (faculty/staff and students)
- Conduct a transportation survey of the student guardians, faculty and staff modes of travel to the campus (faculty/staff and students)
- Develop a school webpage summarizing the above TDM efforts and update annually (faculty/staff and students)
- Provide e-news correspondence each trimester regarding TDM measures (faculty/staff and students)
- Promote TDM through the school's Sustainability Leadership Program (students)
- Provide representation at and meet with neighborhood association regularly (faculty/staff and students)

The following are recommended components to reduce the student and faculty/staff vehicle trips:

Carpooling:

- Award "transit bucks" to students who arrive in a carpool (or walk, bike or use transit) to be used for school purchases (students)
- Award faculty/staff \$5 for each daily carpool (or walk or bike) trip (faculty/staff)

- Hold a "carpool to school" raffle each trimester (faculty/staff)

Transit use:

- Institute buses and/or shuttles for temporary situations such as holidays and kindergarten walk-ups (students)

Walking and bicycling:

- Award faculty/staff \$5 for each daily walking or bicycling (or carpool) trip (faculty/staff)
- Advocate for pedestrian and bicycle-related infrastructure improvements in local traffic projects (faculty/staff and students)

Monitoring of mandatory and recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in reducing vehicle trips at the traffic levels discussed above (the monitoring will also document Bentley School's success in meeting the travel mode targets). If, based on monitoring, it is determined that vehicle trips are not maintained at the required levels, Bentley School shall increase its TDM efforts related to above strategies within the cure period (see Section K).

Bentley School shall provide information for use in the monitoring report on the success of each TDM program element discussed above (e.g., number of AC bus passes provided to students, number of commuter checks issued to faculty and staff).

E. Number of Persons to Assist Traffic

Bentley School deploys nine people to assist with traffic operations and drop-off and pick-up during school commute periods.

Bentley School shall continue to deploy nine people, as follows:

- **One flag person at school driveway entrance:** The flag person shall position themselves at Hiller Drive at the entrance to the driveway loop. The flag person will safely meter conflicting northbound and southbound vehicles at the entrance to the loop driveway. The flag person will prevent U-turns at Hiller Drive at the driveway entrance. The flag person must wear an approved safety vest at all times and use a handheld stop sign whenever they are positioned in the street. The flag person shall be an adult and shall receive periodic training from the City of Oakland's Police Department Traffic Safety Division.
- **One traffic assistant within school driveway loop:** The traffic assistant shall be positioned inside the driveway loop and remind drivers that stopping to drop-off/pick-up students or passengers in the loop is not allowed and that they need to continue to the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- **One traffic assistant at school driveway exit:** The traffic assistant shall be positioned at the

driveway exit and help guide drivers into the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistance will prevent left-turns from the driveway exit onto Hiller Drive during peak drop-off and pick-up periods. The traffic assistant shall be an adult and must wear an approved safety vest at all times.

- **One traffic assistant at front of drop-off/pick-up lane on Hiller Drive:** The traffic assistant shall be positioned on the sidewalk nearest the firestorm memorial and furthest away from the school campus. The traffic assistant will greet vehicles arriving at the drop-off/pick-up lane by opening vehicle doors and assisting students out of or into the vehicles. The traffic assistant may also assist students in retrieving their backpacks or other items from the vehicle trunk. The traffic assistant shall ensure that drivers do not leave their vehicles and that their vehicle is safely put in gear with the parking brake applied while any doors or the trunk are open. The traffic assistant shall remind drivers to queue their vehicle as close to the next vehicle as is safe to do so, not to linger any longer than needed and to vacate the parking area after students have left or boarded the vehicle with their belongings. The traffic assistant shall remind drivers to merge into traffic safely and pursuant to the school's rules. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- **Five traffic assistants at loop, driveway exit and drop-off/pick-up lane:** These traffic assistants may be student members of the School Safety Patrol. They shall assist and be supervised by the adult traffic assistants in the duties described above, but not replace adults for any of the duties. These traffic assistants shall be directed to stand in a safe location clear of any vehicular path of travel, especially in the driveway where there is not clear pedestrian and vehicle separation. All student School Safety Patrol members shall be from upper elementary and middle school grades who are trained using American Automobile Association School Safety Patrol training curriculum and with the assistance of the City of Oakland's Police Department's Traffic Safety Division. All traffic assistants shall wear approved safety vests at all times.

Bentley School shall assure that nine people (including at least four adults) assist with traffic operations and drop-off and pick-up during school commute periods and shall provide two on-call trained substitutes in case any regular personnel are absent.

Traffic assistants shall encourage and remind students, parents, and faculty and staff of the rules included in the Traffic and Parking Handbook when they observe that such rules are not being followed.

Given the small size of the school, the traffic assistants should be able to recognize children and/or parents in their vehicles. Violations of the school rules observed by the assistants shall be forwarded to the Head of School. These violations shall be noted in the monitoring log required per Condition of Approval # 24b. The Head of School shall follow the procedures outlined in the Traffic and Parking Handbook (Condition of Approval #16g).

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the performance of the flag person and traffic assistants. If, based on monitoring, it is determined that the flag person or traffic assistants are not performing the above tasks competently and safely, Bentley School shall retrain or replace the flag person or traffic assistants, within the cure period (see Section K). Bentley School should also retrain or replace the flag person or traffic assistants based on recommendations provided by the Independent Rule Enforcers immediately following a monitoring evaluation. If based on long-term monitoring it is determined that less than nine persons are needed to assist traffic by the Independent Rules Enforcer, Bentley School shall be have an option to reduce the number of traffic assistants based on procedures consistent with Condition of Approval #3.

F. Use of Traffic Safety Warning Devices

On May 17, 2013, the City of Oakland approved a minor revision to the TDM to permit Portable Delineators be used instead of the "power flare" safety lights along Hiller Drive during school drop-off and pick-up times. Per the report, submitted by DKS on April 2, 2013, the portable delineators offer several advantages that the "power flare" safety lights do not including:

1. The Portable Delineators are a standard traffic control device as defined by the California MUTCD.
2. Portable Delineators have enhanced visibility because they are nearly level with the eye height of a driver operating a standard vehicle.
3. The Portable Delineators do not have the tendency to be thrown into the air.
4. Compared to when Power Flares were in use, drivers also tended to drive slower and with greater caution around delineators during the trial period.

As recommended in the DKS report, portable Delineators must be approximately 42 inches tall, 6.5 inches wide and have a heavy base that is approximately 16 inches in diameter and shall be placed a distance of approximately 7-8 feet from the curb.

The Portable delineators shall be placed along the drop-off/pick-up lane for a length of approximately 200-250 feet (measured from the "Exit" driveway of Bentley School toward the Hiller Drive/Tunnel Road intersection). The Portable Delineators shall be spaced at intervals small enough to prevent cars from driving between them and exiting the lane prematurely. All cars must continue through to the end of the lane to exit. This is consistent with the requirements and recommendations from the Oakland Police Department Traffic Division. However, after one month of implementing the above delineator plan, the Independent Rule Enforcers may recommend a smaller number of delineators, increase the distance between the delineators or, allow a certain number of cars to exit before the end of the lane if they believe that overall traffic efficiency is compromised. The Independent Rule Enforcers shall notify the City of Oakland Planning and Zoning Division, Transportation Services Division, and OPD Traffic Safety Division of the change, the reason for the change and the proposed start date. The Independent Rule Enforcer's recommendation will take into account traffic safety as well as efficient traffic operation. The proposed changes will be evaluated for a one month trial period. During this period the Independent Rule Enforcers will perform additional monitoring. If after the trail period, the Independent Rule Enforcers consider changes conducive to safety and traffic efficiency and the City concurs, the School may continue operating per the recommendation. Additionally, at least two Portable Delineators shall be placed between the "entrance" driveway and "exit" driveway to establish the start of

drop-off/pick-up lane. These Portable Delineators shall be placed to provide a transition taper to guide southbound passing traffic into the through lane toward the signalized intersection of Hiller Drive and Tunnel Road. Appendix G shows the number and approximate placement of the Portable Delineators.

Bentley School shall deploy the Portable Delineators at least 10 minutes before drop-off and pick-up times and remove them no later than 30 minutes after drop-off and pick-up times. An adult traffic assistant must place and remove the Portable Delineators and be present at all times when the Portable Delineators are in use.

Bentley School shall replace or enhance the warning devices with other devices, at the direction and recommendation of the City of Oakland's Police Department. The School, may at their own request, ask for other devices to be used instead of the Portable Delineators. The School shall submit a description of the new devices, a plan showing where they will be placed, and a report prepared by a qualified traffic consultant addressing the adequacy of the new devices. These documents shall be submitted to the Planning and Zoning Division, the Transportation Services Division, and the Traffic Safety Division for review and based on procedures consistent with Condition of Approval #3.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the use and placement of traffic safety warning devices. If, based on monitoring, it is determined that the traffic safety warning devices are not properly used or placed, Bentley School shall correct the use of the traffic safety warning devices within the cure period (see Sections H and K). Bentley School should also remedy the use of traffic safety warning devices based on recommendations provided by the Planning and Zoning Division, the Transportation Services Division, the Traffic Safety Division, and the Independent Rule Enforcers.

G. Transit and Carpool Subsidy Program

TDM measures related to transit and carpool subsidies are discussed in Section D.

H. Independent Rule Enforcers

In April 2010 Bentley School, in consultation with the City of Oakland's Transportation Services Division and Planning and Zoning Division, hired DKS Associates, an Oakland-based transportation planning and engineering firm, to serve as the Independent Rule Enforcers to monitor and report on many of the conditions provided in this TDM program. Per the Condition of Approval, three Independent Rule Enforcers will conduct the monitoring.

Monitoring shall be conducted once a month while school is in session through the 2011-2012 school year. The number of monitoring sessions each school year after 2011-2012 will be determined by the City of Oakland's Transportation Services Division and Planning and Zoning Division based in part of the school's performance in achieving the objections in the overall TDM program.

The monitoring shall be conducted once a month without advance notification given to the school. The monitoring shall be conducted on Tuesdays, Wednesdays or Thursdays. In addition, twice a year monitoring will be conducted on random during a special event that is expected to generate over 75 vehicles (see Section I).

The Independent Rule Enforcer shall monitor and report on conditions related to the following sections in the TDM program:

- A. Parking management strategies
- B. Drop-off and pick-up process
- C. Staggered timeframes for pick-up and drop-off
- D. Reduction in vehicles driven
- E. Number of persons to assist traffic
- F. Use of traffic safety warning devices
- I. Special events traffic

The Independent Rule Enforcer shall follow specific instructions for conducting the monitoring and shall complete a comprehensive checklist to document prevailing conditions (see appendix). The School may request that the number (three) of Rule Enforcers be reduced based on overall compliance with the TDM based on procedures consistent with Condition of Approval #3. The reports shall be used to prepare an annual TDM review. See Section K.

Sections A, C, D, G, H, and I

Within one week of each monthly monitoring session and special event monitoring session, the Independent Rule Enforcer shall submit the monitoring worksheets. Within two weeks after each trimester, the Independent Rule Enforcer shall submit a written report summarizing the results of the monitoring sessions during the subject trimester. The trimester reports shall include recommendations to remedy potential infractions, if appropriate.

The Independent Rule Enforcer worksheets and trimester reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

Sections B, E, F, and J

Section B, E, F, and J directly relate to safety at the school and in the area. For these sections shorter term reporting shall be required to remedy potential safety infractions.

The Independent Rule Enforcer shall submit the monitoring worksheets within one week of each monthly monitoring session and special event monitoring session. If the worksheets identify infractions within specific sections related to safety the Independent Rule Enforcer shall also include potential remedies.

Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

The Independent Rule Enforcer worksheets and reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

I. Special Events Traffic

Bentley School currently provides on-site parking for evening and weekend special events. When special events are predicted to generate over 75 vehicles, Bentley School currently partners with Kaiser School to handle overflow parking. Bentley School provides instructions to the school community regarding traffic and parking related to special events and notifies neighbors in advance of any special events.

For Events Under 75 Vehicles

Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate.

If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces), the school shall partner with Kaiser School to provide overflow parking. The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School.

All traffic assistants shall wear approved safety vests at all times.

For Events Over 75 Vehicles

When special events occur during that will generate over 75 vehicles, the school shall make use of alternative off-site parking and employ shuttle services to transfer visitors. For example, Bentley School could use the Temescal parking area and transfer visitors via school-owned vans with employee drivers or with commercial shuttle services.

For all special events, Bentley School shall deploy two traffic assistants to ensure that visiting motorists are aware of viable parking options and to prohibit motorists from parking along the public streets, on Hiller Drive, in Hiller Highlands, and along Tunnel Road.

All traffic assistants shall wear approved safety vests at all times.

Event Notification

The school's Traffic and Parking Handbook (see Section B) shall be updated annually to list all anticipated special events, including those expected to generate over 75 vehicles. These events currently include "Back to School Night" in September (three evenings), the "Halloween Parade" (generally on October 31), and "Grandparent's Day" (on the last Friday before Thanksgiving).

For all special events, Bentley School shall issue instructions to the school community regarding its traffic and parking policies in regards to special events. These instructions shall be included in both the materials announcing the event as well as highlighted on the school's website. All communications shall emphasize the need to be respectful of the neighborhood.

All special events shall be placed on the school calendar at least one month before the event. Parking instructions for the events shall also be posted at the same time. In addition, Bentley School shall notify the Neighborhood Liaison Committee via e-mail and mailing about each special event and parking instructions at least one month prior to the event. No special events shall be held that have not been published on the school calendar, e-mailed, and mailed to the committee at least one month in advance of the event. Bentley School will provide a hotline for neighbors to call for information regarding any events. The hotline will offer numbers for appropriate school staff, Independent Rule Enforcers, and City of Oakland Traffic Safety Division.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's performance in accommodating special event traffic and parking. If, based on monitoring, it is determined that unacceptable traffic and parking conditions occur during special events, Bentley School shall improve special event traffic and parking.

J. Memorandum of Understanding with Oakland Police Department

Bentley School currently has a Memorandum of Understanding (MOU) with the City of Oakland's Police Department's Traffic Safety Division (see appendix). Bentley School shall continue to be in good standing with the MOU.

The MOU covers, in part, the role and responsibility of the flag person (see Section E).

The City of Oakland's Police Department's Safety Division shall retain the right to prepare an addendum to the MOU to include procedures undertaken by the Independent Rule Enforcers (see Section H).

If the MOU is revoked by the City of Oakland's Police Department's Traffic Safety Division, no person is authorized to assume the role of the flag person at the school driveway entrance, including a crossing guard, off-duty police officer, etc.¹ Without a flag person, it is possible that incoming traffic could back-up along Hiller Drive, potentially impacting traffic operations and safety along Hiller Drive and at the Hiller Drive/Tunnel Road intersection.

¹ Based on conversations with Stacey Perry, City of Oakland Traffic Safety Division of the Oakland Police Department, July 2010.

Under typical conditions, the maximum vehicle queues turning left into the school driveway rarely exceed 10 vehicles (there is storage capacity along Hiller Drive for up to about 22 vehicles). Without a flag person it is likely that the queues would be extended, possibly impacting traffic operations and safety (note that it is not possible to reliably estimate the resulting queuing and potential effects using traffic modeling techniques due to variability in traffic demands in each direction along Hiller Drive, in driver's behavior, and in flagging techniques). Therefore, if the MOU is revoked, the following procedures shall be followed:

1. Bentley School shall immediately notify the Independent Rule Enforcers and the City Planning and Zoning Division and the Transportation Services Division that the MOU has been revoked and request that the Independent Rule Enforcers monitor traffic operations and safety along Hiller Drive for one school week. The monitoring shall commence as soon as possible and no later than one week after the MOU was revoked. A monitoring report with conclusions and, if needed, short-term recommendations shall be submitted to the City Planning and Zoning Division and the Transportation Services Division for review one week after the monitoring. Short-term solutions could include the provision of a shuttle bus, or bell time adjustments.
2. If based on the monitoring the Independent Rule Enforcers determine that traffic operations or safety impacts are resulting, Bentley School must immediately institute remedies to address such impacts. Independent Rule Enforcers shall require immediate remedies to address such impacts, The Independent Rule Enforcers shall monitor the effectiveness of the short-term solutions weekly until longer term solutions such as enhancements to transportation demand management strategies described in Section D are recommended and implemented.
3. The Independent Rule Enforcers shall submit monitoring reports every week until the longer-term remedies are in place, after which, the monthly monitoring reports (see Section K), shall resume and include the effectiveness of remedies to maintain safe traffic operations along Hiller Drive shall be evaluated.

As mentioned previously, the flag person's role cannot be assumed if the MOU were to be revoked and because Bentley School's Conditional Use Permit and enrollment increase is based in part on adequate traffic circulation and safety. Thus, if the MOU were revoked, the flag person dismissed, and the above procedures did not adequately address traffic circulation and safety issues along Hiller Drive, then enrollment reductions would be required to assure acceptable traffic and safety conditions along Hiller Drive.

K. Ongoing Monitoring of Recommended Conditions

The TDM program requires periodic evaluation to determine how the program is achieving its goals. The monitoring program is broken into several components including annual reporting, trimester reporting, and enforcement.

Annual Reporting (All Sections)

The Condition of Approval requires that Bentley School prepare an annual TDM Evaluation Report that summarizes the program over the preceding year, intended upcoming changes, and compliance with

conditions of the program. The report will also include any suggested changes to the TDM program, if appropriate.

The report shall include average trimester vehicle trip information for the morning and afternoon monitoring/peak periods. The report shall provide a comparison to historical findings.

The report shall discuss the success of the various TDM program elements and incentives undertaken by Bentley School to reduce total vehicle trips during each monitoring/peak period to no more than 242, e.g., carpooling, transit use, walking and bicycling, trip planning, and education and outreach (see Section D).

The report shall summarize the results of the Independent Rule Enforcer reports for the year, including implemented traffic remedies.

Bentley School shall submit the annual TDM Evaluation Report to the City of Oakland's Transportation Services Division and Planning and Zoning Division for review and approval. Planning staff reserves the right to forward the report on to the full City of Oakland Planning Commission for the Commission's review and approval.

Trimester Reporting (Sections A, C, D, G, H, and I)

See Section H of this report for trimester reporting from the Independent Rule Enforcers. The trimester reports shall include recommendations to remedy potential infractions, if appropriate. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the proposed measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given one trimester period after the approval to meet the TDM goals.

Short-term Reporting (Sections B, E, F, and J)

Again Section B, E, F, and J directly relate to safety at the school and in the area. For these sections remedies for potential infractions require shorter term enforcement. See Section H of this report for short-term reporting from the Independent Rule Enforcers. The short-term reports shall include recommendations to remedy potential safety issues. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

Enforcement (Sections A, C, D, G, H, and I)

If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division shall commence enforcement procedures including scheduling of a compliance hearing or referral of the matter directly to the City of Oakland Planning Commission for scheduling of a

compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.

The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule, based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers.

In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Enforcement (Sections B, E, F, and J)

Two weeks after invoking enhanced or additional TDM measures Bentley School still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, the City of Oakland's Transportation Services Division and Planning and Zoning Division may refer the matter to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment. The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers. In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

**BENTLEY SCHOOL
TRANSPORTATION DEMAND
MANAGEMENT PROGRAM**

Prepared for:

BENTLEY SCHOOL

Prepared by:

PARISI ASSOCIATES and CITY OF OAKLAND

July 14, 2010

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Organization of the Transportation Demand Management Program

Parisi Associates Transportation Consulting was retained by the City of Oakland to develop a Transportation Demand Management (TDM) program for Bentley School. This document details the elements of the TDM program, consistent with the City's Conditions of Approval for a Conditional Use Permit. If the document contains any inconsistencies, the Conditions of Approval shall prevail.

The overall goals of Condition of Approval #14, "Parking and Transportation Demand Management, approved by the City of Oakland's Planning Commission on October 21, 2009 and amended on April 7, 2010, are to:

1. In the short-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 25% from the baseline by the beginning of school year 2010.
2. In the long-term, reduce Single Student Occupant Vehicle trips by student guardians and Single Occupant Vehicle trips by faculty/staff by 35% from the baseline by the beginning of school year 2012.
3. Better manage the available on-site parking spaces.
4. Reduce traffic congestion on Hiller Drive and Tunney Road.
5. Facilitate the student drop-off and pick-up process to ease traffic congestion and enhance student and driver safety.
6. Track and enforce the traffic rules and the TDM program.
7. Ensure that special events held at Bentley School do not interfere with the livability of the surrounding neighborhood.
8. Promote the City of Oakland's Transit First policies.
9. Reduce Bentley School's and the City of Oakland's carbon footprint.

This TDM program is organized in 11 sections consistent with Condition of Approval #14, "Parking and Transportation Demand Management":

- A. Parking management strategies
- B. Drop-off and pick-up process
- C. Staggered timeframes for drop-off and pick-up
- D. Reduction of vehicles driven
- E. Number of persons to assist traffic
- F. Use of traffic safety warning devices
- G. Transit and carpool subsidy program

- H. Independent rule enforcers
- I. Special events traffic
- J. Memorandum of understanding with Oakland Police Department
- K. Ongoing monitoring of recommended conditions

A. Parking Management Strategies

There are currently 51 off-road parking spaces dedicated to faculty and staff. Twenty-three (23) of these spaces are located in Bentley School's upper lot located off of Hiller Drive, 20 spaces are located in the lower lot off of Tunnel Road, and five spaces (including a dedicated handicap space) are located at the top of the campus driveway. In addition to these 48 spaces, three more spaces are provided at the nearby Claremont Hotel, as part of an agreement with the hotel (see appendix).

There is currently on-street parking available for 15 vehicles between 8:30 a.m. and 2:30 p.m. along the west curb of Hiller Drive between Bentley School's driveway and Tunnel Road adjacent to Firestorm Memorial Garden. This area is signed "No Parking" between 7:00 a.m. and 8:30 a.m. and 2:30 p.m. and 3:45 p.m. when it is available for drop-off and pick-up of students. This is the flat portion of Hiller Drive that does not abut any residences.

All off-road parking spaces shall be assigned via permit to faculty and staff. A parking delineation plan shall be prepared by the school, prior to the beginning of each trimester, indicating the assignment of each parking space. This plan shall be submitted to the City of Oakland based on current faculty/staff levels (see appendix). Preferential parking, i.e., those spaces closest to the school, shall be given to those persons that sign a carpooling or ridesharing agreement.

Bentley School's Head of School or his/her designee shall assure maximum use of the off-road parking spaces by assigning spaces unused by absent faculty or staff for their substitutes or other faculty or staff. Each day the Head of School or his/her designee shall notify substitutes or other faculty or staff in advance so that all the parking spaces are occupied.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining faculty and staff parking demands to levels within the 51 off-road parking spaces.

Condition of Approval #14, Section A also required that Bentley School explore other on-site parking spaces. Specifically, "the TDM shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking. The project applicant shall make a good faith effort to pursue these options in order to reduce the amount of on-street parking and shall provide written documentation of such good faith efforts to the City." The TDM does not include this information and therefore this portion of this section is incomplete. Per the July 21, 2010 staff report and if approved by the Planning Commission, Bentley School shall have 90 days from the date of the hearing to submit this information to the City of Oakland for review and approval.

B. Drop-off and Pick-up Process

Bentley School has developed an electronic Traffic and Parking Handbook for use by parents, faculty and staff (see appendix). The handbook was reviewed by Parisi Associates Transportation Consulting. The handbook provides information on the school's TDM program, including the maximum number of vehicle-trips allowed (see Section D). It also provides information to encourage trip-making by modes other than the single student occupant vehicle.

The Traffic and Parking Handbook provides detailed step-by-step instructions about student drop-off and pick-up via automobile (e.g., traveling along Hiller Drive, entering the school driveway loop, queuing on Hiller Drive for drop-off/pick-up). The handbook provides maps, drop-off/pick-up time information, and the school's traffic rules. It provides instructions for parking, including for special events. The handbook provides compliance policies and a parent/employee agreement.

The roles and responsibilities of those assisting during drop-off and pick-up periods are discussed in Section E.

Bentley School shall update the Traffic and Parking Handbook annually based upon the annual monitoring of recommended conditions (see Section K).

Bentley School shall post the electronic Traffic and Parking Handbook to the school's website and shall e-mail the handbook to all parents, faculty and staff at the beginning of each school year. The e-mail shall include an agreement box that the guardian has read the handbook which allows the school and the city to track receipt of the handbook.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document drop-off and pick-up procedures. If, based on monitoring, it is determined that procedures need to be improved or revised, Bentley School shall modify such procedures and update the Traffic and Parking Handbook based on the Independent Rule Enforcer's and the City of Oakland's recommendations within the cure period (see Section K). Part of the assessment should include documentation of the number and type of infractions and assessed penalties by the school. The compliance of the rules (reduced infractions) should be associated with improved traffic conditions at the school.

C. Staggered Time frames for Drop-off and Pick-up

Bentley School uses staggered bell times to diffuse traffic levels during morning drop-off and afternoon pick-up periods. These times are coordinated with the non-staggered bell times at nearby Kaiser School.

Bentley School's morning bell times are 8:20 a.m. for grades 6-8 and 8:25 a.m. for grades K-5. The school offers child care and activities for all grades starting at 7:30 a.m. The provision of child care and activities starting at least 50 minutes before the first bell time further reduces peaking traffic levels. Kaiser School's morning bell time, for all grade levels K-5, is at 8:45 a.m.

While Bentley School's staggered morning drop-off timeframes are close together and can result in traffic congestion, the school's morning traffic is generally dispersed by 8:45 a.m., the time when parent drivers of Kaiser School students start to arrive. This meets the intent of the condition which is to reduce the spiking of traffic peaks and to spread the traffic out over a longer time period.

On Mondays through Thursdays, Bentley School's afternoon bell times are 2:40 p.m. for grades K-1, 2:50 p.m. for grades 2-3, 3:15 p.m. for grades 4-5, and 3:30 p.m. for grades 6-8. On Fridays Bentley School provides earlier dismissal times of 1:00 p.m. for grades K-1, 1:20 p.m. for grades 2-3, 1:40 p.m. for grades 4-5, and 2:15 p.m. for grades 6-8. Kaiser School's afternoon bell time is at 3:00 p.m., except on Wednesdays when it is at 1:25 p.m.

Bentley School shall continue operating with two morning and three afternoon staggered bell times and shall continue to coordinate these times with Kaiser School's bell times at the beginning of each school year.

Bentley School shall continue to offer child care and activities starting at least 50 minutes before the first morning bell.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in maintaining acceptable traffic operations, e.g., acceptable vehicle queuing along Hiller Drive and acceptable level of service at the Tunnel Road intersection. If, based on monitoring, it is determined that unacceptable traffic operations result, Bentley School shall either further adjust the staggered bell times or decrease vehicle demand through increased TDM efforts (see Section D), or both, within the cure period (see Section K).

D. Reduction of Vehicles Driven

Baseline Conditions

Four potential baseline scenarios and proposals for reducing single student and single faculty/staff occupant vehicles driven to Bentley School are discussed below. Under the scenario selected for the TDM program, the number of vehicle-trips accessing the school during peak periods shall be documented by Independent Rule Enforcers (see Section H).

On April 7, 2010, the City of Oakland's Planning Commission reviewed the request by Bentley School to retain five administrators on campus that according to Condition of Approval #27 were to be moved to the school's Lafayette campus. Bentley School requested that these persons be allowed to remain at the Oakland campus and provide a further vehicle trip reduction. After the hearing the Planning Commission postponed the decision until the TDM program was reviewed. The scenarios below also discuss this proposal.

Scenario 1: Approved Conditions of Approval

Under the approved Conditional Use Permit, Bentley School is allowed to employ up to 71 faculty and staff members and enroll up to 360 students at its Oakland campus. Assuming all trips were made by vehicle with each vehicle occupied by one faculty member, staff member or student, up to 431 vehicles would access the school during the morning peak period. The Conditional Use Permit requires Bentley School to reduce the number of single student and single faculty/staff occupant vehicles accessing the school by 25% (to 323 trips) by Fall 2010 and by 35% (to 280 trips) by Fall 2012.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicles would be reduced to 318 by Fall 2010 and to 275 by Fall 2012.

Scenario 2: EIR Baseline Plus Project Conditions

The Environmental Impact Report (EIR) for the Bentley School Major Conditional Use Permit documented 352 enrolled students in school year 2007-2008, with 79 students arriving at school in the morning by bus. Using the EIR's figures as a baseline (deducting previous bus usage) and adding the approved 71 faculty and staff members, up to 344 vehicles would access the school during the morning peak period. A 25% reduction would require no more than 258 single student and single faculty/staff occupant vehicles accessing the school by Fall 2010. A 35% reduction would require no more than 224 single student and single faculty/staff occupant vehicles accessing the school by Fall 2012.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicles would be reduced to 253 by Fall 2010 and to 188 by Fall 2012.

Scenario 3: Variable Student Enrollment, Faculty and Staff

Another approach would be to determine the actual number of enrolled students and faculty and staff members at the beginning of each school year and apply required trip reductions to the total number of students, faculty and staff. For example, if in Fall 2010 there were 340 students and 62 faculty and staff, up to 402 vehicles would access the school during the morning peak period. A 25% reduction would require no more than 302 single student and single faculty/staff occupant vehicles accessing the school. If the student and faculty/staff numbers were the same in the Fall of 2012, then the 35% reduction would require no more than 261 single student and single faculty/staff occupant vehicles accessing the school. However, if in Fall 2012 the numbers were to increase and there were 348 students and 65 faculty and staff, up to 413 vehicles would access the school during the morning peak period. A 35% reduction would require no more than 268 single student and single faculty/staff occupant vehicles accessing the school.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicle trips would be reduced by five in Fall 2010 and by five in Fall 2012.

Scenario 4: Hiller Highlands Neighborhood Proposal

An approach offered on May 20, 2010 by Hiller Highlands neighbors would be based on the number of vehicle-trips accessing Bentley School in 2007-2008 as documented in the Environmental Impact Report for the Bentley School Major Conditional Use Permit (Table IV.B-8). According to the EIR, 259 vehicles, including vehicles with more than one student per vehicle, were generated by the school during the morning peak period, excluding vehicles accessing the Tunnel Road parking lot. Assuming the Tunnel Road parking lot generated 20 additional faculty and staff vehicles, a basis of 279 vehicles were generated. Using this baseline, a 25% reduction to 279 vehicle-trips would require no more than 209 vehicles accessing the school by Fall 2010. A 35% reduction would require no more than 181 vehicles accessing the school by Fall 2012.

It should be emphasized that Scenario 4 would be based on total vehicles counted in 2007-2008 and not on single student and single faculty/staff occupant vehicles as applied in Scenario 1 (Approved Conditions of Approval), Scenario 2 (EIR Baseline Plus Project Conditions), and Scenario 3 (Variable Student Enrollment, Faculty and Staff), and therefore it does not credit the school with its carpooling efforts underway in 2007-2008.

Assuming the Planning Commission accepts Bentley School's proposal to retain the five administrators at the Oakland campus but reduce the associated vehicle trips, the number of vehicle trips would be reduced by five in Fall 2010 and by five in Fall 2012.

Reduction of Single Student and Single Faculty/Staff Occupant Vehicles Driven

To achieve the required maximum number of vehicle-trips, Bentley School shall employ multiple TDM strategies for faculty, staff and students. The following are mandatory components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Develop a carpool matching system, each year, based on trip origins using GIS (faculty/staff and students)
- Prepare a annual carpool matching directory (faculty/staff and students)
- Assign preferential faculty/staff parking spaces to those who regularly carpool (faculty/staff)

Transit use:

- Facilitate attainment of and provide free AC Transit bus passes for students (students)
- Provide commuter transit checks to reimburse faculty/staff for transit use (faculty/staff)
- Award "transit bucks" to students who arrive via transit (or carpool, walk or bike) to be used for school purchases (students)

Walking and bicycling:

- Award "transit bucks" to students who arrive by foot or bicycle (or carpool or transit) to be used for school purchases (students)
- Apply to join Alameda County's Safe Routes to School program (see appendix) (students)
- Install additional secure bike racks on campus and monitor use and increase supply as necessary (faculty/students)

Trip planning:

- Develop an annual carpool trip plans for those living within 20 miles of the school, including a map showing faculty/staff home location in relation to other faculty/staff within area (faculty/staff)
- Develop an annual transit trip plans for those living within 10 miles of the school, including a transit map, information on connecting routes and faculty/staff home location (faculty/staff)
- Develop an annual bicycle trip plans for those living within 5 miles of the school, including a map with preferred bicycling routes and faculty/staff home location (faculty/staff)
- Develop an annual walking trip plans for those living within 1 mile of the school, including a map with preferred walking routes and faculty/staff home location (faculty/staff)

Education and outreach:

- Establish a fully funded budget for the TDM program and reporting out of results on an annual basis (faculty/staff and students)
- Conduct a transportation survey of the student guardians, faculty and staff modes of travel to the campus (faculty/staff and students)
- Develop a school webpage summarizing the above TDM efforts and update annually (faculty/staff and students)
- Provide e-news correspondence each trimester regarding TDM measures (faculty/staff and students)
- Promote TDM through the school's Sustainability Leadership Program (students)
- Provide representation at and meet with neighborhood association regularly (faculty/staff and students)

The following are recommended components to reduce the single student and single faculty/staff occupancy rates:

Carpooling:

- Award "transit bucks" to students who arrive in a carpool (or walk, bike or use transit) to be used for school purchases (students)

- Award faculty/staff \$5 for each daily carpool (or walk or bike) trip (faculty/staff)
- Hold a "carpool to school" raffle each trimester (faculty/staff)

Transit use:

- Institute buses and/or shuttles for temporary situations such as holidays and kindergarten walk-ups (students)

Walking and bicycling:

- Award faculty/staff \$5 for each daily walking or bicycling (or carpool) trip (faculty/staff)
- Advocate for pedestrian and bicycle-related infrastructure improvements in local traffic projects (faculty/staff and students)

Monitoring of mandatory and recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's success in reducing single student occupant vehicles to the traffic levels discussed above (the monitoring will also document Bentley School's success in meeting the travel mode targets). If, based on monitoring, it is determined that single student occupant vehicle trips are not reduced to the required levels, Bentley School shall increase its TDM efforts related to above strategies within the cure period (see Section K).

Bentley School shall provide information for use in the monitoring report on the success of each TDM program element discussed above (e.g., number of AC bus passes provided to students, number of commuter checks issued to faculty and staff).

E. Number of Persons to Assist Traffic

Bentley School deploys nine people to assist with traffic operations and drop-off and pick-up during school commute periods.

Bentley School shall continue to deploy nine people, as follows:

- One flag person at school driveway entrance: The flag person shall position themselves at Hiller Drive at the entrance to the driveway loop. The flag person will safely meter conflicting northbound and southbound vehicles at the entrance to the loop driveway. The flag person will prevent U-turns at Hiller Drive at the driveway entrance. The flag person must wear an approved safety vest at all times and use a handheld stop sign whenever they are positioned in the street. The flag person shall be an adult and shall receive periodic training from the City of Oakland's Police Department Traffic Safety Division.
- One traffic assistant within school driveway loop: The traffic assistant shall be positioned inside the driveway loop and remind drivers that stopping to drop-off/pick-up students or passengers in the loop is not allowed and that they need to continue to the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the

outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.

- One traffic assistant at school driveway exit: The traffic assistant shall be positioned at the driveway exit and help guide drivers into the drop-off/pick-up lane on Hiller Drive. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistance will prevent left-turns from the driveway exit onto Hiller Drive during peak drop-off and pick-up periods. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- One traffic assistant at front of drop-off/pick-up lane on Hiller Drive: The traffic assistant shall be positioned on the sidewalk nearest the firestorm memorial and furthest away from the school campus. The traffic assistant will greet vehicles arriving at the drop-off/pick-up lane by opening vehicle doors and assisting students out of or into the vehicles. The traffic assistant may also assist students in retrieving their backpacks or other items from the vehicle trunk. The traffic assistant shall ensure that drivers do not leave their vehicles and that their vehicle is safely put in gear with the parking brake applied while any doors or the trunk are open. The traffic assistant shall remind drivers to queue their vehicle as close to the next vehicle as is safe to do so, not to linger any longer than needed and to vacate the parking area after students have left or boarded the vehicle with their belongings. The traffic assistant shall remind drivers to merge into traffic safely and pursuant to the school's rules. The traffic assistant will also remind students to use the pathway leading around the outside of the loop instead of walking through the parking lot or driveway loop. The traffic assistant shall be an adult and must wear an approved safety vest at all times.
- Five traffic assistants at loop, driveway exit and drop-off/pick-up lane: These traffic assistants may be student members of the School Safety Patrol. They shall assist and be supervised by the adult traffic assistants in the duties described above, but not replace adults for any of the duties. These traffic assistants shall be directed to stand in a safe location clear of any vehicular path of travel, especially in the driveway where there is not clear pedestrian and vehicle separation. All student School Safety Patrol members shall be from upper elementary and middle school grades who are trained using American Automobile Association School Safety Patrol training curriculum and with the assistance of the City of Oakland's Police Department's Traffic Safety Division. All traffic assistants shall wear approved safety vests at all times.

Bentley School shall assure that nine people (including at least four adults) assist with traffic operations and drop-off and pick-up during school commute periods and shall provide two on-call trained substitutes in case any regular personnel are absent.

Traffic assistants shall encourage and remind students, parents, and faculty and staff of the rules included in the Traffic and Parking Handbook when they observe that such rules are not being followed.

Given the small size of the school, the traffic assistants should be able to recognize children and/or parents in their vehicles. Violations of the school rules observed by the assistants shall be forwarded to

the Head of School. These violations shall be noted in the monitoring log required per Condition of Approval # 24b. The Head of School shall follow the procedures outlined in the Traffic and Parking Handbook (Condition of Approval #16g).

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the performance of the flag person and traffic assistants. If, based on monitoring, it is determined that the flag person or traffic assistants are not performing the above tasks competently and safely, Bentley School shall retrain or replace the flag person or traffic assistants, within the cure period (see Section K). Bentley School should also retrain or replace the flag person or traffic assistants based on recommendations provided by the Independent Rule Enforcers immediately following a monitoring evaluation. If based on long-term monitoring it is determined that less than nine persons are needed to assist traffic by the Independent Rules Enforcer, Bentley School shall have an option to reduce the number of traffic assistants based on procedures consistent with Condition of Approval #3.

F. Use of Traffic Safety Warning Devices

Bentley School currently deploys "power flare" safety lights, recommended by the City of Oakland's Police Department, along Hiller Drive during school drop-off and pick-up times. The school initially used trial power flares issued by the Police Department near the end of the 2008-2009 school year. At the end of the trial period, the school returned the devices and at the start of the 2009-2010 school year the school purchased eight of its own power flares.

Bentley School shall receive training on the maintenance and installation of the power flares from the City of Oakland's Police Department's Traffic Safety Division prior to the beginning of the 2010-2011 school year. Locations where the power flares are to be situated will be marked on the pavement in accordance with the Traffic Safety Division. The power flares shall be situated to maintain a travel way along Hiller Drive.

Bentley School shall maintain the power flares in working order, e.g., keep charged, replace parts, etc. and shall replace when necessary. All deployed power flares shall be in good working condition.

Bentley School shall deploy the power flares at least 30 minutes before drop-off and pick-up times and remove them no later than 30 minutes after drop-off and pick-up times. An adult traffic assistant must place and remove the power flares and be present at all times when the power flares are in use.

Bentley School shall replace or enhance the warning devices with other devices, at the direction and recommendation of the City of Oakland's Police Department. The School, may at their own request, ask for other devices to be used instead of the flares. The School shall submit a description of the new devices, a plan showing where they will be placed, and a report prepared by a qualified traffic consultant addressing the adequacy of the new devices. These documents shall be submitted to the Planning and Zoning Division, the Transportation Services Division, and the Traffic Safety Division for review and based on procedures consistent with Condition of Approval #3.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document the use and placement of traffic safety warning devices, including the power flare safety lights. If, based on monitoring, it is determined that the traffic safety warning devices are not properly used or placed, Bentley School shall correct the use of the traffic safety warning devices within the cure period (see Sections H and K). Bentley School should also remedy the use of traffic safety warning devices based on recommendations provided by the Planning and Zoning Division, the Transportation Services Division, the Traffic Safety Division, and the Independent Rule Enforcers.

G. Transit and Carpool Subsidy Program

TDM measures related to transit and carpool subsidies are discussed in Section D.

H. Independent Rule Enforcers

In April 2010 Bentley School, in consultation with the City of Oakland's Transportation Services Division and Planning and Zoning Division, hired DKS Associates, an Oakland-based transportation planning and engineering firm, to serve as the Independent Rule Enforcers to monitor and report on many of the conditions provided in this TDM program. Per the Condition of Approval, three Independent Rule Enforcers will conduct the monitoring.

Monitoring shall be conducted once a month while school is in session through the 2011-2012 school year. The number of monitoring sessions each school year after 2011-2012 will be determined by the City of Oakland's Transportation Services Division and Planning and Zoning Division based in part of the school's performance in achieving the objections in the overall TDM program.

The monitoring shall be conducted once a month without advance notification given to the school. The monitoring shall be conducted on Tuesdays, Wednesdays or Thursdays. In addition, twice a year monitoring will be conducted on random during a special event that is expected to generate over 75 vehicles (see Section I).

The Independent Rule Enforcer shall monitor and report on conditions related to the following sections in the TDM program:

- A. Parking management strategies
- B. Drop-off and pick-up process
- C. Staggered timeframes for pick-up and drop-off
- D. Reduction in single student occupant vehicles driven
- E. Number of persons to assist traffic
- F. Use of traffic safety warning devices
- I. Special events traffic

The Independent Rule Enforcer shall follow specific instructions for conducting the monitoring and shall complete a comprehensive checklist to document prevailing conditions (see appendix). The School may request that the number (three) of Rule Enforcers be reduced based on overall compliance with the TDM based on procedures consistent with Condition of Approval #3. The reports shall be used to prepare an annual TDM review. See Section K.

Sections A, C, D, G, H, and I

Within one week of each monthly monitoring session and special event monitoring session, the Independent Rule Enforcer shall submit the monitoring worksheets. Within two weeks after each trimester, the Independent Rule Enforcer shall submit a written report summarizing the results of the monitoring sessions during the subject trimester. The trimester reports shall include recommendations to remedy potential infractions, if appropriate.

The Independent Rule Enforcer worksheets and trimester reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

Sections B, E, F, and J

Section B, E, F, and J directly relate to safety at the school and in the area. For these sections shorter term reporting shall be required to remedy potential safety infractions.

The Independent Rule Enforcer shall submit the monitoring worksheets within one week of each monthly monitoring session and special event monitoring session. If the worksheets identify infractions within specific sections related to safety the Independent Rule Enforcer shall also include potential remedies.

Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

The Independent Rule Enforcer worksheets and reports shall be submitted to the City of Oakland's Transportation Services Division and Planning and Zoning Division, to the City of Oakland's Police Department's Traffic Safety Division, and to Bentley School's Traffic Coordination Committee.

I. Special Events Traffic

Bentley School currently provides on-site parking for evening and weekend special events. When special events are predicted to generate over 75 vehicles, Bentley School currently partners with Kaiser School to handle overflow parking. Bentley School provides instructions to the school community regarding traffic and parking related to special events and notifies neighbors in advance of any special events.

For Events Under 75 Vehicles

Bentley School shall continue to provide on-site parking for evening and weekend special events. The campus shall be used to provide up to 30 additional on-site parking spaces by using the playground surface as well as the paved area near the Head of School's residence. At least two traffic assistants shall direct motorists to these locations, as well as to the general Hiller Drive and Tunnel Road parking lots, as appropriate. In addition, parking along the flat portion of Hiller Drive between Bentley School's driveway and Tunnel Road, only, may be used (for approximately 15 vehicles), as appropriate.

If the event (less than 75 vehicles) cannot be accommodated with these on-site spaces due to school staff parking in these spaces), the school shall partner with Kaiser School to provide overflow parking. The traffic assistant shall direct traffic up Hiller Drive to Kaiser School, where an additional traffic assistant will direct motorists to a parking space. A shuttle van or bus shall be made available to transfer visitors from Kaiser School to Bentley School, with a return option following the conclusion of the event. Visitors will be able to walk between the schools instead of using a shuttle bus or van. School event parking shall not occur above the flat portion of Hiller Drive (above the school's driveway) other than Kaiser School.

All traffic assistants shall wear approved safety vests at all times.

For Events Over 75 Vehicles

When special events occur during that will generate over 75 vehicles, the school shall make use of alternative off-site parking and employ shuttle services to transfer visitors. For example, Bentley School could use the Temescal parking area and transfer visitors via school-owned vans with employee drivers or with commercial shuttle services.

For all special events, Bentley School shall deploy two traffic assistants to ensure that visiting motorists are aware of viable parking options and to prohibit motorists from parking along the public streets, on Hiller Drive, in Hiller Highlands, and along Tunnel Road.

All traffic assistants shall wear approved safety vests at all times.

Event Notification

The school's Traffic and Parking Handbook (see Section B) shall be updated annually to list all anticipated special events, including those expected to generate over 75 vehicles. These events currently include "Back to School Night" in September (three evenings), the "Halloween Parade" (generally on October 31), and "Grandparent's Day" (on the last Friday before Thanksgiving).

For all special events, Bentley School shall issue instructions to the school community regarding its traffic and parking policies in regards to special events. These instructions shall be included in both the materials announcing the event as well as highlighted on the school's website. All communications shall emphasize the need to be respectful of the neighborhood.

All special events shall be placed on the school calendar at least one month before the event. Parking instructions for the events shall also be posted at the same time. In addition, Bentley School shall notify

the Neighborhood Liaison Committee via e-mail and mailing about each special event and parking instructions at least one month prior to the event. No special events shall be held that have not been published on the school calendar, e-mailed, and mailed to the committee at least one month in advance of the event. Bentley School will provide a hotline for neighbors to call for information regarding any events. The hotline will offer numbers for appropriate school staff, Independent Rule Enforcers, and City of Oakland Traffic Safety Division.

Monitoring of recommended conditions (see Section K) based in part on Independent Rule Enforcer reports (see Section H) will document Bentley School's performance in accommodating special event traffic and parking. If, based on monitoring, it is determined that unacceptable traffic and parking conditions occur during special events, Bentley School shall improve special event traffic and parking.

J. Memorandum of Understanding with Oakland Police Department

Bentley School currently has a Memorandum of Understanding (MOU) with the City of Oakland's Police Department's Traffic Safety Division (see appendix). Bentley School shall continue to be in good standing with the MOU.

The MOU covers, in part, the role and responsibility of the flag person (see Section E).

The City of Oakland's Police Department's Safety Division shall retain the right to prepare an addendum to the MOU to include procedures undertaken by the Independent Rule Enforcers (see Section H).

The City of Oakland's Police Department's Safety Division shall provide annual trainings to Bentley School's flag person and traffic assistants, including the School Safety Patrol members.

Condition of Approval #14, Subsection J also requires the Bentley School develop an alternative to the flag person role in the event that the MOU is revoked. Specifically, "the project applicant shall develop a traffic drop-off alternative that does not rely on the MOU and submit that to the City Planning and Zoning Division, Transportation Services Division and the Oakland Police Department Traffic Safety Division staffs for review and approval. Should the Applicant become substantially out of compliance with the MOU, and such noncompliance cannot be cured within a reasonable time, resulting in OPD revoking the MOU, or OPD terminates the MOU for other reasons, then the project with the alternative TDM plan shall be heard by the Planning Commission as a major change to the CUP (see condition #3)." The TDM does not include this information and therefore this portion of this section is incomplete. Per the July 21, 2010 staff report and if approved by the Planning Commission, Bentley School shall have 90 days from the date of the hearing to submit this information to the City of Oakland for review and approval.

K. Ongoing Monitoring of Recommended Conditions

The TDM program requires periodic evaluation to determine how the program is achieving its goals. The monitoring program is broken into several components including annual reporting, trimester reporting, and enforcement.

Annual Reporting (All Sections)

The Condition of Approval requires that Bentley School prepare an annual TDM Evaluation Report that summarizes the program over the preceding year, intended upcoming changes, and compliance with conditions of the program. The report will also include any suggested changes to the TDM program, if appropriate.

The report shall include average annual trip mode information, including arrival trips via single occupant vehicles, multi-occupant vehicles, bus, and by walking and bicycling. The report shall provide a comparison to historical findings.

The report shall discuss the success of the various TDM program elements and incentives undertaken by Bentley School, e.g., carpooling, transit use, walking and bicycling, trip planning, and education and outreach (see Section D).

The report shall summarize the results of the Independent Rule Enforcer reports for the year, including implemented traffic remedies.

Bentley School shall submit the annual TDM Evaluation Report to the City of Oakland's Transportation Services Division and Planning and Zoning Division for review and approval. Planning staff reserves the right to forward the report on to the full City of Oakland Planning Commission for the Commission's review and approval.

Trimester Reporting (Sections A, C, D, G, H, and I)

See Section H of this report for trimester reporting from the Independent Rule Enforcers. The trimester reports shall include recommendations to remedy potential infractions, if appropriate. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the proposed measures. Upon City of Oakland approval of enhanced or additional TDM measures, Bentley School shall be given one trimester period after the approval to meet the TDM goals.

Short-term Reporting (Sections B, E, F, and J)

Again Section B, E, F, and J directly relate to safety at the school and in the area. For these sections remedies for potential infractions require shorter term enforcement. See Section H of this report for short-term reporting from the Independent Rule Enforcers. The short-term reports shall include recommendations to remedy potential safety issues. Such measures proposed by the Independent Rule Enforcers or Bentley School must be approved by the City of Oakland prior to implementation. The City of Oakland shall have one week to review and approve the submitted measures. Upon City of Oakland

approval of enhanced or additional TDM measures, Bentley School shall be given two weeks after the approval to meet the TDM goals.

Enforcement (Sections A, C, D, G, H, and I)

If following one trimester after invoking enhanced or additional TDM measures the school still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, or if the school fails to submit a TDM Evaluation Report, or if the report does not meet City of Oakland requirements outlined above, the City of Oakland's Transportation Services Division and Planning and Zoning Division may refer the matter to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment.

The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule, based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers.

In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Enforcement (Sections B, E, F, and J)

Two weeks after invoking enhanced or additional TDM measures Bentley School still does not meet its TDM goals based on the Independent Rules Enforcers reports submitted to the City of Oakland, the City of Oakland's Transportation Services Division and Planning and Zoning Division may refer the matter to the City of Oakland Planning Commission for scheduling of a compliance hearing to determine whether Bentley School's approvals should be revoked, altered, or additional conditions of approval imposed. This could include a permanent reduction in enrollment. The City of Oakland can also impose penalties on a per infraction fee pursuant to the City's Master Fee Schedule based on the observations of city officials, the Oakland Police Department, or the Independent Rules Enforcers. In determining whether reduced enrollment or other remedies are appropriate, the City of Oakland shall consider if Bentley School has demonstrated a good faith effort to comply with the TDM program. It will be up to Bentley School to provide evidence to the City of Oakland of good faith efforts for review.

Appendix A: Parent Traffic and Parking Handbook

BENTLEY SCHOOL'S PARENT TRAFFIC E-HANDBOOK

Waste-Free Interim Copy
(Draft for Fall 2010, pending TDM approval)



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MEET OUR NEW TRAFFIC CONSULTANT

David Parisi, PE, TE

Transportation Planner & Traffic/Civil Engineer

David Parisi manages a variety of challenging transportation projects throughout the West Coast. Mr. Parisi's 23 years of experience include various aspects of transportation and environmental planning, and civil and traffic engineering. He spearheads multi-disciplinary transportation projects from inception through design and development. These projects include: environmental assessments in accordance with NEPA; highway, railway, and multi-modal corridor studies; area-wide traffic circulation studies; rail transit projects; roadway and interchange feasibility analyses; access planning for pedestrians, bicyclists and people with disabilities; localized traffic impact evaluations; and transportation system improvements. David Parisi specializes in developing Main Street, transit and transit-oriented development, traffic calming, and Safe Route to School projects. His relevant school experience includes:

- Marin County SR2S Program, Marin County: Program manager
- Santa Barbara SR2S Project, Santa Barbara: Transportation engineer
- ITE School Safety Task Force, California: Committee chair
- Safe Routes to School Training Workshops, National: Project manager
- California Statewide Safe Routes to School Committee: Member
- Pasadena Suggested Routes to School Program: Project manager

Parisi ASSOCIATES
transportation consulting



A LITTLE BACKGR OUND

In October 2009, the Oakland Planning Commission unanimously approved Bentley School's new Conditional Use Permit (CUP) for a student enrollment of up to 360, our hours and operation, and for special events.

It is customary for CUPs to contain conditions of approval for a respective project. One condition in Bentley's new CUP was to develop and distribute a traffic and parking handbook to our school community and to implement a transportation plan, which is the following. As part of our transportation plan, Bentley will not exceed [INSERT NUMBER] of trips to the Hiller Campus.

In our ongoing effort to be conscious of waste (as well as reduce vehicular impact on our neighbors), we submit to you our traffic and safety guide electronically. Please remember to drive courteously and carefully at all times, not only to insure the welfare of our children but also for the safety, convenience, and respect of our neighbors.

Bentley School's traffic plan reflects the School's motto which encourages students "to embrace values that enrich themselves, the community, and the world."

Thank you!



Traffic Handbook Objectives

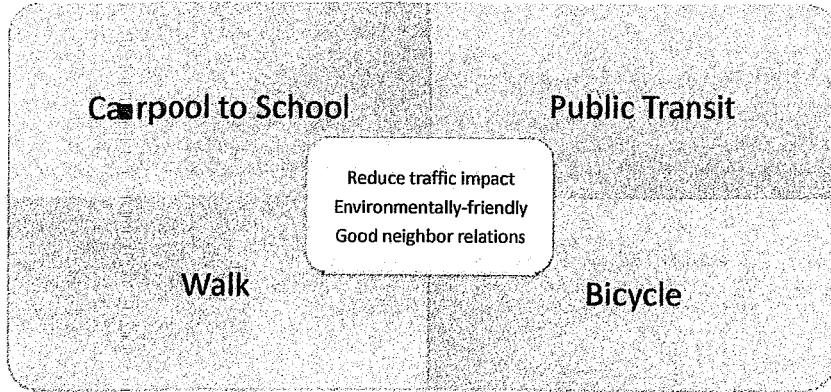
- Decrease automobile trips to and from school, thus reducing traffic congestion and greenhouse gases
- Support our community's ability to use alternative modes of transit to and from school
- Continue to support and enhance student safety and exceptional academics for our valued families
- Respect our neighborhood through communication, reduced traffic levels, improved safety and increased livability



GETTING TO AND FROM THE HILLER CAMPUS



SUSTAINABLE MODES OF TRANSPORTATION



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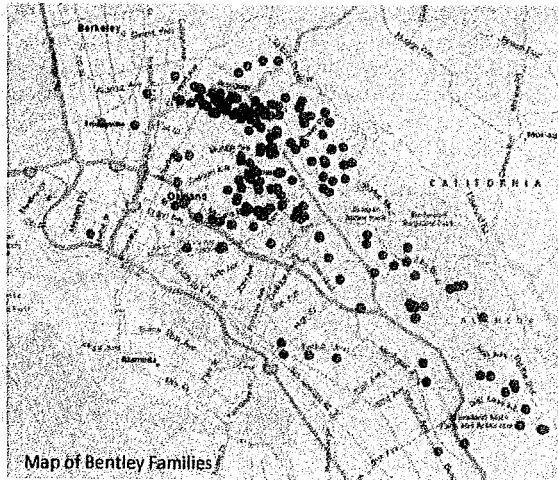


CARPOOL TO SCHOOL

Thank you all who are currently carpooling! Bentley is currently in the process of developing our Carpool to School Program as well as a Parent Carpool Committee to enable casual and regularly established carpools. Our administrators will support the parent committee by facilitating communications and providing data services including mapping and internet tools, like the map to the right. The carpooling program will include a GIS carpool matching system.

To participate in the Parent Carpool Committee, contact:

Wendi Berardi
510-843-2512 ext 2411
wberardi@bentleyschool.net



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PUBLIC TRANSIT

Bentley School is delighted to join other East Bay independent schools utilizing AC Transit bus service. AC Transit bus route numbers 604 and 689 pickup our students in central Berkeley, in Montclair and Glenview and deliver them directly to the School's campus. The Bentley AC Transit bus stop is right along campus, providing a safe and secure transportation alternative for many families. Currently, bus ridership is free to all student-riders. The School has determined to underwrite the cost of this service in order to encourage as many families as possible to take advantage of this new way to get to school.

In addition to the AC Transit service, the School maintains our Contra Costa County bus service. Durham School Services bus picks up at the Lafayette campus just before 8am and arrives at the Hiller campus at approximately 8:20am. The afternoon pick-up is at 3:40pm and arrive in Lafayette at 4pm. There is a small fee associated with this service.

Sample Route:

The 604 serves the South/West Berkeley areas (Shattuck/Bancroft to College/Ashby/Tunnel). The 604am loops around our parking lot, discharges directly in lot @ 8:05am. The 604pm loads on Tunnel Road @ 3:41pm.



WALK OR RIDE A BIKE

Bentley School encourages students to walk or ride their bike to school. Riding a bike or walking can be beneficial in a number of ways. One of the benefits is exercise. Exercise can help reduce stress, increase self-esteem, and increase productivity. If you are riding a bike to school you don't have to worry about getting stuck in traffic. Avoiding traffic will help you get to work or school faster, and you will get a chance to enjoy the natural surroundings in your community on your way to your destination.



STAGGERED DROP OFF & PICKUP WITH KAISER

Bentley School understands that releasing the student body at one time could momentarily overwhelm the local traffic system, including Hiller Drive. In a continuous effort to ensure the safety of our students and be respectful of our neighborhood, we have designed a staggered pickup and drop off schedule that allows traffic to arrive in uniform waves, and timed in a manner that allows for maximum efficiency.

In the mornings, Bentley School's classes begin:
 Grades 6-8 at 8:20 a.m.
 Grades K-5 at 8:25 a.m.

Kaiser School's morning classes start at 8:45 a.m.

In the afternoons, Bentley School dismisses classes Mondays through Thursdays:
 Grades K-1 at 2:40 p.m.
 Grades 2-3 at 2:50 p.m.
 Grades 4-5 at 3:15 p.m.
 Grades 6-8 at 3:30 p.m.

Friday is an early dismissal day with times:
 Grades K-1 at 1:00 p.m.
 Grades 2-3 at 1:20 p.m.
 Grades 4-5 at 1:40 p.m.
 Grades 6-8 at 2:15 p.m.

Kaiser School's afternoon dismissal time is 3:00 p.m., except for Wednesdays which has an early dismissal time at 1:25 p.m.



DROP OFF & PICKUP INSTRUCTIONS

The School creates two lanes of traffic, utilizing yellow/ flashing flares, for cars moving southbound on Hiller Drive towards Tunnel Road. The area closest to the sidewalk is used for families during the drop off and pickup times.

Drive northbound on Hiller Drive towards the campus, waiting for the Traffic Guard's signal to proceed into the driveway

Drive through the semi circle parking lot exiting to the right back onto Hiller Drive. Remember to watch for oncoming traffic

Staying close to the curb, drive forward as far as possible. If there are no cars ahead of you, proceed all the way to the front of the line which is noted by a "Stop here" sign on the sidewalk

Please always follow staff motions to move forward as they will have a different view of traffic that you may not see

Staff will open doors, remove backpacks from trunks, etc. Please remain in your car at all times

Merge into oncoming traffic carefully. Do not block the lanes of traffic at any time



TRAFFIC SAFETY & RULES: PLEASE DO

Use your turn signal when entering the Hiller Drive parking lot

Try to arrive prior to 8:00 a.m. when there is little to no congestion

When approaching the parking lot, please stay to the left closest to the yellow line, leaving enough room on your right side for other cars to pass and continue on up Hiller Drive

Make sure to wait for the traffic guard's hand signal before turning into the parking lot

STAY IN YOUR CAR. We will assist your child out of the car and gather items from your trunk area if needed

Follow all traffic volunteer's and school staff's instructions in a timely and courteous fashion

Merge into oncoming traffic carefully. Be sure you are not blocking the lanes of traffic on Hiller Drive

Park in either the Hiller Drive or the Tunnel Road parking lots during evening and weekend events

Use street parking **ONLY** as a last resort and **ONLY** when all on-campus parking has been used

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TRAFFIC SAFETY & RULES: PLEASE DO NOT

Make any U-Turns in the neighborhood. The safest area is at the end of the cul-de-sac on North Hill Court

Pull into or block, even for a moment, any of our neighbor's driveways

Park in red zones

Park in the designated bus zones at the south end of Hiller Drive closest to Tunnel Road and also immediately to the north of the entrance to the Hiller driveway

Park on the street across from the Firestorm Memorial Garden

Jaywalk! To maintain the safety in front of our school, we ask that you use the crosswalk near Kaiser School

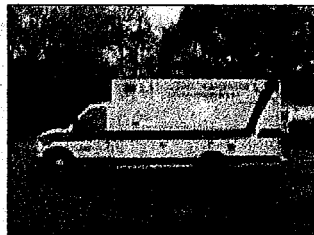
Turn left when exiting the school's Hiller Drive parking lot

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TRAFFIC SAFETY & RULES: EMERGENCY VEHICLES

If an emergency vehicle approaches, upon alert, all drivers, either waiting alongside the double yellow line, waiting to turn into the Bentley parking lot or traveling downward on Hiller Drive, should pull to the far right of Hiller Drive. This will allow the emergency vehicles to drive over the double yellow line north up Hiller Drive and avoid sidewalks and parked cars. This applies for both directions.

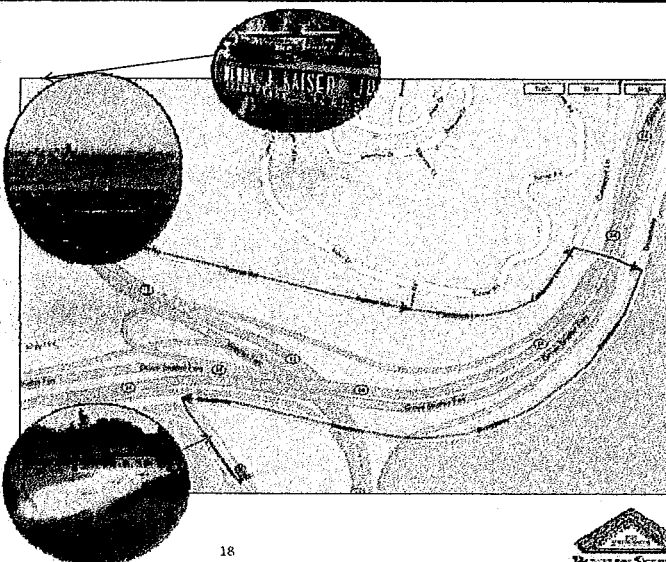


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SPECIAL EVENTS PARKING: OFF SITE

During certain School special events, and especially when the School believes that a large group of parents or visitors will be coming to campus, the School may mandate off-campus parking for most cars. Information about off-campus parking will be sent to all families well in advance of the special event. It will be critical for the success of the special event that all parents carefully follow the special traffic and parking rules for that day. For some Hiller campus special events, off-campus parking will be at the Temescal Park parking lots and shuttle service will be provided.



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NORMAL EVENING & WEEKEND EVENTS

During normal evening and weekend School events, the School will prohibit on street parking until every parking space in both of our campus parking lots has been filled. Therefore, when coming to the School for an evening or weekend event, each of us must drive through both campus parking lots looking first to park in those lots. Only when those lots have been filled will on-street parking be allowed.

Do park in either the Hiller Drive or the Tunnel Road parking lots during evening and weekend events. Use street parking ONLY as a last resort and ONLY when all on-campus parking has been used.



EMERGENCY PREPAREDNESS



MEET OUR EMP CONSULTANT

Since 2009, Bentley has been working with and institutionalizing emergency plans with national expert Camp and School Consulting President, Dan Gelineau. Camp and School Consulting offers schools, camps, youth service organizations and recreation programs a reliable, high quality alternative to in-house resources for all areas of risk management, including:

- Disaster Plan Development
- Emergency Preparedness Training
- Policies and Procedures Manuals
- Safety Committee Development and Implementation
- Staff Training in all aspects of student/camper safety



Camp and School Consulting's Mission Statement:

To become the leading provider and highest quality source for all areas of risk management training and preparation. To offer a very high level of practical experience, cutting edge knowledge of legislation and insurance industry trends, and skilled presentation of this information to constituents.

Click [here](#) to read Mr. Gelineau's resume.

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EMERGENCY PROCEDURES ON HILLER CAMPUS

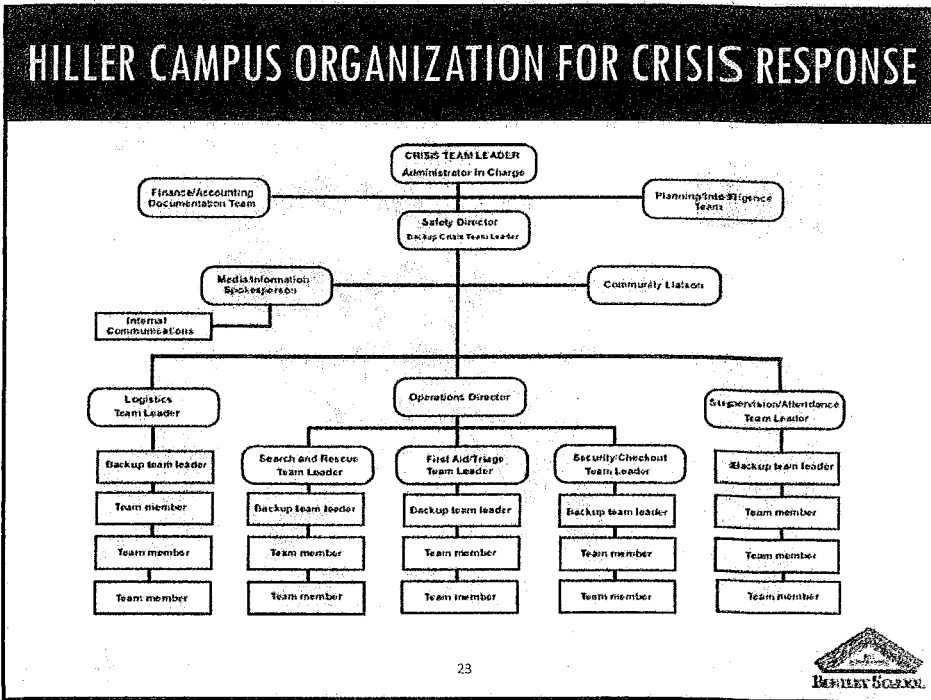
Bentley employees undergo CPR and First Aid training and are annually briefed on emergency procedures and safety. All administrators, faculty and staff have been assigned responsibilities to a specific emergency response team (security, first aid, etc.) and will assume duties in the event of an evacuation or emergency.

Emergency responses are organized by specific events, i.e. fire, earthquake, intruder, etc. We hold regular emergency response practices throughout the year, the AlertNow system is tested yearly, and there will be regular crisis team response trainings.

Every classroom has a backpack containing supplies for a class in an emergency evacuation and phone numbers, and the School maintains a store of emergency supplies of food, water, tools, and sanitation and medical supplies sufficient for everyone to remain on campus for at least three days.

Drills and events are defined by evacuation sites and response protocols. In the event of an "on site" evacuation, for an event that does not affect any of the surrounding neighbors or property (isolated fire on campus), the whole school will evacuate to the lower parking lot on Hiller Drive.

In the event of a major earthquake, we will keep all students on the school grounds. The students will be kept under the close supervision of faculty and staff. We will keep a strict accounting of everybody on campus. Please note that we will only release students to their parents or other persons designed on file as authorized. We will announce, via the AlertNow system, special pick-up times according to grade level. Students should then be picked up at only the designated time for their grade (or their sibling's grade). The convergence of all our parents at the same time could be extremely dangerous for us and for our neighbors and could impede necessary police, fire, and medical response.



CAMPUS EVACUATION PROTOCOL

In the event of an off site evacuation, parents /guardians must not come to the site but instead pick up their child at the mandated assembly areas. Parents/guardians MUST tell the Team Leader in charge when their child (children) is released and are accounted for

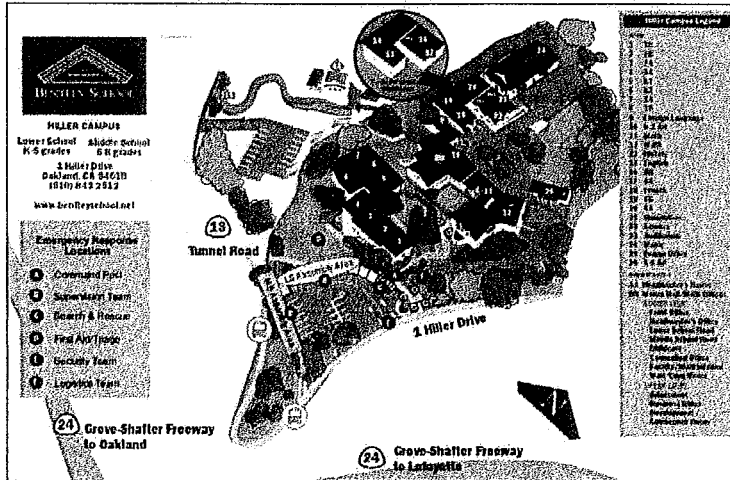
If (and only if) the campus were to become unsafe (such as in imminent danger of a major gas leak or fire), we will evacuate everyone to another location. This will be communicated to families via the AlertNow system. We have an agreement with the Claremont Hotel and a pending agreement with St. Clements' Episcopal Church (2837 Claremont Blvd. @ Domingo) that allows us to evacuate our children to those safe locations

In any emergency situation, precise and timely communication is of paramount importance. All parents are asked to keep emergency information updated with the main office so that we are able to reach you

Evacuations and their assembly areas will be designated by specific warning sounds. The airhorn indicates a directional instruction: all campus to west parking assembly areas. The Fire Alarm indicates evacuation to the Hiller parking lot

This evacuation strategy is very important to the entire Hiller Highlands Community. In addition, the plan has met with approval from the Oakland Fire Marshall's office. This plan will allow for the Hiller Parking Lot to be used as a staging area for the Hiller Highlands Community. Bentley School will also provide designated emergency storage space (food, water, etc.) for the neighbors

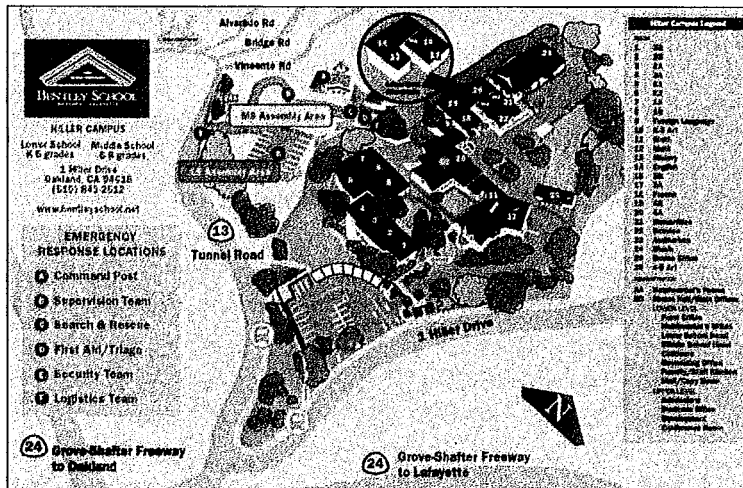
ON-SITE EMERGENCY RESPONSE ASSEMBLY LOCATION



- Regular assembly area: Upper parking lot
- Alternate on-site area: Sport Court
- Indoor assembly area: Meadows Auditorium



OFF-SITE EMERGENCY RESPONSE ASSEMBLY LOCATION

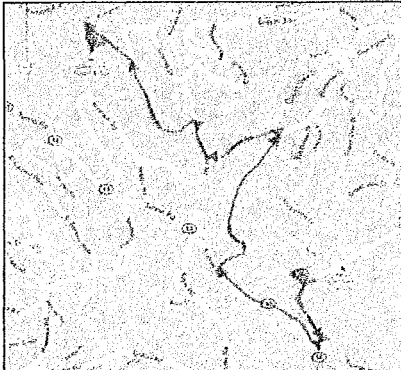


- Head's House
- Lower Parking Lot



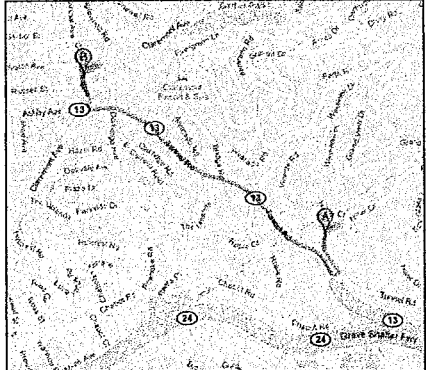
OFF-SITE EMERGENCY RESPONSE RELOCATION ASSEMBLY SITES

K-5 Evacuation Location




A. Bentley School
B. Claremont Hotel & Spa Employee Parking Lot

Grades 6-8 Evacuation Location




A. Bentley School
B. St. Clement's Church Parking Lot

27



FOUR STRIKES POLICY

28



COMPLIANCE

As a good neighbor, Bentley School is committed to the monitoring and enforcement of the School's traffic and parking rules. For parents and guardians, employees, or Friends-of-the-School who fail to abide by these rules, the School will institute clear consequences. Hence, the School will enforce a Four Strikes Policy. A strike will be assessed as a result of an infraction of the School's traffic and parking. It is the School's expectation that each Bentley family will make certain that all members of the family who drive to school (parents, employees, caregivers, relatives) are made aware of these rules. Families will be held responsible for the infractions of any individual associated with the family.

Bentley School faculty, staff, and administration will also be held responsible for upholding all School traffic and parking rules. Bentley Staff and Bentley volunteers will be trained to watch for and identify infractions and to report infractions to the School's administration. The School's administration will then issue a "strike."



STRIKES ONE — TWO — THREE

A red citation is placed on the windshield of the car and a "red letter" is mailed home informing the family of the infraction. This "red letter" will include a hard copy of the Traffic & Parking E-Handbook and a further explanation of the four-strikes policy. This letter will emphasize the importance of abiding by the school's Traffic & Parking Rules. This mailing will be followed by a call from the school's administration to confirm the family's receipt of the "red letter."

STRIKE ONE

A red citation is placed on the windshield of the car and a second "red letter" is mailed home informing the family of the infraction and notifying the family that a \$250 fine has been assessed to the family's school account. Failure to pay the fine in the normal course of the school's billing process will result in Strike Three. This "red letter" will include a hard copy of the Traffic & Parking E-Handbook and a further explanation of the school's four-strikes policy. This mailing will be followed by a call from the school's administration to confirm the family's receipt of the second "red letter."

STRIKE TWO

A red citation is placed on the windshield of the car and a third "red letter" is mailed home informing the family of the infraction, notifying the family that a \$500 fine has been assessed to the family's School account, and directing the driver must meet with the Headmaster. Failure to meet with the Headmaster or failure to pay the fine in the normal course of the School's billing process will result in Strike Four. This letter will reemphasize why it is critically important to conform to the School Traffic & Parking rules. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the third "red letter."

STRIKE THREE



STRIKE FOUR

A red citation is placed on the windshield of the car and a final "red letter" is mailed home with notification that the non-cooperation clause is now invoked.

"Bentley reserves the right to suspend or terminate the attendance or refuse to extend the privilege of re-enrollment to Student if Bentley concludes that the actions of the Parent or any family member or family employee make such a positive and constructive relationship impossible or otherwise seriously interfere with Bentley's accomplishment of its educational purpose."

At this point, the driver must meet with the Headmaster in order to discuss any action that the Headmaster may take. Failure to do so is unacceptable and will be deemed a flagrant ignoring of School policy. Anyone receiving a fourth strike must understand that any and all consequence, up to expulsion of the family from the school may result. Such an action will be undertaken only after the Head deliberates and seeks appropriate advice. This mailing will be followed by a call from the School's administration to confirm the family's receipt of the third "red letter."



PARENT — EMPLOYEE AGREEMENT



PARENT — EMPLOYEE AGREEMENT

In order to insure that the full Bentley community understands and supports the school's efforts to be the best possible neighbor and in order to support the school's efforts to mitigate traffic impacts on Hiller Drive and surrounding roads, the following agreement must be signed, dated, and returned to the school. Please see the following slide for the Parent and Employee Agreement.



PARENT — EMPLOYEE AGREEMENT

I/we, the undersigned, have read Bentley School's Traffic & Parking Handbook and agree to abide by all of the school's Traffic and Parking rules. We understand and support the need to be good neighbors, to conduct ourselves in a polite and calm fashion while driving to and from school, while parking on campus or in the neighborhood, while dropping-off or picking up my/our child/children.

Further, I/we, the undersigned, agree to abide by any special rules or guidelines that may be imposed by the school from time to time. I/we are aware that such special rules may be imposed, for example, for special events (such as the Halloween Parade or Grandparents Day) and may include, for example, mandated off-site parking.

Parent/Employee Date

Parent/Employee

Please check this box if you plan to participate in alternate transportation offered by Bentley School.

- We will participate in the AC Transit Program
- We will participate in the Carpool to School Program
- We will participate in the Contra Costa County Shuttle (Durham School Services)



YOUR COMMITMENT

Bentley School is committed to teaching our students the value of environmental sustainability. While many of our students themselves may be too young to actively reduce their carbon footprint, you as a parent/guardian, or staff or faculty member, are not. We ask everyone in our school community to do what they can. *Thank you!*

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IMPORTANT CONTACT INFORMATION

Parent Carpool Committee

Wendi Berardi
510-843-2512 ext 2411
wberardi@bentleyschool.net

Traffic Compliance Supervisor

Wendi Berardi
510-843-2512 ext 2411
wberardi@bentleyschool.net

Feedback Hotline

feedback@bentleyschool.net

36

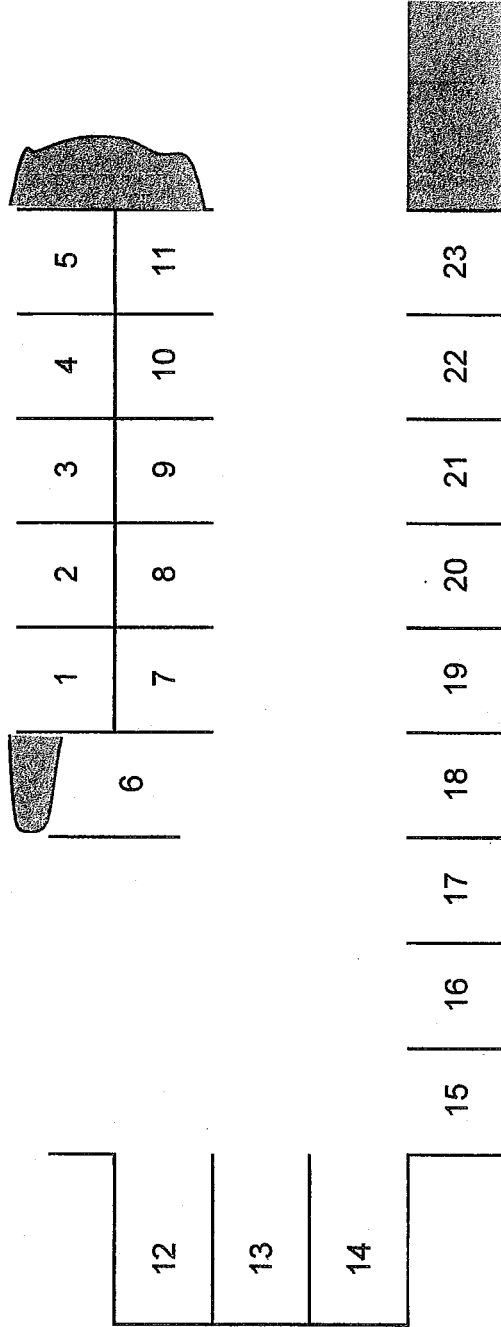


Appendix B: Staff Parking Maps



↑
North

Front Parking Lot
(Hiller Drive)

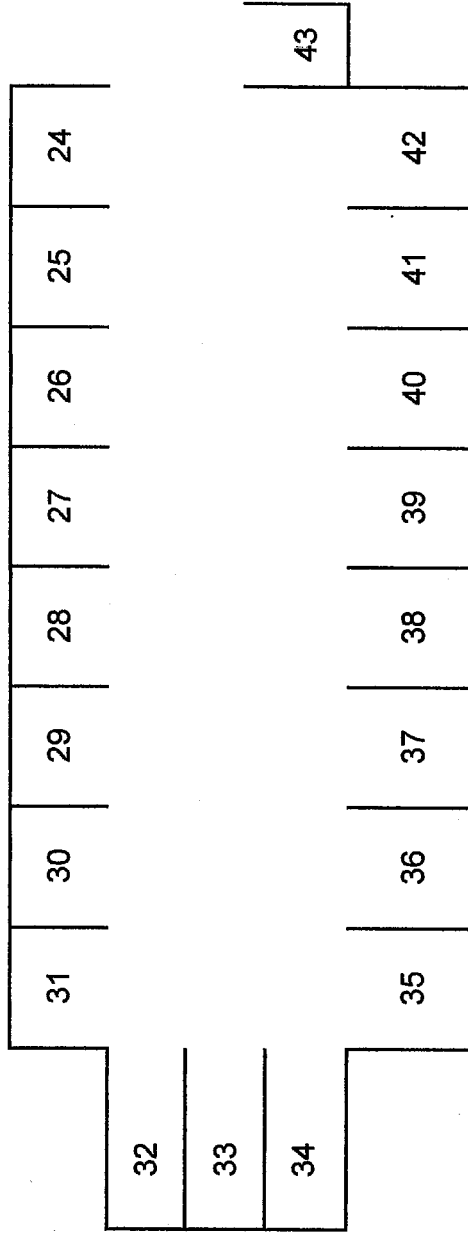


1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23

Lower Parking Lot
(Tunnel Road)



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48

Campus Driveway

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Handicap

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51

Claremont Hotel Parking

49

50

51

Appendix C: Independent Rule Enforcer Worksheets

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

DKS Associates
TRANSPORTATION SOLUTIONS

FIELD OBSERVATION NOTES – AM DROP-OFF or PM PICK-UP (circle one)

Date of Observation:		Position of Observation (note times observer is present):	
Name of Observer:			

STAGGERED DROP-OFF SCHEDULES (CONDITION 14c)

Observation times:		to	
--------------------	--	----	--

RIDESHARING (CONDITION 14d)

Indicate location of bus stop on the map	No. (Students)	No. (Staff)	Bus ID/Time (AC Transit/other)
No. arriving via bus at Hiller Dr Stop:	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u> 1 2 3 4 5 6 7 8 9 <u>50</u>	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u>	604 / 689 / Yellow Bus
No. arriving via bus at Tunnel Rd Stop:	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u> 1 2 3 4 5 6 7 8 9 <u>50</u>	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u>	604 / 689 / Yellow Bus
No. arriving via bicycles/walking:	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u> 1 2 3 4 5 6 7 8 9 <u>50</u> 1 2 3 4 5 6 7 8 9 <u>60</u> 1 2 3 4 5 6 7 8 9 <u>70</u> 1 2 3 4 5 6 7 8 9 <u>80</u> 1 2 3 4 5 6 7 8 9 <u>90</u> 1 2 3 4 5 6 7 8 9 <u>100</u>	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u>	
No. single occupant vehicle (student or staff alone):	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u> 1 2 3 4 5 6 7 8 9 <u>50</u> 1 2 3 4 5 6 7 8 9 <u>60</u> 1 2 3 4 5 6 7 8 9 <u>70</u> 1 2 3 4 5 6 7 8 9 <u>80</u> 1 2 3 4 5 6 7 8 9 <u>90</u> 1 2 3 4 5 6 7 8 9 <u>100</u> 1 2 3 4 3 4 5 6 7 8 9 <u>110</u> 1 2 3 4 5 6 7 8 9 <u>120</u> 1 2 3 4 5 6 7 8 9 <u>130</u> 1 2 3 4 5 6 7 8 9 <u>140</u> 1 2 3 4 5 6 7 8 9 <u>150</u> 1 2 3 4 5 6 7 8 9 <u>160</u> 1 2 3 4 5 6 7 8 9 <u>170</u> 1 2 3 4 5 6 7 8 9 <u>180</u> 1 2 3 4 5 6 7 8 9 <u>190</u> 1 2 3 4 5 6 7 8 9 <u>200</u>	1 2 3 4 5 6 7 8 9 <u>10</u> 1 2 3 4 5 6 7 8 9 <u>20</u> 1 2 3 4 5 6 7 8 9 <u>30</u> 1 2 3 4 5 6 7 8 9 <u>40</u> 1 2 3 4 5 6 7 8 9 <u>50</u> 1 2 3 4 5 6 7 8 9 <u>60</u> 1 2 3 4 5 6 7 8 9 <u>70</u> 1 2 3 4 5 6 7 8 9 <u>80</u>	
No. carpooling (circle groupings):			
Total No. of Absenses Today:			
Total No in Attendance Today:			
Total percent arriving by Bus/Transit:			
Total percent arriving by Walking/Bicycling:			
Total percent arriving by Carpool:			
Total percent arriving by Single Occupant			

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

DKS Associates

FIELD OBSERVATION NOTES - AM DROP-OFF or PM PICK-UP (circle one)

TRANSPORTATION SOLUTIONS

Date of Observation:		Position of Observation (note times observer is present):	
Name of Observer:			

STAGGERED DROP-OFF SCHEDULES (CONDITION 14c)

Observation times: _____ to _____

ON-SITE PARKING (CONDITION 14a)

No. vehicles in Upper lot:		Comments:
No. vehicles in Lower lot:		
No. vehicles on Hiller Dr:		
No. vehicles elsewhere on campus:		

(TA) TRAFFIC ASSISTANTS (CONDITION 14e)

Indicate location TA's on the map	Time Out	Time In	No.	No. w/ vest
One (1) Flag Person at Driveway Entrance (must be adult)				
One (1) TA at Front of Drop-off Lane (must be adult):				
One (1) TA within Driveway Loop (must be adult):				
One (1) TA at Driveway Exit (must be adult):				
Five (5) TA's at Loop, Exit, and Drop off Lane (can be student):				
TOTAL				

TRAFFIC SAFETY WARNING DEVICES (CONDITION 14f)

Indicate locations of devices on the map	Y or N	Time Out	Time In
Approved device used along drop-off/pick-up lanes:			
At least ONE (1) TA is present while devices are in use:			

OTHER ITEMS

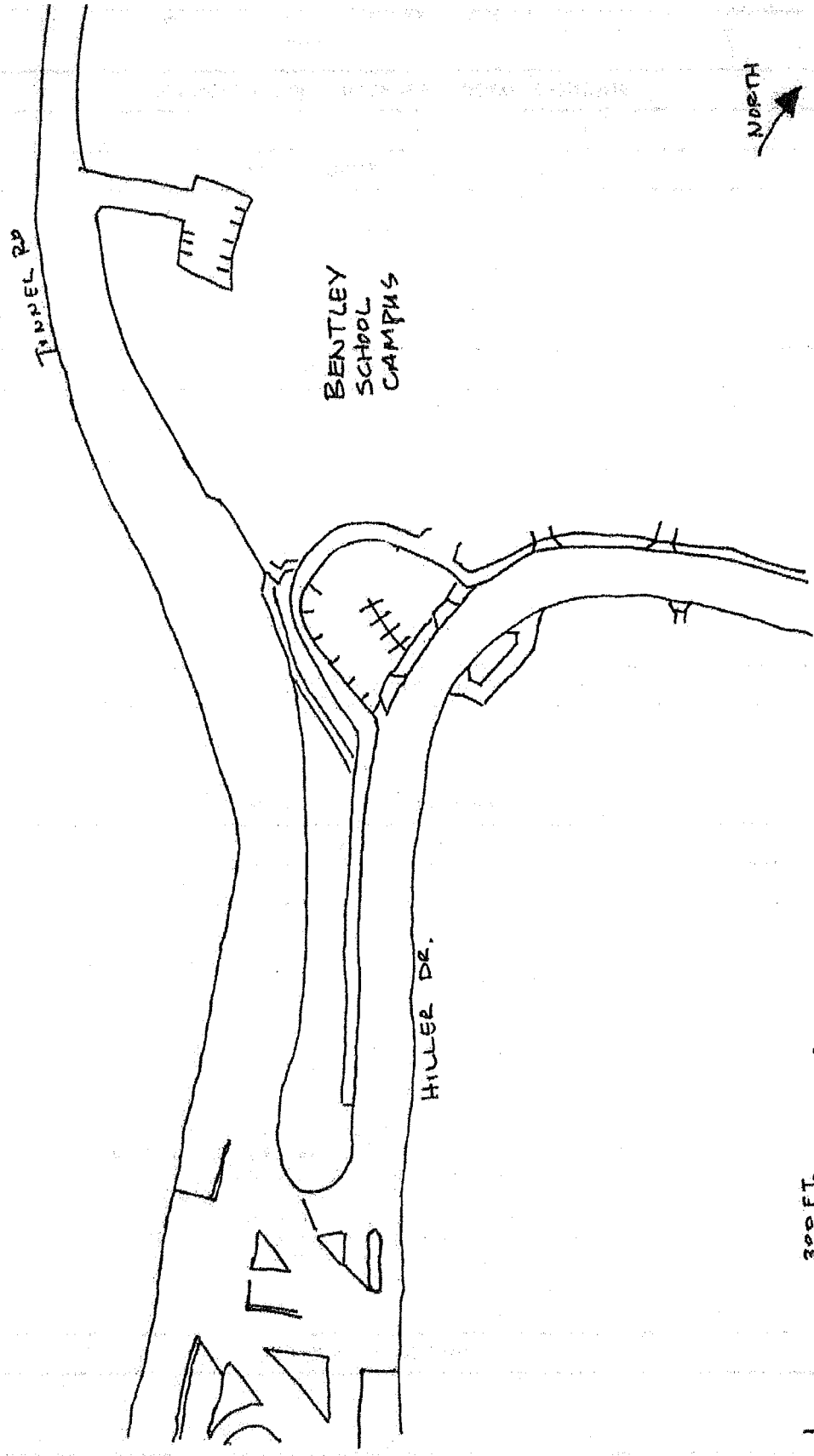
Start time:	0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.
No. Vehicles Stopping in Loop Driveway	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>	123456789 <u>10</u> 23456789 <u>20</u> 3456789 <u>30</u>
No. Vehicles Entering and Immediately Exiting Driveway	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>	123456789 <u>10</u> 123456789 <u>20</u> 123456789 <u>30</u> 123456789 <u>40</u> 123456789 <u>50</u> 123456789 <u>60</u> 123456789 <u>70</u> 123456789 <u>80</u> 123456789 <u>90</u> 123456789 <u>100</u>

MISC COMMENTS

DATE OF OBSERVATION: _____

FIELD NOTES

OBSERVER NAME: _____



300 FT.

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA
FIELD OBSERVATION NOTES

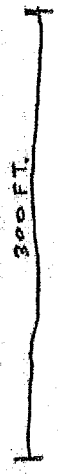
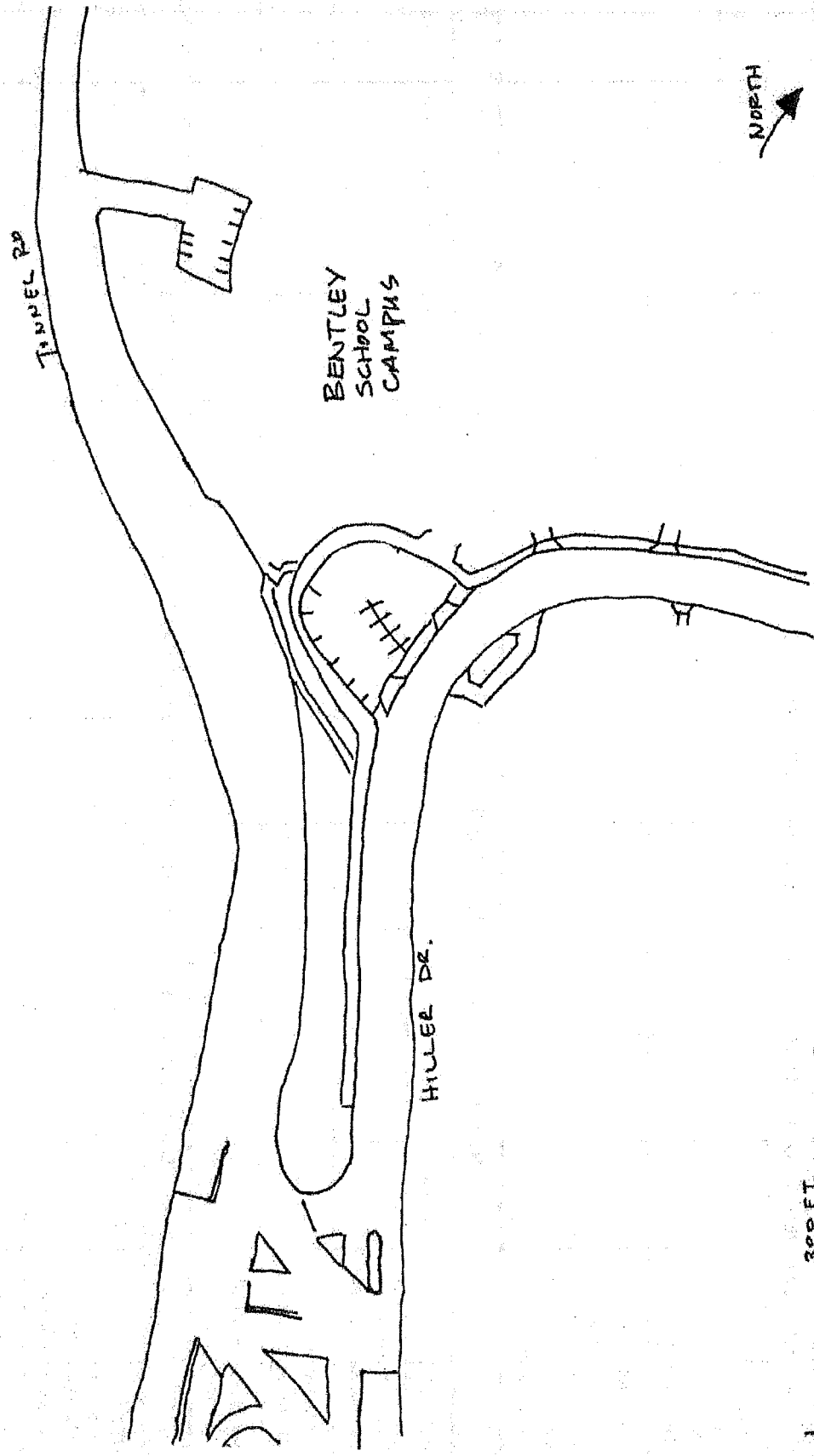
DKS Associates
 TRANSPORTATION SOLUTIONS

Date of Observation:		<i>Indicate overall maximum queue length on the map.</i>										Position of Observation:		
Name of Observer:														
SOUTHBOUND VEHICLE QUEUE LENGTH AT HILLER DR/TUNNEL RD INTERSECTION														
Start time:	0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.		
Max No. vehicles in Southbound Queue:														
Max No. buses in Southbound Queue:														
Max Queue Length (ft) Southbound Queue:														
NORTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE														
Start time:	0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.		
Max No. vehicles in Northbound Queue:														
Max No. buses in Northbound Queue:														
Max Queue Length (ft) Northbound Queue:														
SOUTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE														
Start time:	0-5 min.	5-10 min.	10-15 min.	15-20 min.	20-25 min.	25-30 min.	30-35 min.	35-40 min.	40-45 min.	45-50 min.	50-55 min.	55-60 min.		
Max No. vehicles in Southbound Queue:														
Max No. buses in Southbound Queue:														
Max Queue Length (ft) Southbound Queue:														

DATE OF OBSERVATION: _____

FIELD NOTES

OBSERVER NAME: _____



Appendix D: Sample Mode Share Target Estimates

SAMPLE MODE SHARE TARGET ESTIMATES FOR SCENARIOS 1 AND 2

Please note that the estimates are provided as potential modal targets.

SCENARIO 1

Mode	2010	75%	2012	65%
SOV	323		280	
MOV	24	6%	62	14%
Bus	79	18%	79	18%
Walk/Bike	5	1%	10	2%
Total	431	100%	431	100%

SCENARIO 1: REDUCED ADMIN. VEH. TRIPS

Mode	2010	74%	2012	64%
SOV	318		275	
MOV	25	6%	64	15%
Bus	83	19%	82	19%
Walk/Bike	5	1%	10	2%
Total	431	100%	431	100%

SCENARIO 2

Mode	2010	60%	2012	45%
SOV	258		193	
MOV	89	21%	149	35%
Bus	79	18%	79	18%
Walk/Bike	5	1%	10	2%
Total	431	100%	431	100%

SCENARIO 2: REDUCED ADMIN VEH. TRIPS

Mode	2010	59%	2012	44%
SOV	253		188	
MOV	92	21%	152	35%
Bus	81	19%	81	19%
Walk/Bike	5	1%	10	2%
Total	431	100%	431	100%

Appendix E: MOU to Train Bentley School Monitors

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OAKLAND POLICE DEPARTMENT AND BENTLEY SCHOOL
TO TRAIN BENTLEY SCHOOL TRAFFIC MONITORS**

This Memorandum of Understanding (the "MOU"), is made and entered into as of this ___th day of May, 2006, by and between the City of Oakland, (the "City"), a municipal corporation, and The Bentley School ("Bentley") a California nonprofit public benefit corporation (together, the Chief, the City, and Bentley are referred to as the "Parties").

RECITALS

A. Bentley owns and operates a private elementary and middle school in the City of Oakland located at One Hiller Drive. Hiller Drive is a public street in the City of Oakland. From time to time during peak student drop-off and pick-up periods, traffic flow in the vicinity of the school would benefit from the services of a traffic control monitor that is permitted to enter the paved right of way of Hiller Drive to direct and control the flow of traffic entering the school and driving in the vicinity of the school on Hiller Drive. Bentley seeks to use trained adult school volunteers, administrators, and teachers to act as traffic control monitors.

B. Oakland Municipal Code section 10.08.110 provides that "No person other than an officer of the Police Department, or a person authorized by the Chief of Police or person authorized by law shall direct or attempt to direct traffic by voice, hand or other signal."

C. The Chief, as the person empowered under section 10.08.110 to authorize non-officers to control traffic under certain circumstances, seeks to ensure (1) that the traffic control monitors receive appropriate training, (2) that the traffic control monitors follow certain protocols regarding traffic control, (3) that the City conducts appropriate monitoring and oversight of the performance of the traffic control monitors, and (4) that the City retains the authority to implement other methods of traffic control and to forbid trained school volunteers, administrators, and teachers to act as traffic control monitors.

D. The Parties desire to enter into this MOU to set forth the process for training and monitoring the traffic control monitors and to set forth certain protocols regarding traffic control at the school entrance.

AGREEMENT

NOW THEREFORE, the City and Bentley agree as follows:

1. CITY

a. Upon request, resources and schedules permitting, the Chief agrees to direct the Traffic Division or such other division of the Oakland Police Department to provide training consistent with Department traffic policies and procedures and the provisions of this MOU to designated Bentley volunteers, administrators, or teachers.

b. Provided Bentley is in compliance with the agreement and further provided that the Chief is satisfied that the traffic control monitors have received adequate training consistent with Department practices and the provisions of this MOU, the Chief agrees to authorize, pursuant to section 10.08.110, the use of non-officers for traffic control on Hiller Drive at the Bentley school entrance during peak student drop-off and pick-up periods. The agreement to authorize is expressly conditioned on Bentley agreeing to comply with the provisions of paragraph 2 below and further conditioned on Bentley's actual compliance with the provisions of paragraph 2 below. The Chief expressly reserves the right to withdraw such authorization at any time without cause. Provisions below regarding termination provide a guide for consideration of termination and do not modify the Chief's right to withdraw authorization at any time without cause.

2. BENTLEY

a. Bentley agrees to provide at least one traffic control monitor to conduct traffic control on Hiller Drive by the entrance to Bentley School during peak drop-off and pick-up times (when multiple vehicles que on Hiller Drive). For purposes of this MOU peak drop-off and pick-up times are from 8:00 am to 8:30 am and from 3:00 pm to 3:30 pm.

b. Bentley agrees to provide at least two additional attendants in the school parking lot to assist with efforts to get students into and out of motor vehicles during peak drop-off and pick-up times. OPD will only train individuals assigned by Bentley as Traffic Control Monitors and solely to conduct the traffic monitoring duties designated above.

c. Bentley agrees to provide such additional personnel as necessary to monitor and control unlawful or unsafe driving and pedestrian practices by Bentley school parents, students, or caregivers during peak drop-off and pick-up times. OPD will only train individuals assigned by Bentley as Traffic Control Monitors and solely to conduct the traffic monitoring duties designated above.

d. Bentley agrees that any traffic control monitor directing traffic on Hiller Drive by the entrance to Bentley School will receive training to the satisfaction of the Chief or the Chief's designee prior to engaging in such traffic control activities. This paragraph will become effective within a reasonable time following the execution of this MOU to allow for initial training by OPD.

e. Bentley agrees to pay the Oakland Police Department for the reasonable cost of training provided to Bentley. Bentley also agrees to pay the Oakland Police Department for reasonable inspections and monitoring work conducted by OPD to determine compliance with this agreement.

f. Bentley agrees that traffic control monitors will be provided with and utilize the following equipment: reflective vest and traffic control "STOP" sign. Bentley agrees to provide and utilize such other equipment as may be designated by the Chief from time to time.

6. INDEMNIFICATION

Bentley agrees to indemnify and hold harmless and, at the City's request, to defend the City, the Oakland Police Department, the Chief of Police, the City Council, Councilmembers, City officials, employees, officers and agent, from any and against any and all liabilities, claims, lawsuits, losses, damages, demands, debts, liens, costs, judgments, obligations, administrative or regulatory fines or penalties, actions or causes of action, and expenses (including reasonable attorneys' fees) and legal consequences of injury, damage, or loss, that allegedly arise from any act or omission in the performance of this MOU by Bentley, its officers, employees, agents, or a third party, and to bear solely and exclusively all the defense costs and expense of the same and to pay all claims, damages, judgments, legal costs, adjuster fees, and attorney fees related thereto.

7. PUBLIC RECORDS ACT

Bentley understands and acknowledges that the Chief and the City are subject to the City of Oakland Sunshine Ordinance and the California Public Records Act, and will therefore make information regarding this MOU available to the public upon request as required by said laws.

8. NO ASSIGNMENT

This MOU is personal to Bentley and is not assignable to any other person or entity without the prior written consent of the Chief and the City. Any attempt to assign this MOU or any part of the MOU without the prior written consent of the Chief and the City shall constitute a breach of this MOU and shall be void and of no force and effect.

9. ENTIRE AGREEMENT OF THE PARTIES

This MOU supersedes any and all agreements, either oral or written, and contains all of the representations and commitments between the parties with respect to the training of Bentley Traffic Control Monitors by the Oakland Police Department.

9. NOTICE

All notices under this MOU shall be sufficiently given if delivered, faxed, or mailed by registered or certified mail, postage prepaid, addressed to:

Bentley: Bruce Wallin
Director of Finance and Operations
Bentley School
One Hiller Drive
Oakland, CA 94618-2512

Facsimile: (510) 843-5162

Chief: For Chief Tucker
Capt. D. Kozicki
25601 73rd Ave
Oakland, CA 94605
510-777-8560

Copy To: Rocio Fierro, Esq.
Office of the City Attorney
Sixth Floor
One Frank H. Ogawa Plaza
Oakland, CA 94612

Facsimile: (510) _____

If mailed, the written notice shall be deemed received and shall be effective three (3) business days after deposit in the United States mail in the State of California or upon actual receipt by the addressee if earlier.

10. GOVERNING LAW

This MOU shall be construed in accordance with the laws of the State of California, except for those provisions preempted by federal law.

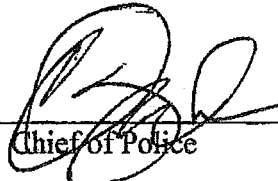
11. COUNTERPARTS

This MOU may be signed in multiple counterparts which, when signed by all Parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date first written above.

"CHIEF"

CHIEF OF POLICE FOR THE CITY OF OAKLAND,

By:  Chief of Police
Capt. D. Kozicki For
Chief Tucker

W.D. Tucker
"T..."

Approved as to form and legality:

By: _____
Rocio Fierro, Esq.
Deputy City Attorney

“BENTLEY”
a California nonprofit public benefit corporation

By: _____
Its: _____

Approved as to form and legality:



By: _____
Harold P. Smith
Attorney for Bentley

Appendix F: Claremont Hotel Parking Agreement

Robel Auto Parks Inc.

Zewdu Lidete

P.O. Box 420375 (510) 549-9285
SF, CA 94142 Fax (510) 549-1138

April 26, 2010

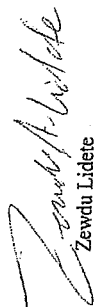
Mr. Duncan Lyon
Assistant Head of School
Bentley School
1 Hiller Drive
Oakland, CA 94611

RE: Parking at the Claremont Hotel, Berkeley, CA
8:00 AM to 6:00 PM – Monday to Friday

This letter will confirm that we will provide parking spaces for three cars at the Claremont Hotel beginning on May 1, 2010 for the following staff: Carol Passmore, Sherisse Dozier, and Devereaux Smith (who is a member of the Claremont Hotel Tennis Club).

Robel Auto Parks, Inc. is the parking service provider for the Claremont Hotel.

Sincerely,



Zewdu Lidete

Appendix G: Alameda County Safe Routes to School Program Overview



About the Alameda County Safe Routes to Schools Program

Safe Routes to Schools is an international movement dedicated to increasing the safety and number of children walking and bicycling to school. The Alameda County Partnership is a countywide collaboration to promote safe walking and biking to school and reduce traffic congestion in the areas surrounding schools throughout Alameda County. Our primary partners include TransForm (lead agency), Alameda County Public Health Department, and Cycles of Change. Other agencies and organizations with whom we collaborate include Supervisors Nate Miley and Alice Lai-Bitker; Berkeley Public Health Department; Oakland, Berkeley, San Lorenzo, Albany, Hayward, San Leandro School Districts; Oakland and Berkeley Police Departments; California Highway Patrol; Alameda County Sheriff's Office; Cities of Alameda, Albany, Berkeley, Dublin, Oakland, Pleasanton and San Leandro; and Alta Planning and Design.

The program provides training sessions, resources and customized support at no cost; while working together with schools, parents, and the local community to give kids an active, healthy start to the school day, reduce traffic congestion, and improve environmental health. Our program is available to any school in Alameda County that can provide parent and staff enthusiasm, support and volunteer power to champion the Safe Routes to Schools Program in the school. Our program is based on the comprehensive 5 E's model: **Education, Encouragement, Enforcement, Engineering, and Evaluation.** We encourage schools to address all 5 E's through the programs, tools, and assistance we provide. However, it is also possible to start out with only one or two programs in place.

Read on to find out more about the programs we offer to schools:

School Champion Workshops: For Parents and Others

Building a Movement: SR2S School Champion Training

This workshop equips Safe Routes to School (SR2S) champions (teachers, parents and other school community members) with the information and techniques necessary to organize and engage the community in walking and biking to school encouragement events and contests in schools. This workshop can also be adapted to a presentation to parent-teacher organizations such as a PTA or SSC.

School-wide Assemblies and Programs

School Puppet Assembly Program

In partnership with the Big Tadoo Puppet Crew, we provide a full 30-minute school assembly and puppet show about a student's journey to school.

Pollution Punch Card Contest

This month-long activity encourages students to walk and bike to school through raffle prizes and give-a-ways. Students keep track of when they walk and bike to school on their Pollution Punch Card, and once per week they get their card checked by a parent or student volunteer, who will give them rewards and enter their card into a raffle if they have walked or biked a certain number of times throughout the contest.

Bicycle Programs and Community Training Sessions

Bicycle PE Program

Provided for 5th graders in school, this 8 hour curriculum provides youth with bikes, helmets and instruction that will assist young people in developing bike control, safety navigation skills and a clear understanding of the rules of the road.

- Schools must have flexible scheduling so that youth can spend an entire day (6 hours) on their bikes or schedule PE periods 4 times a week for three weeks.
- Schools must have a secure location to store 30 bicycles.

Family Cycling Clinic

This parent/child workshop is designed to give the next generation of cyclists (and their parents) the skills and confidence to ride their bikes on today's roads. This half-day course provides classroom, blacktop and on the bike drills and activities that will assist young people in developing bike control, safety navigation skills and a clear understanding of the rules of the road.

Parent and Teacher Workshops

Walking School Bus Training Session

The Walking School Bus is a proven and tested method using the simple strategy of encouraging children to walk to school in groups supervised by parents or other adults. This training equips parents with everything they need to launch a Walking School Bus Program, including vests, stop signs, whistles, first aid kits, and pedestrian safety training as well as logistical organization and support.

Step by Step: A Parent's Safety Guide for Raising Kids who get around on human power

This 20 minute workshop is great for PTAs. It provides parents with a background on how kids see differently than adults and how to model, coach and observe youth's pedestrian habits.

Personal Safety Workshop: This 20-minute workshop empowers parents to teach their children to act safely around strangers on the streets while walking and bicycling. Walking with confidence, what to do during an emergency and signs of danger are issues that will get addressed during this important workshop.

Engineering

Walk Audit: Community Workshop and Conceptual Plan Design

Conducted by an experienced planning and design firm, this activity engages parents, school staff, Public Works representatives, traffic safety officers and other community leaders in identifying needed infrastructure improvements for safer walking and biking routes to school with a walk audit of the immediate neighborhood surrounding the school.

Contact us: Safe Routes to Schools Alameda County Partnership
c/o Transform
405 14th Street, #605, Oakland, CA 94612
Ph: 510-740-3150
Web: www.transformca.org/campaign/SR2S
Email: SR2S@transformca.org



BENTLEY SCHOOL

Dear Bentley Community,

As we begin our 97th year of excellence in teaching and learning at Bentley, we continue to take pride in many aspects of our vibrant school community. We strive to model a culture of respect in all that we do, including compliance with the Conditional Use Permits that direct the use of each of our beautiful campuses.

While the Lafayette Campus has its particular set of compliance objectives, this communication is directed at the Hiller Campus. At Hiller, operations occur in a more densely populated area and therefore require more vigilance on our parts in order to avoid intrusive and close observation on the part of a few of our nearest neighbors and to remain in compliance. Non-compliance may result in reduction of our hard-won enrollment number of 360 students, steep individual and institutional fines, and more onerous sanctions including additional hearings before the Oakland Planning Commission.

Included are the plans by which all of us must abide in order to be compliant. Whether you, a family member, or a designated driver in your household is coming on campus, the same rules must be strictly followed. No exceptions. Again, it is your responsibility to ensure that every driver from your home is familiar with, understands, and is both willing and able to abide by them.

We are pleased to tell you that, in order to meet our car count cap for the Hiller Campus, as well as to promote socially responsible "green thinking" transportation for Bentley students, bus service will be offered at no charge for the academic year. It is an opportunity to do our best in reducing traffic and our environmental footprint while teaching important lessons to the next generation of energy consumers.

As in the past, members of our faculty and administration will be on the front lines directing daily efforts. We hope to identify parent volunteers who wish to help Bentley in this important endeavor. Please email Cydnee Taylor (ctaylor@bentleyschool.net) if you are willing to help out. While carpools and traffic lines can be frustrating, we expect a spirit of cooperation and respect from one and all. Remember that children learn from the way they see us behave, not so much from our words or our good intentions, but from our actions.

Thank you for all your support in the past with our traffic challenges and for your anticipated good will going forward. I believe that, with all of us working together, Bentley will become a model school for successful transportation efforts.

Gratefully,

Head of School

**BENTLEY SCHOOL
OAKLAND CAMPUS (K-8)
TRAFFIC & SAFETY HANDBOOK**

**BE A GOOD NEIGHBOR IN HILLER HIGHLANDS
TRAFFIC & PARKING RULES**

Families and faculty at the Oakland Campus are all part of the Hiller Highlands Community and we all share the commitment to work hard to be good neighbors. We pledge to do our part to:

- Keep our students safe
- Keep traffic flowing smoothly
- Obey the Bentley School Traffic Rules
- Respect and Obey the Traffic Monitors
- Do not text or talk on a cell phone while driving through campus (unless hands-free)
- Do not make U Turns anywhere on Hiller Drive or North or South Hill Court – Ever!
- Remember not to block driveways...we are all neighbors.
- Do not get out of or leave your car at any time during drop off or pick up.
- Always remember: We share Hiller Drive with our Neighbors

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SINGLE OCCUPANCY VEHICLES

Bentley Traffic Drop-off/Pick-up Directions

Try to arrive for morning drop-off prior to 8:00 AM when there is no traffic congestion.

The School creates two lanes of traffic, utilizing orange delineators (cones), for cars moving southbound on Hiller Drive towards Tunnel Road. The area closest to the sidewalk is used for families during the drop-off and pick-up times.

- A. Drive northbound on Hiller Drive towards the campus, using your turn signal (this alerts Hiller Highland drivers that you are turning and not continuing northbound);
- B. When approaching the parking lot, please stay to the left closest to the yellow line, leaving enough room on your right side for other cars to pass and continue up Hiller Drive;
- C. Wait for the Traffic Monitor's signal to proceed slowly and cautiously into the driveway;
- D. Drive through the semi-circular parking lot exiting to the right back onto Hiller Drive. Remember to watch and look left for oncoming traffic;
- E. DO NOT Drop students off in the semi-circle at any time;
- F. If there are no cars ahead of you, proceed all the way to the front of the line which is noted by a "STOP HERE" sign on the sidewalk.
- G. Please always follow Traffic Monitors' motions to move forward, as they will have a different view of traffic than you might have;
- H. Traffic Monitors will open doors, remove backpacks from trunks, etc. Please remain in your car at all times;
- I. Merge into oncoming traffic carefully. Do not block lanes of traffic at any time.

In the event an emergency vehicle arrives, please pull off to the right side as you normally would anywhere else. This may require you to drive past the parking lot at school. Wait until the emergency vehicle has passed and make U-turns in the safe, designated locations (stop light at Hiller Drive & Tunnel Roads or out of the school zone north of Kaiser School) to enter the drop-off or pick-up zones again.

Compliance

EACH MEMBER OF THE BENTLEY COMMUNITY—STUDENTS, FACULTY, STAFF, FAMILIES—ARE PART OF OUR COMMITMENT TO BE GOOD NEIGHBORS IN THE HILLER HIGHLANDS. THANK YOU IN ADVANCE FOR YOUR SUPPORT DURING THE SCHOOL YEAR.

Drop off and Pick Up Schedules

Hiller Campus *starting bell times* are as follows:

Monday-Friday

K-5 8:25 a.m.

6-8 8:20 a.m.

Hiller Campus *dismissal times* are as follows:

Monday-Thursday Friday

K-1 2:40 p.m. 1:00 p.m.

2-3 3:00 p.m. 1:20 p.m.

4-5 3:15 p.m. 1:40 p.m.

6-8 3:30 p.m. 2:15 p.m.

Parking Lots and Our Faculty

Faculty parking at the Oakland Campus requires the same commitment to be a good neighbor as we ask of our parent community. Each faculty member is assigned a space or given instructions about where to park in the Campus area. Most importantly, we have pledged to the City of Oakland and our Hiller Neighbors that no faculty and staff from Bentley will park on the "Hill" or on North Hill Court, at any time, ever. During the year, every faculty member will have a space they will use either on one of the Oakland Campus lots or in an off campus site, other than Hiller Highlands, designated by the School. In addition, special event parking rules apply to faculty and staff as well.

<i>When can I park in the lot?</i>	Parent Parking in LOTS	
	Monday - Friday	Saturday
School IN session	NO	---
School NOT in session	OK	OK
SPECIAL EVENT	Firestorm Garden or Lake Temescal Shuttle	OK

Bentley Traffic Team and how to volunteer

The Bentley Traffic team is comprised of administrators, faculty and volunteers. Cydnee Taylor is leading the Traffic Compliance effort. Cydnee can be reached at 510.843.2512, ext. 2462 or ctaylor@bentleyschool.net.

The morning traffic shifts are from 8:00 to 8:30 and the afternoon traffic shifts are from 2:40 to 3:40. Fridays have a different pick-up schedule; the afternoon shift lasts from 1:00 to 2:30.

Bentley School

Traffic Safety & Rules

SAFETY IS OUR #1 PRIORITY !!

Follow these simple rules. As always, drive courteously and carefully at all times, while in the neighborhood, when coming to or going from school, and when on campus. Courteous and careful driving ensures the welfare of our children, but also the safety, convenience, and respect of our neighbors.

DO

Remember to use your turn signal when entering the Hiller Drive parking lot.
Try to arrive prior to 8:00 AM when there is little or no congestion.
Stay in the center lane closest to the yellow line. Leave enough room on your right side for other cars to pass and continue up Hiller Drive.
Make sure to wait for the Traffic Guard's hand signal before turning into the parking lot.
Stay in your car. A staff member will assist your child out of the car and gather items from the trunk if needed.
Follow all traffic volunteers' and school staff's instructions in a timely and courteous fashion.
Merge into oncoming traffic carefully. Be sure you are not blocking the lanes of traffic on Hiller Drive.
Park in either the Hiller Drive and the Tunnel Road parking lots during evening and weekend events. Use street parking ONLY as a last resort and ONLY when all on campus parking has been used.

DO NOT

Make any U-TURNS in the neighborhood. The safest area is at the end of the cul-de-sac on North Hill Court.
Pull into or block, even for a moment, any of our neighbors driveways.
Park in RED ZONES
Park in the designated BUS ZONES. South end of Hiller Drive closest to Tunnel Road.
Park on the street across from the Firestorm Memorial Garden.
Jaywalk! To maintain safety in front of our school, we ask that you use the crosswalk near Kaiser School.
Turn left when exiting the school's Hiller Drive parking lot.

Thank you for your commitment to Bentley School's traffic safety and rules.
 We appreciate the continued support in making Bentley a better school and to improving our neighborhood.



INTERCAMPUS BUS

Six Ways to Come to School (Hiller Campus)

- 1. Bentley Bus:** The Hiller Campus offers bus service to high residency areas, including Joaquin Miller, Lake Temescal, Montclair Village, Orinda, Piedmont, Park Boulevard, Rockridge, and Trestle Glen.
- 2. Carpool:** Use the My Bentley Directory, and the Map feature, to find families close to you.
- 3. Public Transit:** Bentley offers one AC Transit line to School. The 604 AC Transit route serves the South/West Berkeley areas. The 604 bus drops off at the bus stop just north of the entrance to the Tunnel Road faculty parking lot, discharges at 8:04 a.m. and loads on Tunnel Road at 3:41 p.m. and 4:21 p.m.
- 4. Walk to Bentley:** Walking up Tunnel Road to our pathway near the AC Transit stop is a great way to get to school. Always walk safely and be aware of cars traveling on Tunnel Road. Also, the permission packet for students to walk home, which requires parental signature, can be obtained from the School.
- 5. Bike to Bentley:** Older Students and Faculty have the option of riding bikes to school. Oakland Campus students and faculty, carefully travel up Tunnel Road or down Hiller Drive. Bike racks are available in a secure area at the top of the driveway.
- 6. Single Occupancy Vehicle:** If you must travel in a single occupancy vehicle, always follow the directions of the Traffic Monitors. Obeying all traffic rules is a required part of each family's contract with Bentley. Note parking restrictions at all times.

First day of school

August 31, 2016 Bentley Buses are operating

No Bus Service Days

September 5, 2016

October 10, 2016

October 14, 2016

November 21-25, 2016

December 19, 2016 – Jan 3, 2017

January 16, 2017

February 20-24, 2017

April 6, 2017

April 10-14, 2017

May 29, 2017

Last day of school

June 8, 2017 Oakland campus bus service will be operating

June 9, 2017 Lafayette campus bus service will be operating

Route Schedules

ATTENTION: Times are dependent upon traffic flow and are subject to adjustments during opening days of school. If the bus reaches its capacity it will still stop at each stop on the route. Rainy Days: Parents please **arrive five minutes earlier** than the listed schedule times on rainy days.

Bus company is Durham, yellow buses. [Register to take the bus](#): link is also [on this public page](#).

Route 901, a.m., p.m. & Late 6p.m.

AM

7:15 a.m. depart Pleasant Valley Ave. & Broadway (near Safeway)
7:20 a.m. depart Rockridge BART (AC Transit stop @ College Ave)
7:30 a.m. depart Lake Temescal (North side Broadway entrance, nearest Hwy 24) **NO TRANSFERS TO 902 ANY MORE.**
7:45 a.m. arrive Bentley Lafayette campus (Drop off only, no pickup, between SPAC & South Bldg.)
7:53 a.m. depart Orinda BART (on west side of Camino Pablo)
8:03 a.m. depart back at Bentley Lafayette campus (Pick up LS/MS students outside the Athletic Center)
8:17 a.m. arrive Bentley Oakland campus

PM

3:45 p.m. depart Bentley Oakland campus (Fridays - 2:30pm)
4:00 p.m. depart Bentley Lafayette campus (Fridays - 2:50pm)
4:10 p.m. arrive Orinda BART (West side of Camino Pablo) (Fridays - 3:00pm)
4:15 p.m. arrive Lake Temescal (North side, nearest Hwy 24) (Fridays - 3:05pm)
4:30 p.m. arrive Rockridge BART (AC Transit stop @ College Ave) (Fridays - 3:20pm)
4:35 p.m. arrive Pleasant Valley Ave. & Broadway (near Safeway) (Fridays - 3:25pm)

6:00 p.m. Late Route

6:00 p.m. depart Bentley Lafayette (Fridays - 5:00pm)
6:10 p.m. arrive Orinda BART (on west side of Camino Pablo) (Fridays - 5:10pm)
6:15 p.m. arrive Lake Temescal (North side, nearest Hwy 24) (Fridays - 5:15pm)
6:25 p.m. arrive Rockridge BART (AC Transit stop @ College Ave) (Fridays - 5:25pm)
6:30 p.m. arrive Pleasant Valley Ave. & Broadway (far right side, facing Safeway) (Fridays - 5:30pm)

Route 902, a.m. ONLY. All Oakland addresses. **No Lake Temescal stop.**

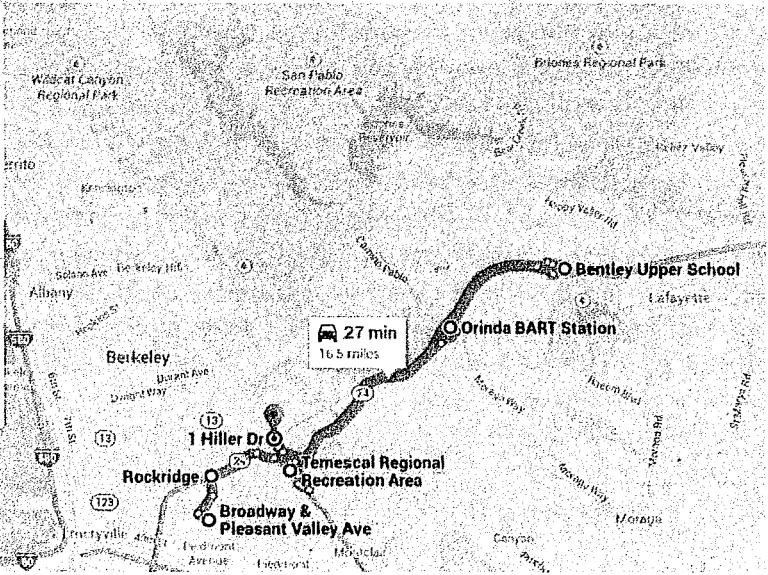
7:15 a.m. depart 4059 35th Ave.
7:20 a.m. depart Woodminister Market, 5000 Woodminister Ln.
7:30 a.m. depart Park Blvd. & Dolores Ave.
7:40 a.m. depart Crocker Highlands Elementary School, 525 Midcrest Rd. (Pickup is at the back of the school on Longridge Rd.)
7:50 a.m. depart Cybelle's Pizza, 3762 Piedmont Ave.
8:00 a.m. depart 5716 Broadway Terrace, near Village Market
8:10 a.m. depart Hiller Drive, between Hawks Hill Ct. and Starview Dr.
8:15 a.m. arrive Bentley Oakland campus

Maps

Route 901, a.m. & p.m.

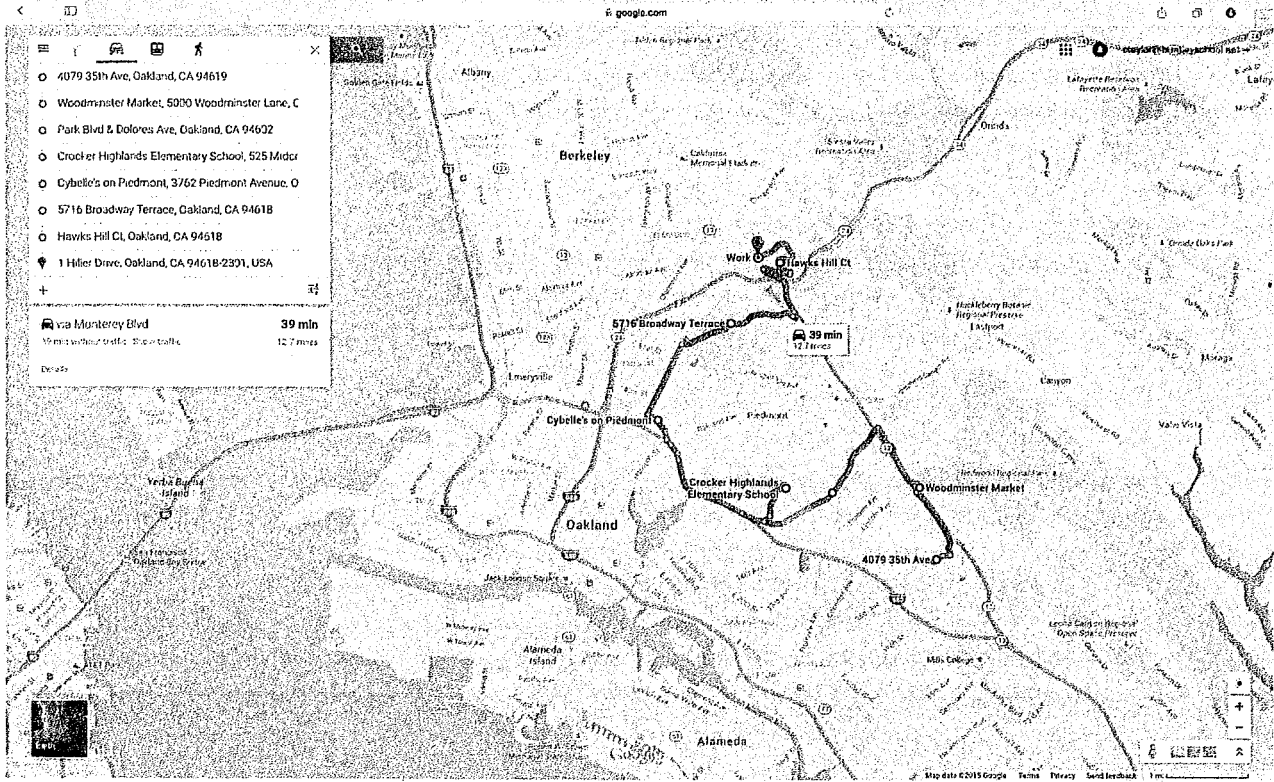
- Broadway & Pleasant Valley Ave, Oakland, CA
- Rockridge, 5660 College Ave, Oakland, CA 94618
- Temescal Regional Recreation Area, 6502 Broad
- Orinda BART Station, 11 Camino Pablo, Orinda, CA
- Bentley Upper School, 1000 Upper Happy Valley
- 📍 1 Hiller Dr, Oakland, CA 94618

Route options	
🚗 via CA-24 W	27 min
27 min without traffic · Show traffic	16.5 miles
☰ List all steps	Preview steps



Route 902, a.m. ONLY

- 4079 35th Ave, Oakland, CA 94619
 - Woodminster Market, 5030 Woodminster Lane, C
 - Park Blvd & Dolores Ave, Oakland, CA 94602
 - Crocker Highlands Elementary School, 525 Midco
 - Cybelle's on Piedmont, 3762 Piedmont Avenue, O
 - 5716 Broadway Terrace, Oakland, CA 94618
 - Hawks Hill Ct, Oakland, CA 94618
 - 📍 1 Hiller Drive, Oakland, CA 94618-2301, USA
- | Route options | |
|---------------------------------------|------------|
| 🚗 via Monterey Blvd | 39 min |
| 39 min without traffic · Show traffic | 12.7 miles |



Special Event Parking and Shuttles

The school is limited in the number of special events it is able to hold at the Hiller Campus each year. Please visit the ALL School calendar for event schedules. An event may not be added without the permission of our Compliance Assistant, Cydnee Taylor, who can be reached at 510.843.2512, ext. 2462 or at ctaylor@bentleyschool.net.

During any Oakland campus SPECIAL EVENT, the School will prohibit all "Hill Parking." Parking will be handled by first using all spaces in the Tunnel Rd. and Hiller Lots, Parking on the Upper Oval of the Hiller Campus, and then, finally, along the firestorm garden. Remember: **No Hill Parking during special events.** Directions to the Tunnel Road Lot are below.

For special event parking, we will utilize one of two options: shuttles from either the Kaiser School (up Hiller Drive off South Hill Court) or the Lake Temescal parking lot. Please review the parking plan for each event you plan to attend.

Directions to the Lake Temescal Lot (located next to the Highway 24-Highway 13 interchange) in Oakland are:

From the South: From Montclair, take Hwy 13 east (Walnut Creek) and exit at Old Tunnel Road. At the exit, turn right onto Broadway Avenue and proceed west to the parking lot entrance on your left.

From the East: From Walnut Creek, take Hwy 24 west, using the right bore of the Caldecott Tunnel, take the first exit after the tunnel, proceed on frontage road (Caldecott Lane) (0.3 miles), turn left over the freeway, turn right onto Broadway Avenue, and left into the parking lot.

From the North: From Berkeley, take Hwy 24 east to the Old Tunnel Road exit, turn right at the exit, proceed west (right) on Broadway Avenue, and turn left into the parking lot.

Directions to the Tunnel Road Parking Lot

The lower parking lot is located on Tunnel Road, between Hiller Drive and Vicente Road. It is the first driveway on the right, immediately after the bollards (white plastic poles) end. There is a red and white sign posted at the entrance of the driveway, which says: "Private Property/Driveway."

PUBLIC TRANSIT

Transit Cards and Ticket Options

Clipper Card

• Clipper is an all-in-one transit card that keeps track of any passes, discount tickets, ride books, and cash value that you load onto it, while applying all applicable fares, discounts, and transfer rules. This lets you customize your card for your own transit needs. The Clipper card can hold multiple passes, ride books or tickets (which are specific to the transit system being used), as well as cash value.

• You can add value (in the form of both passes and cash value) to your card as you go or, for added convenience, you can set up your card to automatically reload whenever your pass expires or your cash balance falls below a certain level.

• Clipper can be used now on Muni, BART, AC Transit, Caltrain, and Golden Gate Transit and Ferry, VTA and SamTrans.

BART Student Discount Tickets

Bentley is proud to offer students discounted tickets through BART's Orange ticket program. Tickets are sold by participating schools only. Schools collect payment in advance from students and place ticket orders directly with BART.

• *Who's eligible?*

Students age 13 to 18 who are enrolled in middle or secondary school. The orange ticket may be used only for trips to and from school or school-sponsored events, Monday-Friday only.

• *What's the fare?*

50% of full fare. Orange tickets with a \$32 value are sold for \$16.

Transportation Links

Create your transportation plan for your life at Bentley:

AC Transit	Safe Routes to School
http://www.actransit.org	http://www.saferoutestoschools.org
Durham School Services	BART
www.durhamschoolservices.com	http://www.bart.gov

Susan Piper <susangpiper@gmail.com>

Gmail

Fwd: Bentley Event Parking

8 messages

Tue, Oct 25, 2016 at 10:16 AM

linda harris <lkharris73@gmail.com>
 To: Sue Piper <susangpiper@gmail.com>

----- Forwarded message -----

From: linda harris <lkharris73@gmail.com>
Date: Tue, Oct 25, 2016 at 9:23 AM
Subject: Bentley Event Parking
To: Heather Klein <Hklein@oaklandnet.com>, cuphotline <cuphotline@bentleyschool.net>
Cc: Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>

Hello Heather and CUP Hotline:

Last week on October 20, Bentley held an event for which their guests parked in most of the available spaces on the north side of Hiller Drive. I saw a person wearing a safety vest placing yellow notices on some windshields stating that the car was parked in violation of the school's parking rules. See attached photos. We have not seen reports of enforcement actions Bentley takes after it issues such notices or warnings but hope that there is an enforcement plan in place before the next time. I did not see the sandwich board sign placed in front of the school that day to divert parents from parking on Hiller but it isn't legible from a moving car in any case and if it was in place, it was not an effective deterrent.

At 2:45 on the same day Gordon and Sue had to ask a Bentley parent, whose black sedan was blocking their driveway, to move. She had parked behind a yellow school bus without sufficient rear clearance. She moved her car reluctantly.

Parents continue to use driveways for u turns and frequently park so close to our driveway entrances they create a hazard for homeowners trying to exit their own driveways. The Piper's and my driveway are the most frequently used in this way because they are closest to Bentley.

We note that DKS has consistently recommended that one or two traffic assistants be stationed on Hiller Drive between North Hill Court and the school driveway for increased safety and enforcement. These assistants could be active in enforcing the no parking rules for events such as the one that recently filled Hiller Drive and in encouraging "Good Neighbor Policies" such as not pulling into or blocking a neighbor's driveway and not parking in the red zones near the driveways. We hope that Bentley will finally accept that safety recommendation or that the City will require that they do.

Thank you,
 Linda Harris

2 attachments

2016-10-20 11.44.39.jpg
 3657K

2016-10-20 11.44.47.jpg
 1713K



Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>
To: Susan Piper <susanpiper@gmail.com>

Mon, Nov 14, 2016 at 3:48 PM

----- Forwarded message -----

From: **Wendi Berardi** <wberardi@bentleyschool.net>

Date: Fri, Nov 4, 2016 at 11:52 AM

Subject: Re: Bentley Event Parking

To: linda harris <lkharris73@gmail.com>

Cc: Heather Klein <hklein@oaklandnet.com>, cuphotline <cuphotline@bentleyschool.net>, Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>, "Klein, Linda C." <lklein@coxcastle.com>, "Mudge, Annie" <amudge@coxcastle.com>

Dear Linda,

Bentley School has addressed your email. See responses below.

Last week on October 20, Bentley held an event for which their guests parked in most of the available spaces on the north side of Hiller Drive. I saw a person wearing a safety vest placing yellow notices on some windshields stating that the car was parked in violation of the school's parking rules. See attached photos. We have not seen reports of enforcement actions Bentley takes after it issues such notices or warnings but hope that there is an enforcement plan in place before the next time. I did not see the sandwich board sign placed in front of the school that day to divert parents from parking on Hiller but it isn't legible from a moving car in any case and if it was in place, it was not an effective deterrent.

Response: Please review our policies and procedures by visiting https://bentleyschool.myschoolapp.com/ftpimages/418/download/download_1669916.pdf. There are several pages in the Traffic Handbook that explain the School's "Four Strike" policy.

At 2:45 on the same day Gordon and Sue had to ask a Bentley parent, whose black sedan was blocking their driveway, to move. She had parked behind a yellow school bus without sufficient rear clearance. She moved her car reluctantly.

Response: We did not observe this behavior. The school bus for Bentley does not stop on the incline near the Piper's driveway. Given the location where the bus does stop, which is approximately 3 to 4 bus lengths from the Piper's driveway, there would never be a situation where a car parked behind the school bus would interfere with driveway access.

Parents continue to use driveways for u turns and frequently park so close to our driveway entrances they create a hazard for homeowners trying to exit their own driveways. The Piper's and my driveway are the most frequently used in this way because they are closest to Bentley.

Response: We do often observe cars that enter the neighborhood in error and turn around. It's a wrong assumption that every vehicle that violates a traffic rule is associated with Bentley. We do monitor U-turns from the Bentley community and take appropriate action when such behavior is observed. Regarding the parking near or close to neighbors' driveways, as long as drivers are not in the red zone, they are not illegally parked under City standards.

We note that DKS has consistently recommended that one or two traffic assistants be stationed on Hiller Drive between North Hill Court and the school driveway for increased safety and enforcement. These assistants could be active in enforcing the no parking rules for events such as the one that recently filled Hiller Drive and in encouraging "Good Neighbor Policies" such as not pulling into or blocking a neighbor's driveway and not parking in the red zones near the driveways. We hope that Bentley will finally accept that safety recommendation or that the City will require that they do.

Response: Bentley takes DKS's recommendations into account.

Sincerely,
Wendi Berardi
Bentley School
Complaint Manager
1 Hiller Drive | Oakland, CA 94618
510.843.2512 x2411 | 510.845.6516 (Fax)
wberardi@bentleyschool.net

On Tue, Oct 25, 2016 at 9:23 AM, linda harris <lkharris73@gmail.com> wrote:
Hello Heather and CUP Hotline:

Last week on October 20, Bentley held an event for which their guests parked in most of the available spaces on the north side of Hiller Drive. I saw a person wearing a safety vest placing yellow notices on some windshields stating that the car was parked in violation of the school's parking rules. See attached photos. We have not seen reports of enforcement actions Bentley takes after it issues such notices or warnings but hope that there is an enforcement plan in place before the next time. I did not see the sandwich board sign placed in front of the school that day to divert parents from parking on Hiller but it isn't legible from a moving car in any case and if it was in place, it was not an effective deterrent.

At 2:45 on the same day Gordon and Sue had to ask a Bentley parent, whose black sedan was blocking their driveway, to move. She had parked behind a yellow school bus without sufficient rear clearance. She moved her car reluctantly.

Parents continue to use driveways for u turns and frequently park so close to our driveway entrances they create a hazard for homeowners trying to exit their own driveways. The Piper's and my driveway are the most frequently used in this way because they are closest to Bentley.

We note that DKS has consistently recommended that one or two traffic assistants be stationed on Hiller Drive between North Hill Court and the school driveway for increased safety and enforcement. These assistants could be active in enforcing the no parking rules for events such as the one that recently filled Hiller Drive and in encouraging "Good Neighbor Policies" such as not pulling into or blocking a neighbor's driveway and not parking in the red zones near the driveways. We hope that Bentley will finally accept that safety recommendation or that the City will require that they do.

Thank you,
Linda Harris

Neighbors for Safety in Hiller Highlands

Susan piper <susangpiper@gmail.com>
To: Brenda Roberts <broberts@oaklandnet.com>

Mon, Nov 14, 2016 at 6:28 PM

FYI

Sue Piper. Please excuse any misspellings or typos. Sent from my IPAD.

Begin forwarded message:

From: Neighbors for Safety in Hiller Highlands <neighbors.safety.hiller.highlands@gmail.com>
Date: November 14, 2016 at 3:48:09 PM PST
To: Susan Piper <susangpiper@gmail.com>
Subject: Fwd: Bentley Event Parking

[Quoted text hidden]

Susan Piper <susangpiper@gmail.com>
 To: Linda Harris <lkharris73@gmail.com>

Mon, Nov 14, 2016 at 6:36 PM

This is a great reason for us to install street cameras-- then we would have footage with license plates of all those people who are not following Bentley's traffic manual! I should have taken photographs.

I found Wendi's response insulting, and not great public relations for the school. If they truly wanted to improve relations, they would have at least said they would look into it, rather than brushing us off.

Sue

----- Forwarded message -----

From: Susan Piper <susangpiper@gmail.com>
Date: Mon, Nov 14, 2016 at 6:28 PM
Subject: Fwd: Bentley Event Parking
 [Quoted text hidden]

--
 Sue Piper

Linda Harris <lkharris73@gmail.com>
 To: Susan Piper <susangpiper@gmail.com>

Mon, Nov 14, 2016 at 7:01 PM

Yes. I didn't respond to her disrespectful response.

Sent from my iPhone

[Quoted text hidden]

Susan Piper <susangpiper@gmail.com>
 To: Linda Harris <lkharris73@gmail.com>

Mon, Nov 14, 2016 at 7:04 PM

Glad I wasn't the only one who thought it disrespectful. I did, however, forward it to Brenda Roberts so she can get a taste of how we are treated.

Gord and I will work on editing the memo for Heather tonight.

Are you back in town for a while, or planning on going back up to Tahoe for Thanksgiving? We'll be at Tracy's in San Francisco for Thanksgiving. Joanna and Carlos will be coming to Oakland for Christmas.

Sue

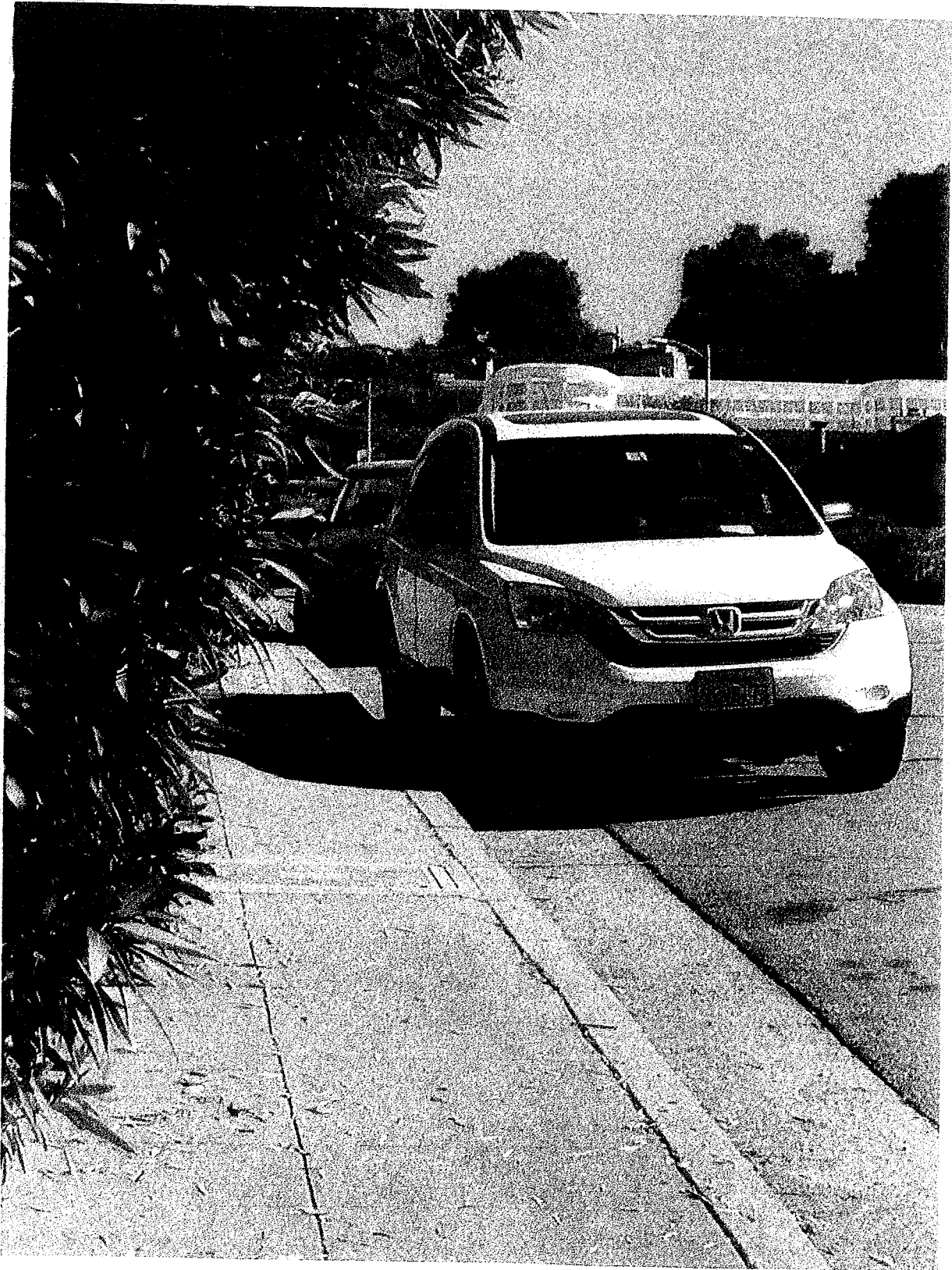
[Quoted text hidden]

--
 Sue Piper

Linda Harris <lkharris73@gmail.com>
 To: Susan Piper <susangpiper@gmail.com>

Mon, Nov 14, 2016 at 7:38 PM





rachel flynn

Gmail

March 21, 2014

Move to Inbox

COMPOSE

CNN.com Recently Published/Updated - Israel demolishes homes after Jerusalem

Inbox (5,970)

Request for Meeting Re Continuing CUP Violation

In

Starred

Important

Sent Mail

Drafts (348)

Circles

Notes

Personal

Gordon Piper <rgpiper33@gmail.com>
to Rflynn

I would like to request a meeting with you to discuss the continuing CUP v Department staff to address the continuing violations and the lack of enfor

I am the immediate neighbor of the Bentley School and regularly see viola for hours who is not being reported by the Bentley School as an employee

The Bentley School claims to only have one maintenance employee worki week taking trash to the trash storage area, and another groundsperson re continuing violation of the CUP limit of 71 employees for the last three yea Gordon Piper, 33 Hiller Drive

Search people...

- Alex Miller-Cole
- arthur boone
- Betty Allums
- Susan Piper
- Wendy Millar
- Wensong Li
- Brenna Blessing
- David Kessler
- David Leafhopper
- linda harris

2 Attachments



Ranelletti, Darin <DRanelletti@oaklandnet.com>
to me, Rachel

Mr. Piper,

I'm the Deputy Director of Planning here at the City of Oakland. I'm res

Regards,

Darin Ranelletti

Darin Ranelletti, Deputy Director
City of Oakland

mjpiper1000@gmail.com

Gmail

Move to Inbox

COMPOSE

Fwd: Car in driveway

Inbox x

Inbox (5,115)

Starred

Important

Sent Mail

Drafts (189)

Circles

Notes

Personal

SBCYahoo Mail (57)

G Gordon



Susan Piper

to me

----- Forwarded message -----

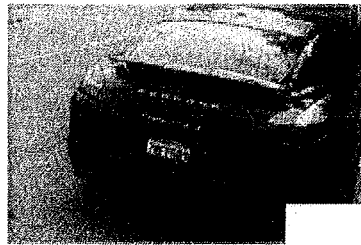
From: Michael Piper <mjpiper1000@gmail.com>

Date: Mon, Mar 6, 2017 at 4:08 PM

Subject: Car in driveway

To: Susan Piper <susangpiper@gmail.com>

3 Attachments



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8.37 GB (55%) of 15 GB used
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1 of 8 Bentley parent cars parked in my red zone
on driveway - pictures taken by my son Michael
March 6, 2017







Monday - April 3

7/12 → 57 F 670 ref color set packed
in driveway red zone

ATTACHMENT 9

Neighbors for Safety in Hiller Highlands

January 29, 2018

TO: Darin Ranelletti, Acting Director, Bureau of Planning
Brenda Roberts, City Auditor
Heather Klein, Planner III

SUBJECT: Request for Independent Code Compliance Investigation of Violations of CUP Conditions by Bentley School

Year after year, Neighbors for Safety in Hiller Highlands submit documentation of questionable reporting by Bentley School in its mandated compliance reports, as required by its Conditions of Approval, including the May 29, 2015 Compliance Plan for meeting employee limits entered into by the school with the City of Oakland. To date, the City has not fully followed up on these complaints and documentation, relying solely on self-reporting by Bentley School. We believe Bentley School is not only currently out of compliance with its CUP on at least 11 conditions, but that the City has abetted the situation for at least six years by its lack of attention and follow through. Consequently, an independent Code Compliance Investigation is warranted to not only assess that status of compliance, but to also recommend remedies, including significant financial penalties to stop the ongoing violations.

Based on our extensive research and direct observations, we believe that the Planning Department mistakenly approved the compliance reports of May 2015, October 2016, April 2016 and October 2017 as follows and should take immediate action to hold the school accountable—including applying financial penalties for each year Bentley was out of compliance and strengthening compliance conditions and regular monitoring procedures so that the School does not continue its past behavior and inaccurate reporting:

1. **Bentley not following the approved TDM:**
 - a. **New, unapproved Map creates new drop off zone:** In 2016-17, by relocating monitors in front of 33 and 37 Hiller Drive during the morning drop off from the fall of 2016 through May 2017, the school in essence extended the drop off zone beyond the TDM without any prior discussion or approval by the Planning Commission, despite neighbors' complaints to the CUP Hotline and Planning Staff. (Condition #3, #4, #5, #8, & #14). The October 2017 annual compliance report includes a map under Section 7 (TDM) that was prepared in May 2017 but, as far as we know, was not approved by the city. The school has been using the new drop off zone for southbound traffic indicated on the new map since the start of the school year. The map represents a major change in the TDM and is out of compliance with the TDM. The Planning Department apparently approved the 2017 Compliance Report without reading the entire submission, and therefore overlooked this major change to the TDM. (*Attachment 1*) This should have been addressed when Bentley extended the drop off area last year. The City should insist that Bentley cease and desist from using this new drop off zone.
 - b. **Staff continue to park on Hiller,** despite the requirement that the school provide onsite parking for all staff (and the prohibition of staff parking on Hiller or North Hill Court in the TDM. (Condition #14 (a)) . Violation of this condition is directly linked to the issue below of how many staff are actually working at the Oakland site. The school and the Planning Department currently do not count "vendors" as staff, but when people who are called "instructors" by the school on its own website are working on the Oakland

campus, they create the same impact as those who are counted and should be subject to the TDM requirements.

2. Traffic Reports for the first Trimester of 2017-2018 School Year raise questions about enrollment and employee count:

- a. DKS observed 4 days out of approximately 60 school days in the first trimester.
- b. On 2 (50%) of those 4 observed days, the morning drop off traffic exceeded the limit set in the CUP. Why are they exceeding the limit if enrollment and employee counts ostensibly have not changed.
- c. On one of the 4 days the number of traffic assistants did not meet the minimum required in the CUP.
- d. On 2 of the 4 days (50%) the traffic queue exceeded the storage capacity of the roadway.
- e. On the 1 event day that was observed, at least 20 cars were parked on Hiller Drive even though the school provided shuttles and placed notices that there was no parking allowed on Hiller.

Because the number of observation days is so limited, it is significant to see that the school is missing the mark 50% of the time. This raises concerns about whether the school's staff and enrollment counts are accurate, whether the school's parents are maximizing the use of bus and carpool transportation, and whether the school is effectively enforcing the traffic reduction goals they have set. Last year, someone at Bentley reportedly communicated on Zoom Info a goal of increasing enrollment at both campuses to 800 students. At the time, Bentley reported to the State about 700 students K-12. Given Bentley's past record of institutional creep, an independent accounting of the number of students at the Oakland campus needs to be addressed to ensure that the school is complying with the 360-student CUP limit. (Condition #1(a))

3. Employee counts are questionable and any one over the allowed 71 would put the school out of compliance with Condition #1(b) vii and #20. The list submitted by the school in its annual compliance reports for 2015, 2016 and 2017 do not list all of the information that is required under new Condition #20 and #21. We believe the school failed to list the actual number of employees. The attached matrix (Attachment II) based on the October 2017 Annual Compliance Report highlights the lack of clarity:

- a. Bentley's own directory as well as Linked-In, Zoom Info and other websites list Bentley staff that should be validated as to whether or not they are Oakland employees.
 1. Bentley's website and publications post photographs of staff clearly at the Oakland site who are not included in the count.
 2. Bentley itself includes a link to Linked-In on its own website that showed between 100 and 127 staff members at the two campuses, including some people who had never been reported on the annual reports to the City.
 3. Some of the information on Linked-In states that a number of employees were working in Oakland, contrary to the claims of the school that these employees were based in Lafayette.
 4. For multiple years there are non-Lafayette based staff showing up on Linked-in listing Oakland as their location, and Bentley did not count them as staff and put them on the list.
 5. The on-line sources continue to show employees working at the Bentley Oakland campus even after the school has reported that they were no longer employed by the school.

If the school is relying on Linked-In as a resource for the public, then it should also be used as a resource in verifying the status of Bentley employees. Bentley's own on-line directory should be clear in identifying staff working in Oakland.

- b. Two employees named Berardi, one without a first name—are there one or two?
- c. 3 positions being recruited for, but the school doesn't identify the positions.
- d. At least 13 people based in Lafayette are listed on the school's directory as having K-12 responsibilities. The 2015 Compliance Agreement requires the school to list all Lafayette employees by name, title and hours spent on Oakland campus. Only 3 employees have been listed to date. Condition #21.
- e. Staff positions on the School Directory are frequently unclear about whether individual comes to Oakland or not in the course of his or her work. Thus, it is not transparent as to who is really working on the Oakland campus.
- f. We observe more than the two custodians and one groundskeeper that are listed regularly coming to the Oakland campus. There is a white van (presumably from Lafayette) that brings two or more custodial/gardening staff during weekdays and on Saturdays—they do not appear to be the people listed on the Compliance Report list.
- g. Because of these inconsistencies and lack of clarity, we believe the School has not met the 71-employee limit at the Oakland campus over many years.

5. Need for Independent Investigation to Replace Self-Reporting: Ever since the CUP was approved in 2010, the Planning Department has depended on Bentley School to self-report compliance. The school was found out of compliance in 2015. We believe there are still questions about the information the school is reporting, and that only an independent investigation to verify enrollment and employees working at the Oakland campus will resolve these issues in a transparent manner. The Independent Investigator should:

- Review all documents in the City's files, including documentation from neighbors
- Interview neighbors concerning their observations and documentation regarding violations of Conditions of Approval
- Review Bentley employment records and class descriptions to determine what staff member is teaching each class/program
- Interview the employees in question including Lafayette-based staff who appear to be working on the Oakland campus.
- Interview parents/students concerning whether students are being bussed to Lafayette for music and other classes
- Provide an accurate accounting of all Oakland-based staff by name, job title and dates of employment to verify whether these individuals we have identified as questionable over the past three years should have been counted as Oakland-based Bentley staff.
- Do a head count of students in each classroom, review the directory and admissions forms—the data reported in the October compliance report is the California Department of Education report for the previous school year—so it is not current.
- Based on above, determine how many years Bentley School has exceeded the 71-employee cap, how many employees they failed to report each year.

6. Avoiding Institutional Creep through Compliance Reporting Each Trimester:

There has always been a tension in the definition of staff. The Planning Commission

did not define employee—it only said that “staff”—full or part time—should be counted as one person. The Planning Department interpreted that to mean that “vendors” would not be counted as staff. However, the employment landscape in our country is changing so that 1 in 5 people are now working as “contract” employees or vendors. For the past few years, we have observed more than 71 people coming to campus as Bentley continues to expand its afterschool programming. The bottom line is that whether a paid employee or “vendor”, these people are driving to and from campus, parking in the neighborhood and having a significant impact on the neighborhood.

A one-time a year compliance report in October leaves too much wiggle room for the number of students and staff to fluctuate during the school year. A lot can happen between October and June, especially when there is no follow through on the complaint procedure or enforcement of the CUP. Therefore, we believe that the Independent Investigator should make a report each trimester (when class schedules can change) to ensure that the school remains within the CUP limits the entire school year.

- 7. Complaint process and the school's own traffic compliance procedures are broken. (Condition #23 (b)).**
- a. The CUP requires the school to respond to calls/emails to the CUP hotline within 48 hours—it does not happen. Bentley's 4 strikes policy for parents who do not follow the traffic rules cannot be enforced when the school only relies on its own staff to observe the infractions. The staff is not regularly on the street observing the bad behavior, and does not respond when neighbors send in reports.
 - b. **Condition #10 allows the city to hire a special inspector to investigate complaints and verify compliance.** The fact that the Planning Department approved the 2017 Compliance Report without fully reading the details (and missing the new map) demonstrates that the department needs an independent investigator to follow up on complaints and to review the data. The questions we have raised about employee counts ever since 2011 have never been fully investigated, resulting in ongoing mistrust of the City's code compliance procedure and real questions about Bentley School's CUP compliance year after year.

We would like to meet with you in person to discuss these concerns. Please let us know when we might be able to schedule a meeting.

Sincerely,

Neighbors for Safety in Hiller Highlands

ATTACHMENT 10

Neighbors for Safety in Hiller Highlands

April 26, 2018

Dear Heather:

Re: Bentley School Noncompliance Notification Dated 4/9/18 and Bentley's Response Letter Dated 4/24/18.

Thank you for keeping us in the loop regarding Bentley's latest noncompliant status.

Recently, you have received letters from Neighbors for Safety in Hiller Highlands (NSHH) requesting a meeting about our observations of traffic and parking regarding Bentley's compliance on Hiller Drive. We still hope to have a meeting before any additional findings on compliance are made. Our underlying concern is that we observe an increase in traffic, which is creeping into the neighborhood, while the school says there are no changes in staff and enrollment.

Perhaps it is time for Bentley to provide a report on the number of students who are using alternative methods of transport (carpools and buses) that were the subject of great importance and concern during the CUP review.

Condition 14(E): The requirement for 9 monitors during traffic periods is not a minor concern to neighbors. When the TDM was approved the school's access points were expected to be primarily two points...at the entrances to the driveways on Hiller Drive and Tunnel Road. Short-term parking to escort students was anticipated just above the school driveway on Hiller. Now however, Hiller Drive from 33 Hiller Drive up to and onto North Hill Court is used regularly by a number of parents for drop-off and pick-up; this activity is not observed or recorded in vehicle counts. Some parents are dropping off on North Hill Court and then driving down or up the hill without being observed by monitors or inspectors. Their children appear to be walking to school and their vehicle avoids being counted.

We believe additional monitors (not fewer) should be placed in positions to see clearly and to remind parents dropping off or picking up to use the designated loading zone circle. In addition, DKS is charged with submitting a full vehicle count of the school's traffic and to do so their inspectors need to be in positions to observe these areas, which can't be seen from the driveway where they usually stand. Two additional inspectors and monitors should be located near 37 Hiller and at the intersection of North Hill Court and Hiller. The Planning Department should ensure that they are fulfilling their responsibility to count and report all of the vehicle traffic during their observations.

Condition 14(K) Ongoing Monitoring: Bentley's claim that the area marked on the map as "Drop-off Location" is used primarily for short-term parking is out of date. Numerous parents regularly use the area from 33 Hiller Drive, uphill, and onto, North Hill Court for

Neighbors for Safety in Hiller Highlands

drop-off and pick-up. There are no monitors or inspectors at these locations to encourage parents to use the drop-off/pick-up system established by the TDM or to count those vehicles for the compliance reports.

The Map: The use of the Bentley School map identifying Hiller Drive as a “drop off location” adds confusion to the discussion of compliance. According to the TDM none of Hiller Drive above Bentley’s driveway is designated for student drop-off or pick-up. Limited short-term parking for walking students to school is the exception. All other vehicles that are dropping off or picking up are to use the designated driveway circle and loading zone where monitors and assistants are in place.

Additional Information: Enrollment and Staff: Once again, based on Bentley’s own faculty directory and Linked-in postings, Bentley does not address the 11-43 individuals that seem to be working on the Oakland campus, but who are not counted among the 71.

Furthermore, Bentley admits to at least three staff members that are based in Lafayette who work part-time on the Oakland campus – shouldn’t they be counted in the official count? That would put Bentley at 74, not 71 staff at the Oakland campus.

We have questions about the steady stream of cars using Hiller Drive as a drop-off and pick-up zone, an increase in hours-long parking on Hiller Drive by people who are working at Bentley, and a trend of more frequent monthly DKS reports that show the school to be over its vehicle count limit. We believe an independent review of enrollment and staffing and its bus and carpool usage is necessary. Bentley has promoted a goal of increasing total enrollment at the two campuses to 800 students. We want to be sure that haven’t moved forward on that in regard to the Oakland campus without complying with the City’s Master Planning and CUP requirements.

Neighbors for Safety in Hiller Highlands

Update Request



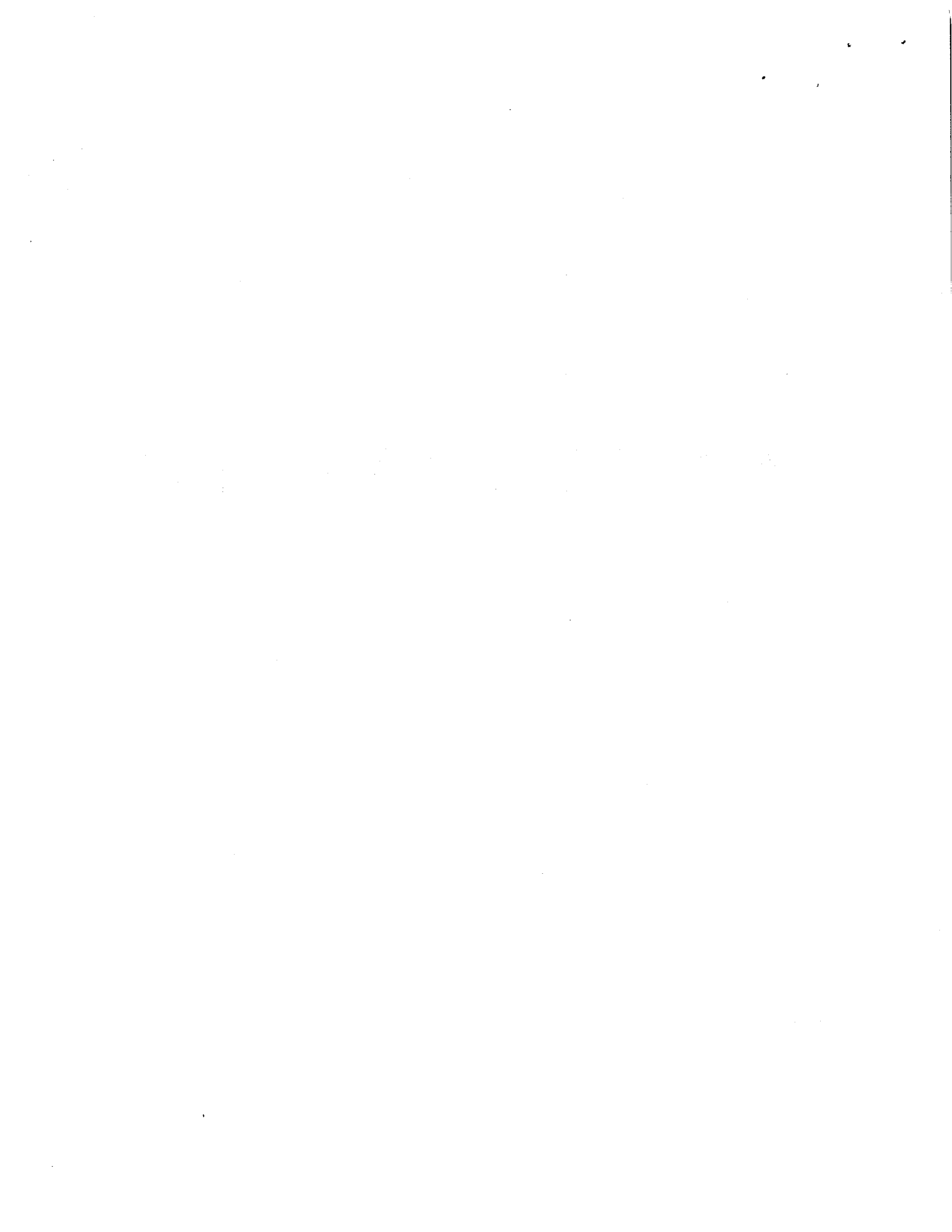
Gordon Piper <rgpiper33@gmail.com>

Mon, Jun 11,
2018, 12:42 PM

to Heather, neighbors

I tried calling this morning. I would like to request a written update from you on the status of the complaint made by the Neighbors for Safety in Hiller Highlands earlier this year to you and the Planning Department and the letter of non-compliance that was sent by the Planning staff. What has been done by the Planning staff since this complaint was filed to investigate and address the continuing series of violations by Bentley of the CUP conditions? Who is in charge of this complaint investigation and has any fine been issued or any hearing scheduled or report(s) been prepared by Planning staff relative to this complaint. I appreciate your updating us on what steps the Planning Department and City have taken to enforce the CUP conditions and end the continuing violations. We have documentation regarding the violations, and I'm concerned that no one has contacted Neighbors for Safety in Hiller Highlands to ask to review this documentation or to provide more feedback than the Letter of non-compliance. Did Planning staff ask Bentley to respond to the listing of individuals that was provided by Neighbors for Safety in Hiller Highlands who did not appear to be reported and counted in the School's reports to the City or addressed in their brief response falsely claiming they were in compliance with the limits on staff at the time you sent the Letter of non compliance or before this when we documented that they were not in compliance during this school year? Was any one interviewed by Planning staff at the Bentley School and if so when and who to evaluate further the accuracy or inaccuracy of Bentley's claim to be in compliance with the 71 staff limit? Did Planning staff review the information on Linked In that indicates the School was not in compliance with the staff limit and CUP requirement on staffing? We look forward to hearing back from you and the Planning Department regarding the complaint and all actions taken by the Planning Department to ensure compliance with the CUP conditions both now and in the future. Gordon Piper for Neighbor for Safety in Hiller Highlands

ATTACHMENT 11



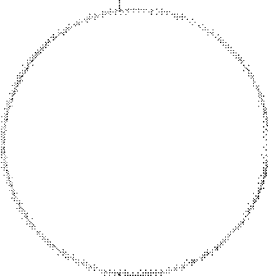


Search



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Join a Peer Group Today - Find colleagues who speak your language. Ad ...



A photo helps Jon get recognized
Without a photo, it's easy to skip past you

Gordon Piper
Independent Environmental Services Professional

Add a photo

Jon Moore 3rd

Middle School PE Teacher and Coach at Bentley School
Alameda, California

Connect



Bentley School

California State University, Fullerton

See contact info

400 connections

Dedicated professional with 20+ years of experience fostering social and educational advancement in school-aged children. Committed to providing a motivated environment for both students and staff. Well-versed in scheduling daily activities to avoid conflict and keep students engaged. Leads teams tow...

Show more

Experience

Middle School PE Teacher and Coach

Bentley School

2018 - Present · 1 yr

Oakland, CA



		\$82.99	

People Also Viewed

Amy Singletary
Business Manager at Strategic Perception Inc.

George Berry
President

Elaine Park · 3rd
Communications Chairperson at SEPTAR

Lee Benmlouka
Vice President - Wealth Management, Mettman Wealth Management Group

Kent Johansson · 3rd
Wealth Advisor, First Vice President - Wealth Management at UBS Financial Services Inc.

7 Messaging



Search



Nea Community Learning Center

Mar 2015 – Present · 3 yrs 11 mos
Alameda, CA

Skylake Yosemite Camp

8 yrs 2 mos

Senior Advisor

Sep 2011 – Present · 7 yrs 5 mos
Bass Lake, CA

Responsible for the development and execution of 7-day training program for 70 staff members which focused on safety procedures, child development, team building, organizational values and program development.

... See more

Family Camp Director

Dec 2010 – Sep 2014 · 3 yrs 10 mos
Bass Lake, CA

Program development of 3-7 day sessions for 120 family campers.

Train, manage and evaluate staff members in customer service and quality assurance.

... See more

Sales, Facilitator

Odyssey Teams, Inc.

Oct 2012 – Present · 6 yrs 4 mos



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7 Messaging



Search

Collaborate on brand development of philanthropic programs.... See more

program support.



Reactivate Premium for Free

Project Manager

Galileo Learning

Jan 2010 – Aug 2010 · 8 mos

Lead role in successful accreditation with the American Camp Association.

Reviewed and created over 90 policies for 2 day camps located at 26 sites.

... See more

Show 1 more experience

Education

California State University, Fullerton

Masters, Physical Education

1989 – 1991

Pomona College

Bachelor, Economics

1982 – 1986

Activities and Societies: Varsity soccer, Phi Delta fraternity

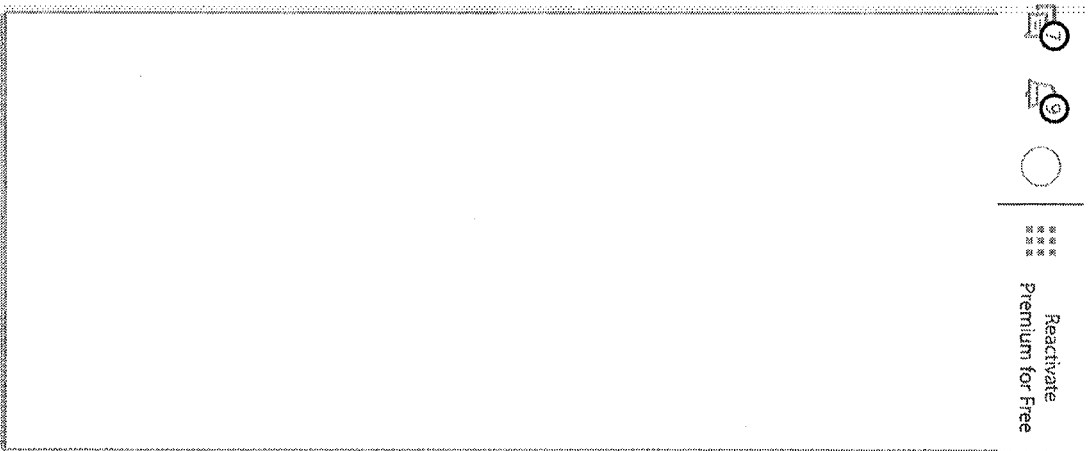
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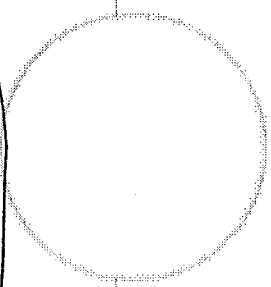


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Jason Scott • 3rd
Middle School Science Teacher and Science Curriculum
Coordinator at Bentley School

San Francisco Bay Area

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- Bentley School
- Stanford University
- See contact info
- 178 connections

Experience



Middle School Science Teacher and Science Curriculum Coordinator
Bentley School
Jul 2014 – Present · 4 yrs 7 mos
Oakland, CA

Multidisciplinary Middle School Teacher

Discovery Charter School

Aug 2009 – Jun 2014 · 4 yrs 11 mos
San Jose, CA

People

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Santa Fe Children's Museum
May 2005 – Jun 2008 · 3 yrs 2 mos

Education

Stanford University

Master's Degree in Education, Education
2008 – 2009

St. John's College (NM)

B.A. in Liberal Arts, Philosophy, Literature, History of Science and Mathematics
2000 – 2005

Skills & Endorsements

Teaching · 19

Endorsed by Charles Fasano, who is highly skilled at this

Endorsed by 2 of Jason's colleagues at Discovery Charter School

Curriculum Development · 15

Gregory Schroeder and 14 connections have given endorsements for this skill

Educational Technology · 13

Endorsed by 3 of Jason's colleagues at Discovery Charter School

Show more



Pete Heller · 3rd
Sr. Program/Project Manager at NetApp

Jean Gruver
Pediatrician at Kaiser Permanente

Messaging



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Menu

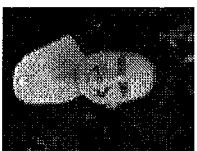


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ABOUT ▾

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Non-Departmental ▾ or Grade ▾ or Last Name starts with



Kimberly Fradelis

Department: Non-Departmental

MS/US Debate Coach and Dance Club Advisor

kfradelis@bentleyschool.org



Siah Fried

Department: Non-Departmental

Health and Wellness Teacher

sfried@bentleyschool.org

The Bentley Story

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1 Hiller Drive
Oakland, CA 94618
(510) 843-2512

9-12 Campus
1000 Upper Happy Valley Road
Lafayette, CA 94549
(925) 283-2101

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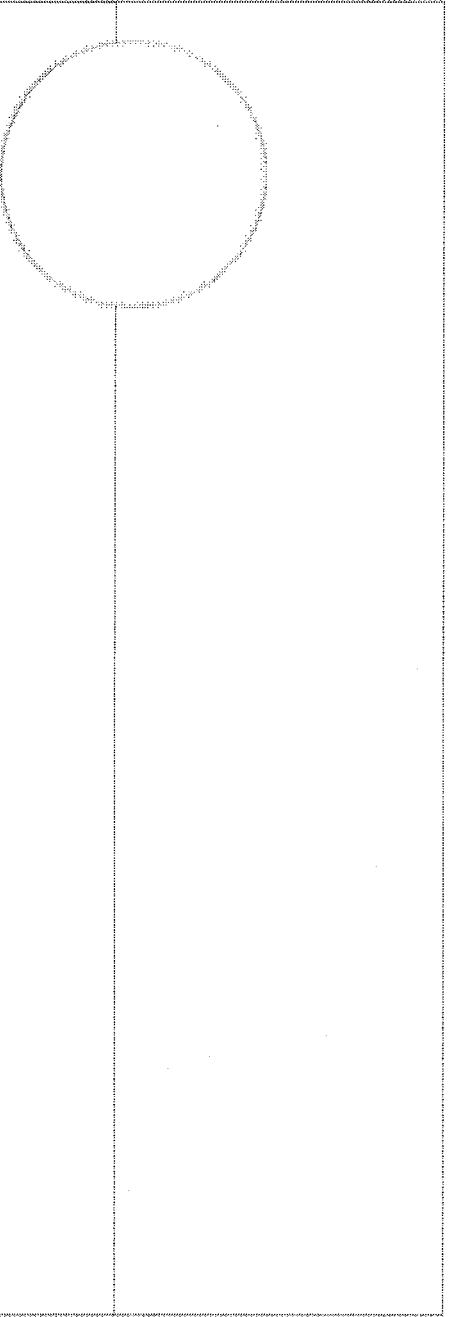


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Jessica Beatty • 3rd

Teaching Associate at Bentley School

San Francisco Bay Area

Connect



Bentley School



University of Bergen (UIB)



See contact info



88 connections

Experienced biologist and naturalist with a demonstrated history of working in public and k-12 education. Skilled in Biological Research, Educational Programs, Biodiversity, Public Speaking, Educational Outreach, and Teacher Training. Strong education professional with a Master of Science (M.Sc.) focused in Biodiver...

Show more

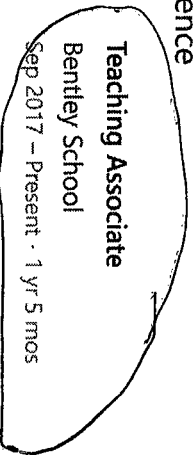
Experience



Teaching Associate


Bentley School

Sep 2017 – Present · 1 yr 5 mos



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Reactivate Trial

People Also Viewed



Michelle Baird • 3rd
Upper School History Teacher at Bentley School



Bryan Smith • 3rd
Upper School Head at Bentley School



Kelly Mills • 3rd
Associate Director of College Counseling at Bentley School



Ben Cullen • 3rd
Ben teaches high school student Humanities in San Francisco.



Bob Schug • 3rd
History Teacher at Bentley School



LaToya Drake • 3rd
7 Messaging



Search

Dec 2016 – Sep 2017 · 10 mos

Fishery Biologist



Institute of Marine Research (IMR), Norway

Jul 2016 – Aug 2016 · 2 mos
Etne, Norway

Live fish handling, measurement, and release; removal of escaped farmed salmon, fish identification, electrofishing and net fish capture, water level monitoring

Seabird Field Researcher

NINA - Norsk institutt for naturforskning

Jun 2016 – Jul 2016 · 2 mos
Hjelmsøya

Seabird capture using mist nets, burrow checks, and traps, bird ringing and administering of GLS loggers, feather and blood sampling, population counts and monitoring, chick growth and health measurements, and recovery of banded and logged birds

Stream Ecology Field Technician

UC Santa Cruz

Apr 2016 – May 2016 · 2 mos
Marin County, CA

Show 5 more experiences

Education

University of Bergen (UiB)

Master of Science (M.Sc.), Biodiversity, Evolution, and Ecology
2013 – 2015

University of California, Santa Barbara

BS, Zoology, Education
2006 – 2010



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[UPPER SCHOOL \(9-12\) ▾](#)

World Languages

The Bentley World Languages Department offers a wide variety of classes to meet the curricular needs of our students. Most students will fulfill their graduation requirement by taking three (3) consecutive years of language courses at Bentley. Alternatively, with department approval, a student may fulfill the requirement by taking two years of courses in two different languages. In each of Bentley's language classes, the rich history and culture of native speakers furnish an essential backdrop and context for learning to communicate effectively in the target language. Spanish, French, and Mandarin Chinese immersion classes develop students' oral/aural fluency as well as reading and writing skills while Latin relies more on reading and textual analysis to explore effective communication. Additionally, students in Mandarin Chinese learn to write and read Chinese characters. The language faculty is a dynamic group of educators who model and encourage the importance of being a multilingual individual in today's global society.

Upon completion of Bentley's language program, students will be able to communicate in the language with native speakers; analyze both fiction and non-fiction texts; recognize cultural references to history, literature, music, art, religion, and politics made

by native speakers in conversation; write poetry and stories, perform plays and do multi-media presentations; and love the language enough to live, at least for a time, in a country where the language is spoken.

World Languages Department News

Spanish Students Complete Book Project

Posted 4/27/2018

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Bentley Students Shine in National Latin Exams

Posted 4/20/2018

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[More News](#)

Links of Interest

Some benefits of learning a foreign language

An Air Force pilot describes the benefits of learning a foreign language gleaned from his experience learning Arabic in Jordan. Among the lessons learned are: "you can't be a perfectionist," "you learn to be patient, cool and observant," "not to take yourself too seriously," and how to learn a foreign language and culture.

Your Brain on Languages

"Beyond the clear economic and professional advantages of achieving facility in a language other than English, language learning also has clear cognitive benefits for students of all ages."

Why Foreign Language Education Matters

English Is Not Enough

Department of State: Comprehensive Plan Needed to Address Persistent Foreign Language Shortfalls

"As of October 31, 2008, 31 percent of Foreign Service officers in overseas language-designated positions (LDP) did not meet both the foreign language speaking and reading proficiency requirements for their positions. State continues to face foreign language shortfalls in regions of strategic interest--such as the Near East and South and Central Asia, where about 40 percent of officers in LDPs did not meet requirements."

Analysis: US Must Strengthen Foreign Language Education

- "We are very unusual in the world's developed countries in our learning of foreign languages and the tiny space it gets in the curriculum," said Catherine Ingold, director of the National Foreign Language Center."
- "Less than half of American high school students are enrolled in foreign language classes, according to the 2002 Digest of Education Statistics, released by the Education Department in 2006."

Companies ignoring British graduates for jobs that need good language skills

"Graduates who have international experience are highly employable because they can demonstrate that they have drive, resilience and intracultural sensitivities, as well as language skills. Young people need to understand that they are not competing against their neighbour, but in a global marketplace."

French Forecast

The International Organization of Francophonie (OIF) predicts 700 million French speakers by 2050.

Mandarin's Great Leap Forward

Foreign Languages Fade in Class—Except Chinese

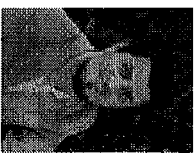
World Languages Department



Dr. Donna Canada-Smith

English Teacher, 11th Grade Dean, French Teacher, Women's Frosh/Soph Volleyball Head Coach

dcanadasmith@bentleyschool.org

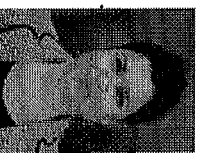


Yarnil Assi

Spanish Teacher

yassi@bentleyschool.org

Bio ...



Patricia Billon Calderbank

French Teacher

pbilloncalderbank@bentleyschool.org

Bio ...



Huichu Hsu
Mandarin Teacher
hhsu@bentleyschool.org
Bio ...



Diego Panasiti
US Spanish Teacher, Men's Varsity Soccer Assistant Coach
dpanasiti@bentleyschool.org
Bio ...



Nicholas Pukstas
MS and US Latin Teacher
npukstas@bentleyschool.org
Bio ...



Deb Rocchild
Spanish Teacher
drocchild@bentleyschool.org
Bio ...



Gueli Ugarte
Spanish Teacher
gugarte@bentleyschool.org
Bio ...

The Bentley Story

[Menu](#)

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UPPER SCHOOL (9-12) ▾

Learning Support

Bentley School is committed to providing support to all students. Our Learning Support team provides collaboration and consultation with parents and guardians, teachers, advisors, and outside support professionals to ensure students' success. We help teachers to implement classroom strategies that reach all learners at every level, and support students who have identified learning differences.

Bentley's philosophy of teaching and learning helps all students meet the school's curricular goals, enables them to become more aware of how they learn, and empowers them to advocate for themselves and communicate their learning needs to their teachers.

The K-12 Teaching and Learning team facilitates **accommodations** and provides support for students with learning differences.

They promote the differentiation of instruction across the school, with all students in mind, and support faculty in the development and implementation of effective strategies to enhance instruction, assessment, and student learning. The team is available to consult with parents and guardians for resources about learning differences, including referrals to outside

professionals and academic support.

Individual students may receive guidance to help them develop organizational skills and study strategies and reflect on his or her strengths and challenges in order to create a personalized plan. Students are encouraged to think of their study strategies as one element in developing the personal growth and advocacy skills for Bentley and beyond.

Learning Support



Julie Newell

Director of Counseling Support Services K-12

jnewell@bentleyschool.org

Bio ...

Related Links

Accommodations

Lafayette Campus Library

Technology

College Counseling

The Bentley Story

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Where We Are

School Level

Grade | Select Grade

Mathematics



Lindsey Almeida

MS Dean of Student Life, Math Teacher

lalmeida@bentleyschool.org

2016



David Palange

Director of STEM Education

Duke University - Masters, Environment Management

dpalange@bentleyschool.org

2013

Bio



Hart Webb

Middle School Mathematics

Wesleyan University - BA/MA

Columbia University - MA

hwebb@bentleyschool.org

2013

Bio



Jane Zink

Middle School Mathematics

Bowdoin College - B.A.

National University - Masters of Education

jzink@bentleyschool.org

2011

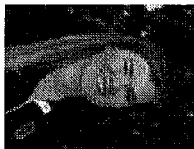


Rob Rafah

Director of Athletics 6-12

rrafah@bentleyschool.org

Bio ...



Kelly Thomas

Associate Director of Athletics 6-12, Women's Varsity Basketball Head Coach

kthomas@bentleyschool.org

Bio ...



Elizabeth Myers

Interim Assist. Athletic Director 6-12, Women's Varsity VB Head Coach, Men's VB Assistant Coach

emyers@bentleyschool.org



Related Links

Spirit Wear

Upper School Athletics

Upcoming Games (US and MS next 7 days)

Saturday, 1/26/2019

1:00 PM

Home

Bentley Showcase

Non-League

Basketball - Women's Varsity

vs.

International

Playing Fields - Athletics Center/Gym - 2

Middle School Athletics

MS Athletic News

Middle School Athletics Update

Posted 10/30/2018

Coach Kelly Thomas

[Read More](#)

Middle School Speech and Debaters

Posted 10/6/2018

[Read More](#)

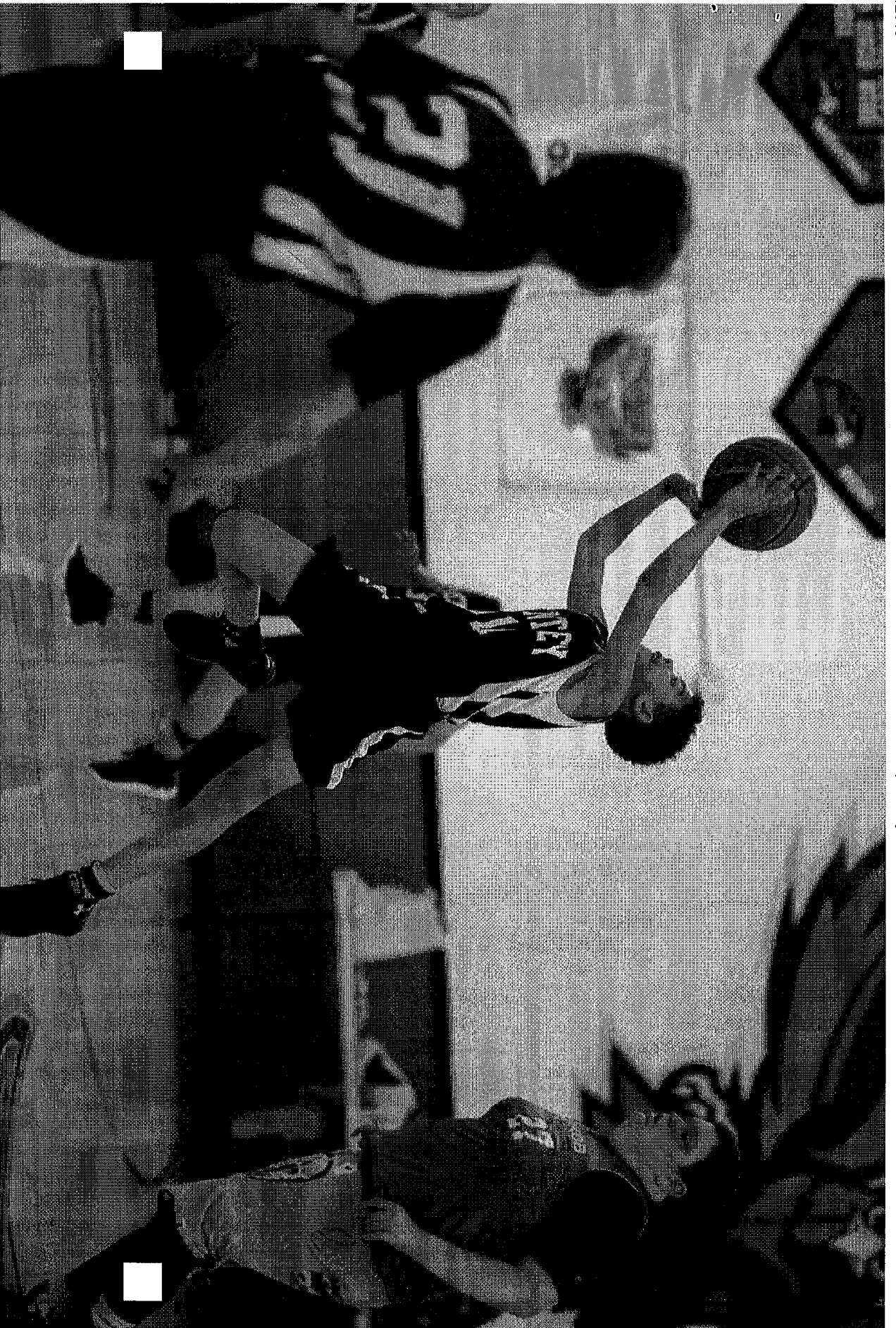
Team Bentley - A Gold Medal Day

Posted 4/7/2017

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[More News](#)

MS JV Basketball vs Raskob, Feb 1 2018 [▼](#)

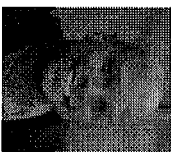


ATTACHMENT 12



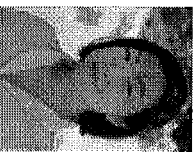
Ken Berman
Visual and Performing Arts Chair, Jazz Band Teacher
kberman@bentleyschool.org

Bio ...



Willie Adams
Upper School Visual Art Teacher
wadams@bentleyschool.org

Bio ...



Michelle Cho
Assistant Dean of Student Life, Ceramics Teacher
mcho@bentleyschool.org

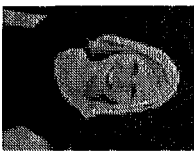
Bio ...



Aram Muksian
Visual Arts Teacher
amuksian@bentleyschool.org

close

Aram earned a B.A. in fine arts (minor in education) from St. Lawrence University and an M.F.A. in photography from the San Francisco Art Institute. Aram has taught a range of visual arts courses within the disciplines of photography, drawing, painting, and other 2D media, as well as ceramics. He is particularly interested in working and teaching within hybrid forms of both analog and digital photographic media, as well as working with students in the Green Bee Club on gardening projects, and with Aquila, Bentley's annual publication of art and writing. Aram loves hiking in both urban and wild terrain, playing piano, and gardening and landscaping.



Meredith Steele
Visual Arts, Drawing and Painting Teacher
msteele@bentleyschool.org

Visual Arts Department

Menu



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ABOUT ▾

Select from menus to find people

World Languages ▾ or Grade Select Grade ▾ or Last Name starts with

Marie-Sophie De Carriere

Department: World Languages

mdecarriere@bentleyschool.org



Lourdes Guillen

Department: World Languages

Spanish Teacher

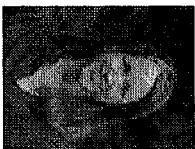
lgullen@bentleyschool.org



Sheryl Hsu

BIO

Department: World Languages
Mandarin Teacher
shsu@bentleyschool.org



Kristy Parsons-McClain

BIO

Department: Admin - MS, World Languages
French Teacher
kparsonsmcclain@bentleyschool.org

Jane Wang

Department: World Languages
jwang@bentleyschool.org

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(510) 843-2512

9-12 Campus
1000 Upper Happy Valley Road
Lafayette, CA 94549
(925) 283-2101

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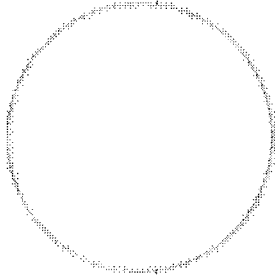
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Marie-Sophie De Carriere
 french teacher at Notre dame des victoires
 San Francisco Bay Area

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Notre dame des victoires

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3 connections

Gordon, hiring?



Ad ...

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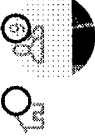
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- Trey Farmer, AIA, LEED AP, C...**

Experience

french teacher
 Notre dame des victoires



Search



Victoires/Gestionnaire de Projet
Junior/Assistant
Logisticien/Infographe/Blogueur



Mireille JULLIEN



PE + Experte en TUIC, FOAD & FLE (en recherche de nouvelles opportunités

CAMORE CEB AFF ALE

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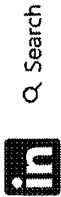
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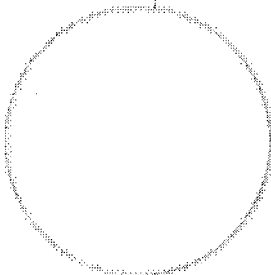
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Emily Morrison • 3rd
 Director of Performing Arts at Bentley School
 San Francisco Bay Area

 Bentley School

 University of South Florida

 See contact info


 439 connections

Connect


View in Sales Navigator

...

Experience




Director of Performing Arts
 Bentley School
 Aug 2012 – Present · 6 yrs 6 mos
 Oakland, CA



Artistic Learning Programs Manager
 California Shakespeare Theater
 Apr 2006 – Aug 2012 · 6 yrs 5 mos
 Berkeley, CA

Gordon, hiring?



Ad ...

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Sponsored • Earn your M.S... 1
- Alex Hisaka
LinkedIn Offer • Blind spot... 1
- Loretta Drummond
Loretta: Hi Gordon, I will tr... 2
- Trey Farmer, AIA, LEED AP, C...
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- Trey Farmer, AIA, LEED AP, C...



Q Search

Activity

2006 – 2010 · 4 yrs

Sales Assistant

Juice Software

2000 – 2001 · 1 yr

Education

University of South Florida

BA, Theater

1995 – 1999



Professional

Trevor Allen · 3rd

Playwright, Producer, Performer and person. Hello.

Gwyneth Richards · 3rd

Messaging

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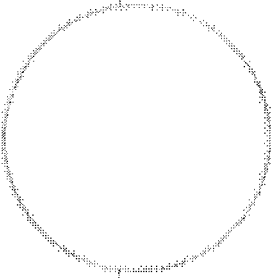


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Lorraine Rawlinson · 3rd

Student Accounts Coordinator at Bentley School
San Francisco Bay Area

Connect



Bentley School

New Mexico Junior College



See contact info



5 connections

Experience



Student Accounts Coordinator

Bentley School

Jun 2009 – Present · 9 yrs 8 mos
Oakland, CA

Office Manager

Service Systems Associates

Jun 2006 – Sep 2008 · 2 yrs 4 mos
San Francisco CA

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Search

Aug 2002 – Jun 2006 · 3 yrs 11 mos
Oakland, CA

Office Manager

Martinez Early Childhood Center
1995 – 2001 · 6 yrs
Martinez CA

Education

New Mexico Junior College
AA, General Education
1984 – 1986

Interests

New Mexico Junior College
2,831 followers

Bentley School
591 followers



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Premium for Free

7 Messaging



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Reactivate Premium for Free

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GP

Juan and 2 others invited you to connect

Juan Hall
Owner, HNI Builders

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Student Accounts Coordinator at Bentley School
San Francisco Bay Area

Lorraine Rawlinson
Office Manager at Curry Mallet C Of E Primary School
Taunton, United Kingdom

Lorraine Rawlinson
Office Manager in a Primary School
Taunton, United Kingdom

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- Alex Hisaka
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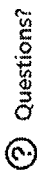


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Dr. Nikkia Young

Director of Counseling, K-8
California School of Professional Psychology - Ph.D.
University of California, Berkeley - B.A.
nyoung@bentleyschool.net



Dr. Ondine Young

Department: Lower School, Performing Arts
oyoung@bentleyschool.net



Jane Zink

Department: Electives, Mathematics
Mathematics Teacher/6th Grade Class Dean
Bowdoin College - B.A.
National University - Masters of Education
jzink@bentleyschool.net

The Bentley Story

Founded in 1920, Bentley School has fostered an environment that challenges the mind, striving to bring out the best in every one of its students. Bentley School is committed to academic excellence as well as the development of character and spirit in each of its students. (Read more in the [Head of School's Message.](#))

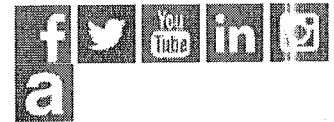
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1 Hiller Drive	1000 Upper
Oakland, CA	Happy Valley
94618	Road
(510) 843-2512	Lafayette, CA
	94549
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Sacramento Baroque Soloists



Ondine Young, violin and viola

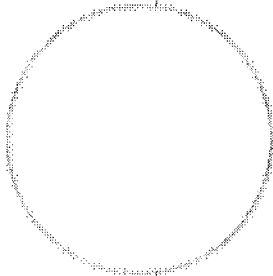
Ondine Young is currently one of the music directors of the Berkeley Community Chorus and Orchestra, Piedmont East Bay Children's Choirs; San Francisco Girls Chorus School, Crowden, Marin School for the Arts, Community Congregational Tiburon, Sound Minds, Stern Grove Kidstage, and other local institutions; and has recently been a music director, chamber-music coach and musicianship instructor at Bentley, Oakland School for the Arts and a conductor for the San Francisco Boys' Chorus. Previously, she headed the choral program at the University of San Diego. Ondine completed a doctoral degree at the University of Southern California, studying Choral Conducting and Early Music Performance. She received both her Bachelor and Master of Arts degrees from the University of Santa Cruz, and did graduate work at the University of California at Santa Barbara. Ondine performs with various ensembles including Hollywood Chamber Orchestra, La Monica, American Bach Soloists, Philharmonia Baroque, Musica Angelica, Sacramento Baroque Soloists, the California Bach Society and at festivals in Berkeley, Boston, Amherst, Santa Cruz, Aspen and Abbaye-aux-Dames (France). She has recorded for Musical Heritage Society, Albany Records & Focus among other labels. Ondine (Lamonicaensemble.com) is a Berkeley native, and lives in wildcat canyon with her children Talia (oakarts.org) and Liam (pacificboychoir.org); they all love to perform together when possible with their cellist father, William Skeen (newesterhazy.org) with kairosyouthchoir.org and other events.



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Crystal Pascucci

Cellist at Eclecta Quartet
Oakland, California | Music

Current Eclecta Quartet, Bentley School, Tiny Telephone
Education Mills College

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https://www.linkedin.com/in/crystal-pascucci-562a98bb

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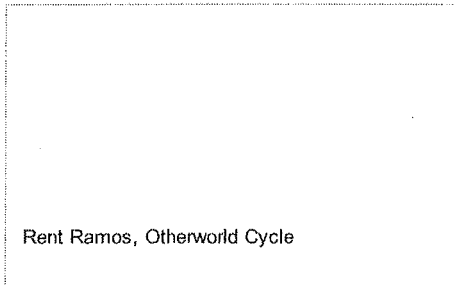
Experience

Cellist

Eclecta Quartet
January 2015 – Present (2 years 1 month) | San Francisco Bay Area

Cello Teacher

Bentley School
July 2013 – Present (3 years 7 months) | Oakland, CA



Rent Ramos, Otherworld Cycle

Recording Session Musician

Tiny Telephone
June 2013 – Present (3 years 8 months) | San Francisco Bay Area

Owner

B & B Entertainment
March 2009 – Present (7 years 11 months) | Oakland

B & B Entertainment offers classical, jazz and salon music for corporate and private functions. We serve areas around the US; Quartetto Vivo (CT, NY, MA, RI), Brilliante Strings (SF Bay Area), and Bellwether Strings (PA).

Education

Mills College

Master's Degree, Music Theory and Composition
2011 – 2014

https://www.linkedin.com/in/crystal-pascucci-562a98bb

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 Eclecta Quartet
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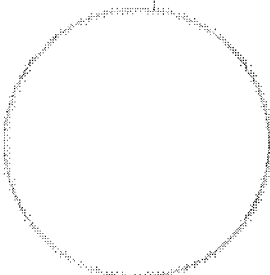


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 Register & Asst to the Lower and Middle School Heads at
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California State University, Fresno

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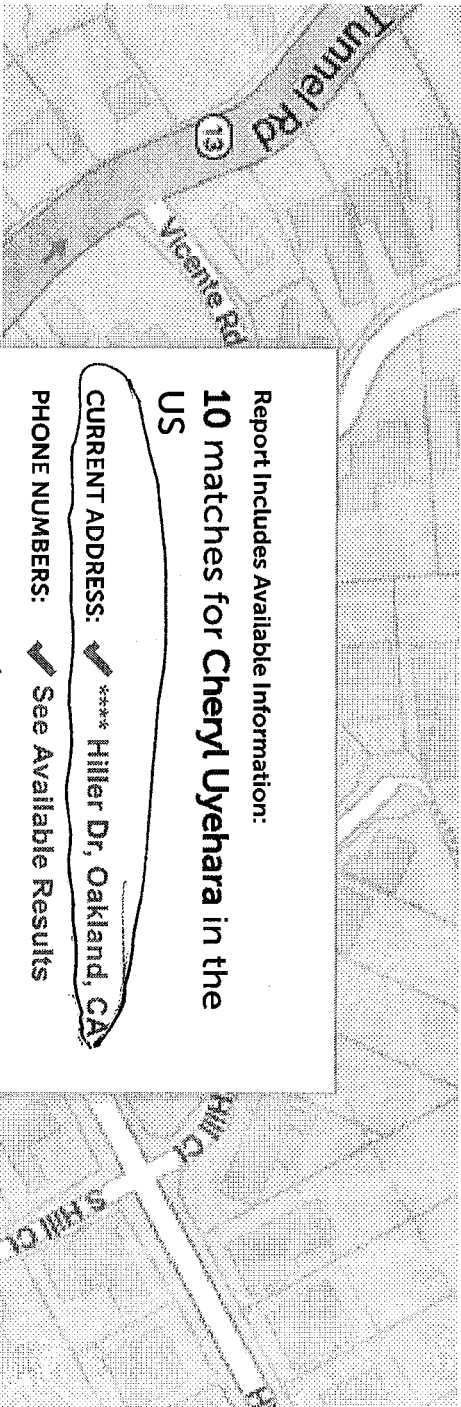
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Cheryl Uyehara

Oakland, California

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
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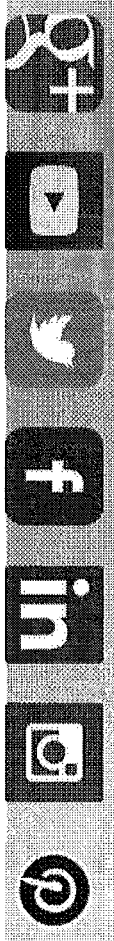
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Steve Nethiss, Innovation & Technology Specialist "I am independent School in Oakland, California where I live."



BIO:

I was born to Assyrian parents in Turlock, California. In 2003, I received a Bachelor of Science degree in Computer Information Systems from California State University Stanislaus. In 2009, I received my Th.M. in Master of Theology from Dallas Theological Seminary.

I am currently an Adjunct Professor at California State University Stanislaus in the College of Business and also a Innovation & Technology Specialist at an Independent School in Oakland, California where I live.

Please Note: "The author's thought is a work in progress, one that anticipates change, adaptation and growth of ideas expressed in public. A work in progress--that's what my blog is. It's more a testimony of what's going on in my mind today than what I think should be thought by all people in all times and places. Sometimes the thoughts I post here go on to be my very belief, other times I make some assertions where I need to think through the doctrinal implications of my statements, or that just may need to be nuanced/worded more precisely." -- Rob Kashnow

Colophon

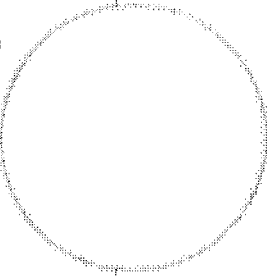
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[Rachel Helmerman](#) took most of my personal photos.

[Shane Schnell](#) handles all of my technical needs on this website.

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Melissa Healey 3rd

Assistant Director of Admissions 9-12 at Bentley School
San Francisco Bay Area

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Diverse set of skills and experience in areas such as teaching/education, customer service, administrative duties, marketing, public relations, event planning, writing, and editing, allowing me to be a versatile, multi-faceted worker in any environment. Demonstrates a positive attitude and is highly collaborative in...

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Bentley School
2 yrs 6 mos

Assistant Director of Admissions 9-12

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Administrative Assistant
Jul 2017 – Present · 1 yr 7 mos

Teaching Associate
Aug 2016 – Present · 2 yrs 6 mos
Oakland, CA

Special Services Assistant

Lafayette School District
Sep 2015 – Aug 2016 · 1 yr

Sales Associate

Bath & Body Works
Jun 2013 – Dec 2014 · 1 yr 7 mos
San Mateo, CA

- Displaying strong interpersonal skills through customer interactions and selling techniques.
- Actively participating in team projects to increase sales and bring about customer loyalty.
- Strongly dedicating all work to producing the highest level of customer satisfaction.
- Expertise in conflict resolution.... See more

Marketing and Public Relations Intern

The BayPay Forum
May 2014 – Aug 2014 · 4 mos
redwood shores, ca

- Responsible for all business communication and negotiations between companies.
- Assisting in coordination of events with the Managing Director.
- Constructing partnership agreements between companies for designated events.
- Administrative duties including filing documents and managing all digital data entry.... See more

Education

Saint Mary's College of California

Master of Fine Arts (M.F.A.), Creative Writing Nonfiction
2015 – 2017



at Presidio Knolls School

Eads Army

Admissions Associate at The Shipley School

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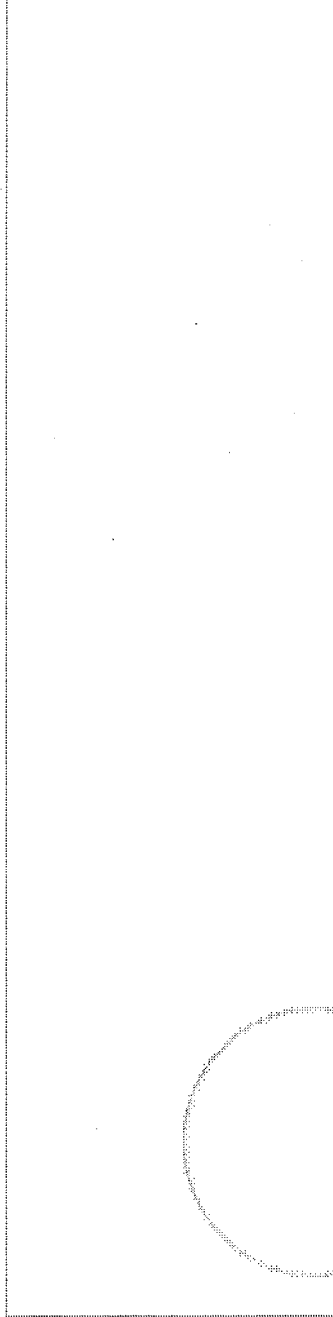
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UX Designer, Photographer, Videographer
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University of Illinois at Urbana-Champaign
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Trey Farmer, AIA, LEED AP, CPHC

Experienced UX Designer, web application specialist, and photographer working in the primary, secondary and higher education markets, as well as commerce. Skilled in User Experience Design, Photography and Video.

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Webmaster and Photographer
Bentley School
Nov 2013 – Sep 2018 · 4 yrs 11 mos
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- Blackburn K-12 ON Products management: OnMessage CMS, OnCampus LMS, OnRecord SIS, OnBoard, and Core. Data integration between Ravenna, OnSuite, Raiser's Edge and other systems.

Photographer and Filmmaker

Vincent Jurgens Photography

Oct 2011 – Dec 2016 · 5 yrs 3 mos
Oakland

Portrait, School, Corporate and Event Photography, and Family History Films, Blu-ray production.

Senior Information Architect

Acxiom

Sep 2009 – Sep 2011 · 2 yrs 1 mo

User Experience Design for enterprise level multi-channel email marketing applications, both user facing front-end applications and back-end applications for service administration.

Lead Interaction Designer

Hotwire

Mar 2008 – Apr 2009 · 1 yr 2 mos

User Experience Design for major consumer facing products, including Analysis, UX standards development, and mentoring UX team members.

Senior Information Architect

Kodak Gallery

Jul 2005 – Mar 2008 · 2 yrs 9 mos

User Experience Design for consumer facing products with complex including the Kodak ecosystem involving both web and hardware e Agile process used.

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Education



Schwab & Co.

Jonathan Ball · 3rd

VP, Business Development at Knotis

Scott Kavanaugh · 3rd

CEO at First Foundation

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Trey Farmer, AIA, LEED AP, CPHC

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18 Vincent Jurgens | LinkedIn

1981 – 1986

Activities and Societies: Visiting Instructor at School Of Art and Design, UIUC; Library Assistant at Communications Library; Production Assistant at High Energy Physics Department; Host, weekly program at WEFT-FM; Producer, Director and Editor for arts and public affairs cable programs; Co-founder, the Working Media Center at the University YMCA, promoting community involvement in the production and use of media.

This degree, within the College of Communications, involves a study of the economics, politics, and management of media industries.

Lane Technical High School

1978 – 1981



Trey Farmer, AIA, LEED AP, CPHC

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Gordon Piper • 9:10 AM

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

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
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SPOKEO Lorraine Rawlinson

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Unlock this profile to monitor it and be notified of any updates.

PROFILE SECTIONS
 Lorraine Rawlinson

Updates
 Contact Info (1)
 Location History (1)
 Social Profiles
 Relatives
 Personal Details (1)

Personal Details
 Full Name, Age, Relationship Status, and More

Contact Information
 Phone, Email, Business Contacts, and Full Address

Location History
 Current & Previous Address and Neighborhood Information

Photos & Online Profiles
 Social Profile, Photos, and Videos from Top Online Sites

Family Background
 Family Members, Relatives, Spouse Info

Court & Historic Records
 Full Background Check (May require additional fee)

https://www.spokeo.com/purchase?pid=2015111407120435599732451498427&q=Lorraine+Rawlinson&type=name&url=https://www.spokeo.com/Lorraine-Rawlinson/California/Oakland/p/2015111407120435599732451498427

POST/EDIT/DELETE: New Year's... Cheryl Uyehara's Profile | Spokeo... 2017-2018 enrichment classes... fall2017newsletter

https://www.spokeo.com/Cheryl-Uyehara/California/Oakland/p/2015122209419975419240614201175

SPOKEO Cheryl Uyehara

Cheryl Uyehara
 UNLOCK PROFILE
 ✓ Female
 ✓ Locations: Oakland, CA

Unlock this profile to monitor it and be notified of any updates.

PROFILE SECTIONS
 Cheryl Uyehara

Updates
 Contact Info (1)
 Location History (1)
 Social Profiles
 Relatives
 Personal Details (1)

Personal Details
 Full Name, Age, Relationship Status, and More

Contact Information
 Phone, Email, Business Contacts, and Full Address

Location History
 Current & Previous Address and Neighborhood Information

Photos & Online Profiles
 Social Profile, Photos, and Videos from Top Online Sites

Family Background
 Family Members, Relatives, Spouse Info

Court & Historic Records
 Full Background Check (May require additional fee)

CUSTOMER TESTIMONIALS

ATTACHMENT 15



Search



Reactivate Premium for Free

Develop your skills - Unlock free access to 13,000+ expert-led courses for 30 days. Ad ...

Nicolas Scheepers • 3rd

Post Production/Editorial Assistant

San Francisco Bay Area

Connect

Bentley School

University of California, Los Angeles

See contact info

36 connections

See how Cisco technology helps New Orleans police keep 18 million visitors safe each year.

People Also Viewed

Sam Pressman • 3rd

Director at 'Reconquest of the Useless'

Christine Gerard • 3rd

Senior Operations Coordinator at ReferralExchange

Nick Bartolini-Volk • 3rd

Recruiter, Global Talent Acquisition at Old Navy

Devin R. Walker • 3rd

Bike Tour Guide at Blazing Saddles

Robyn Kopp • 3rd

Associate Producer at Actual Films

Megan Lamberti, SHRM- CP • ...

People Operations Manager at Shift.ora

7 Messaging

Experience

After School Child Care

Bentley School

Jan 2013 – Present · 6 yrs 1 mo

Part supervision, part instruction, part tutoring. Supervise students from kindergarten through 8th grade. Assist with homework, provide first aid when necessary.

Filmmaking Specialist

Steve & Kate's Camp

Jun 2009 – Sep 2012 · 3 yrs 4 mos

San Francisco Bay Area



Search



animation workshops, focusing on fundamentals of animation, and covered various mod... See more

Contractor - AV

Colorflow, Inc.

Jun 2010 – Sep 2010 · 4 mos
Berkeley, CA

Installation of new equipment. Registration and inventory of all supplies, applications. Creation of media wiki with instruction manuals. Software and hardware upgrades.

Audio/Video Assistant

Telluride Film Festival

Aug 2008 – Sep 2010 · 2 yrs 2 mos
Telluride, CO

Over three consecutive Labor Day weekends, worked in the Audio/Visual Department over the festival week. Created and troubleshot gigabit-network between two editing workstations. Implemented workflow between Sony HXR HD cameras capture bay, HDV deck and main editing machine. Captured and logged footage over three festival days. Completed four two-mi... See more

Education

University of California, Los Angeles
Bachelor of Arts (B.A.), Italian & Special Fields (Film)

2006 – 2011



7 Messaging

ATTACHMENT 16

Bentley Math Circle

In this 7-session program, Bentley 4th and 5th graders who enjoy mathematics are invited to explore interesting and challenging enrichment problems beyond the typical school curriculum. Sessions are led by Elysée Wilson-Egolf, who teaches mathematics at Bentley Upper School and at the Berkeley Math Circle. Parents are welcome and encouraged to attend, space permitting.

Cost: \$100

*No makeup classes are offered for student absences and fee cannot be prorated

Dates: Mondays 3:15-4:15 pm

January 8 - March 5; no classes on January 16 or February 19, 2018

Register online starting Monday, December 11 at 9:30 am

Registration ends on Friday, December 15

www.bentleyschool.net/afterschool

For questions, please email me at ewilson-egolf@bentleyschool.net. I look forward to hearing from you!

Mathematics

Teacher/Elyse Wilson-

Egolf

Mathematics

Teacher/ Danielle

Dell

Mathematics

Teacher/Patrick

Bruno

Mathematics

Teacher/Mischa

Lassow

129 Directory

? if teaching in Middle School, Lower School or Upper School

130 Linked In

? if teaching in Middle School, Lower School or Upper School

131 Linked In

? if teaching in Middle School, Lower School or Upper School

132 Directory

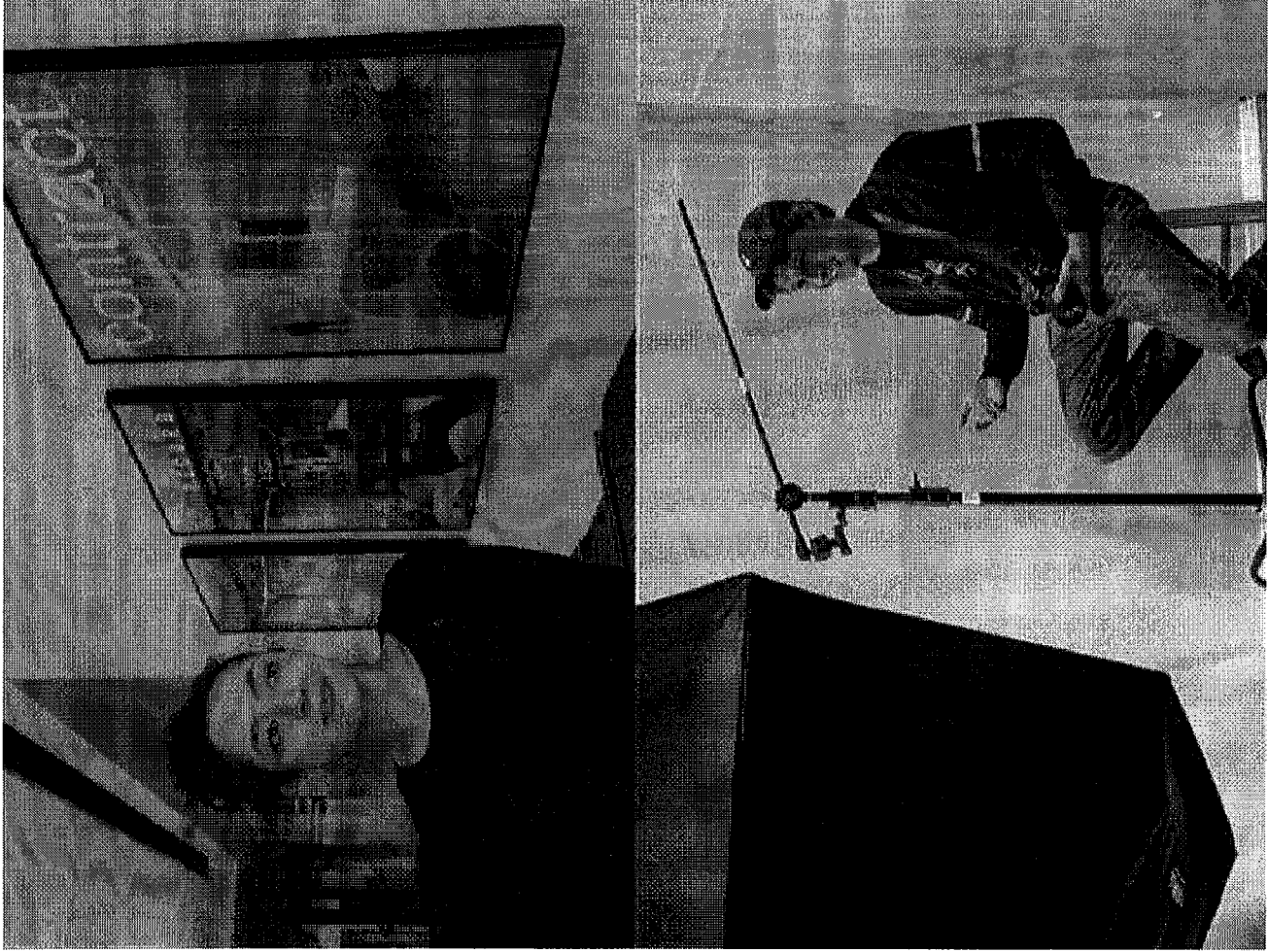
? if teaching in Middle School, Lower School or Upper School

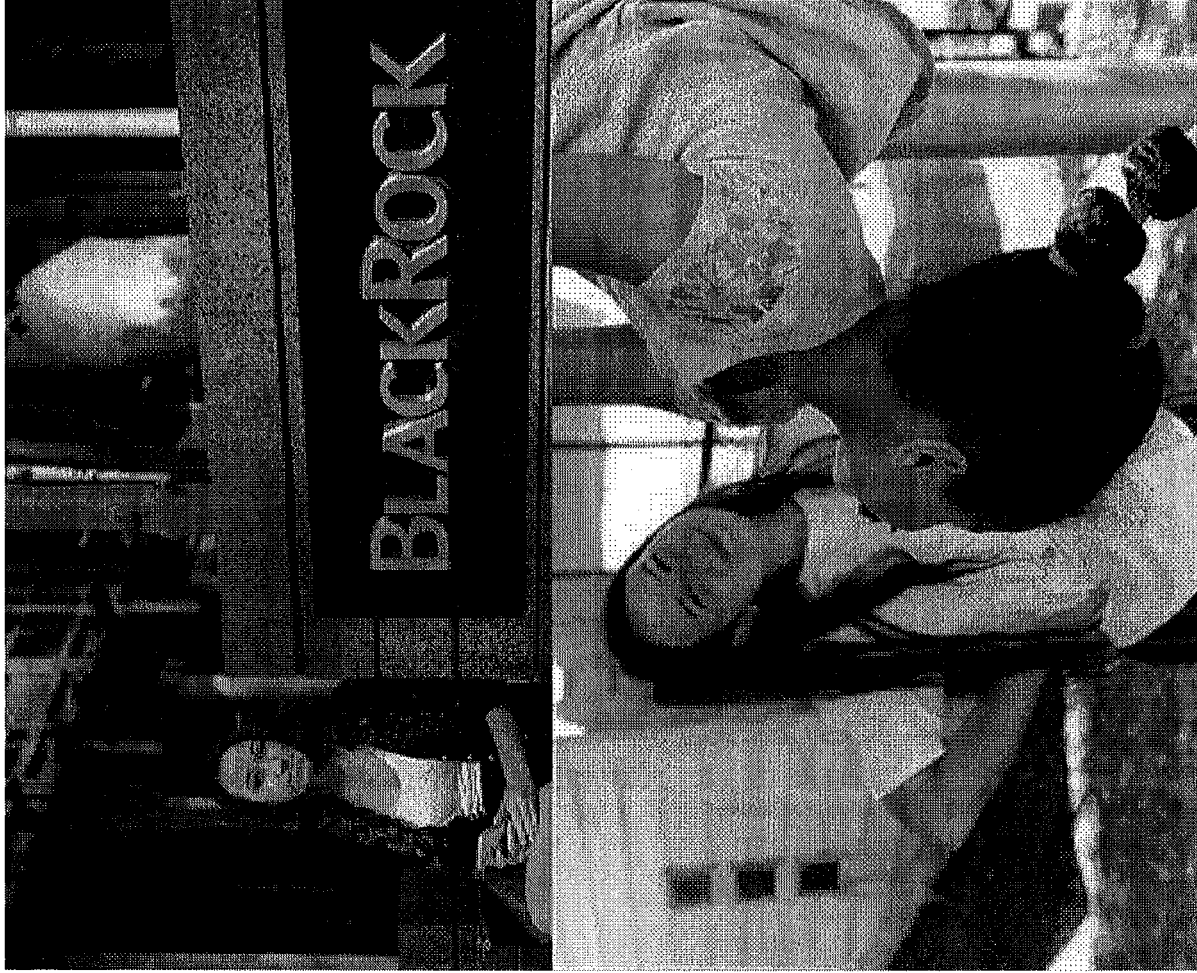
Custodians/?

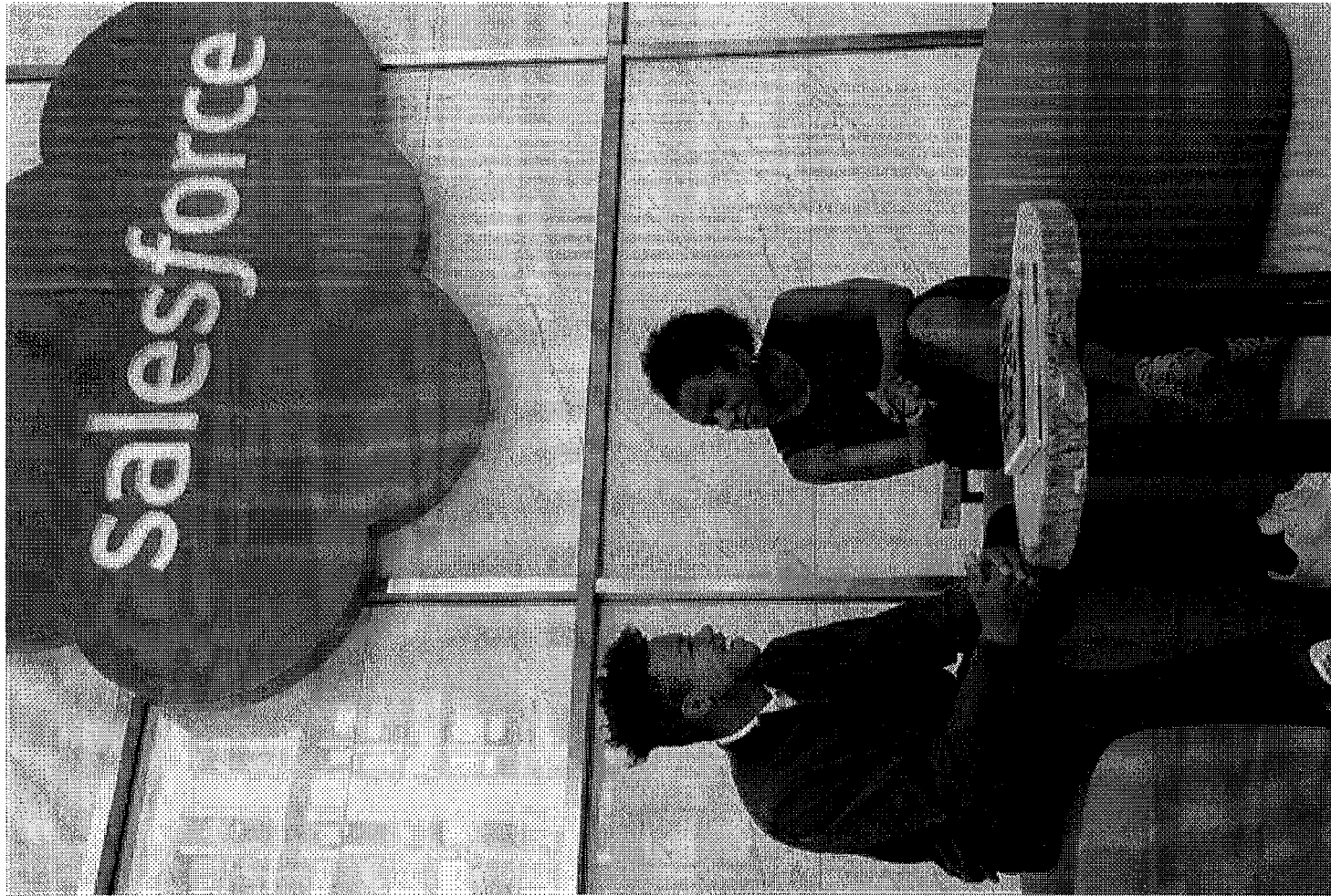
133 Direct observations Gonzalez has been previously listed on reports, but not the latest one

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NEXPLORE ZUMBA 3:15-4:15 PM Grade: K-3rd	NEXPLORE SCIENCE 3:15-4:15 PM Grade: K-3rd	CHESS 3:00-4:00 PM Grade: K-1st	TENNIS 3:00-4:00 PM Grade: K	PENNY PROJECTS 1:05-2:05 PM Grade: 1st
Bentley Math Circle 3:15-4:15 PM Grade: 4th-5th	UKULELE 3:15-4:15 PM Grade: K-3rd	CHESS 3:15-4:15 PM Grade: 2nd-8th	CODE FU 3:30-4:30 PM Grade: 3rd-5th	COOKING 'ROUND THE WORLD 1:30-2:30 PM Grade: 2nd-3rd
DRAWING 3:30-4:15 PM Grade: 1st-2nd		GARDENING 4:00-5:00 PM Grade: 3rd-5th	CERAMICS 3:45-4:30 PM Grade: 1st-4th	
CIRCUITS 4:00-5:00 PM Grade: 5th-6th			TENNIS 4:00-5:00 PM Grade: 1st-3rd	
			GROOVE MOVE KIDS 4:30-5:15 PM Grade: K-2nd	GARDENING 2:30-3:30 PM Grade: 6th-8th
				COOKING 'ROUND THE WORLD 2:45-3:45 PM Grade: 4th-5th

ATTACHMENT 17









2018 Senior Internships: Purpose and Passion at Work

6/1/2018

Bentley's senior internships have become a capstone experience for many graduates. Each spring during May, seniors have the opportunity and responsibility of designing and securing an off-campus internship. The internships allow students to take the skills and interests they have developed over the course of their time at Bentley and apply them in a work setting or career field of their choosing.

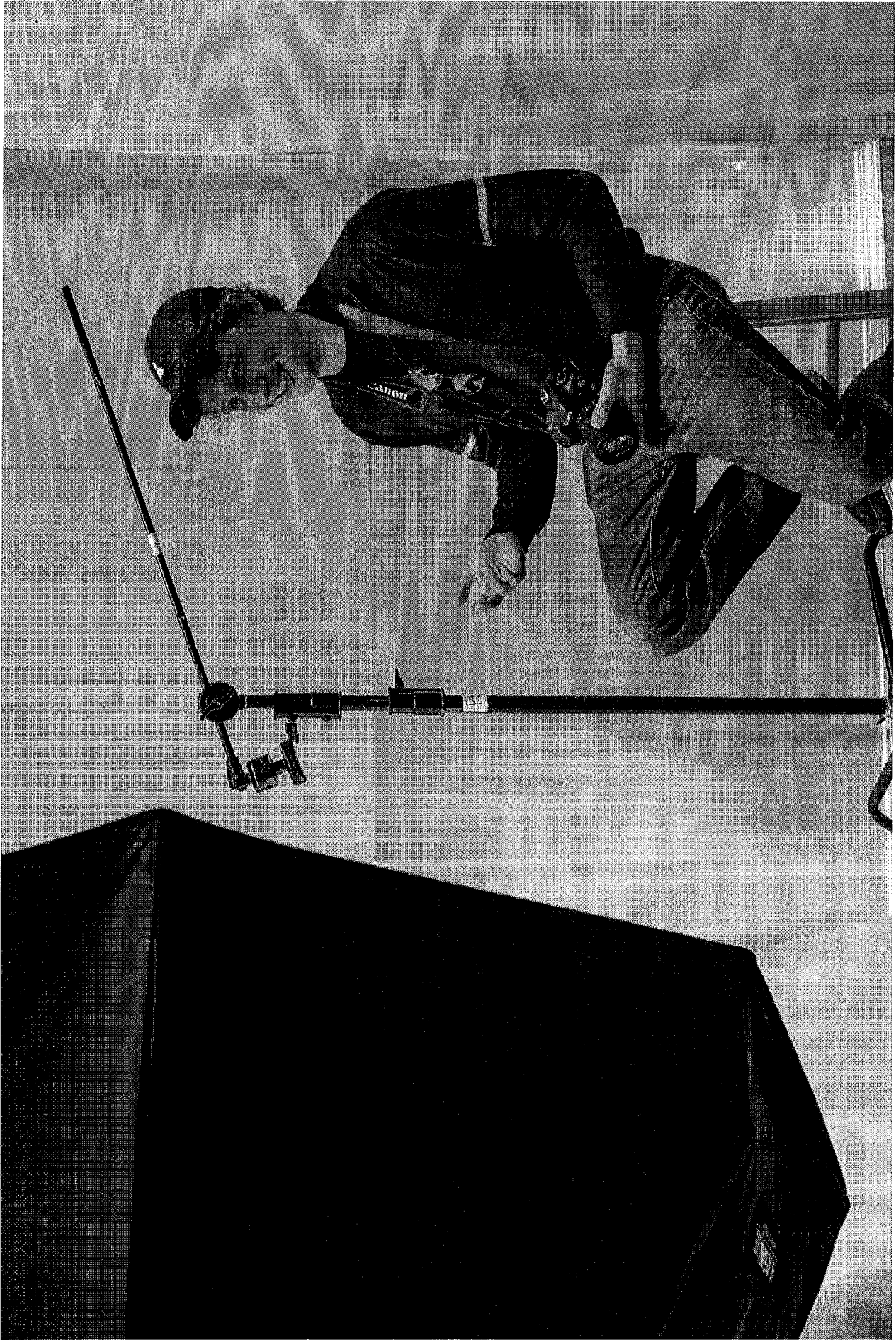
Students check in weekly with their advisors and Class Dean. This learning tradition brings together students' purpose and passion, and gives future alumni the chance to flourish in the world of work. This year, many students pursued worthy, exciting opportunities. Some internship highlights of the Class of 2018 are:

Maya Jurgens, Blackrock
Darrel Edwards, Salesforce
Mobeen Hirbod, Law firm
Henry Braff, Assistant Photographer, Brit + Co.
Hannah Skepner, Goodby Silverstein & Partners
Olivia Georgakopoulos, Huntsman Architectural Group
Olive Brogan, California Prison
Donovan Capsimalis, Astrophysics, Lawrence Berkeley Lab
Katie DeVries, Astrophysics, Lawrence Berkeley Lab
Emily Goodwin, BioGeoChemistry, Berkeley
Ziad Mosalam, Nuclear Engineering, Berkeley
Alec McKendell, PG & E
Connor Tingley, Robotics and AI, DMAI Inc.
Michelle Kopelevich, Hiller Campus
Jeff Witney, Hiller Campus
Julia Koo, Hiller Campus
McKenna Williams, Hiller Campus

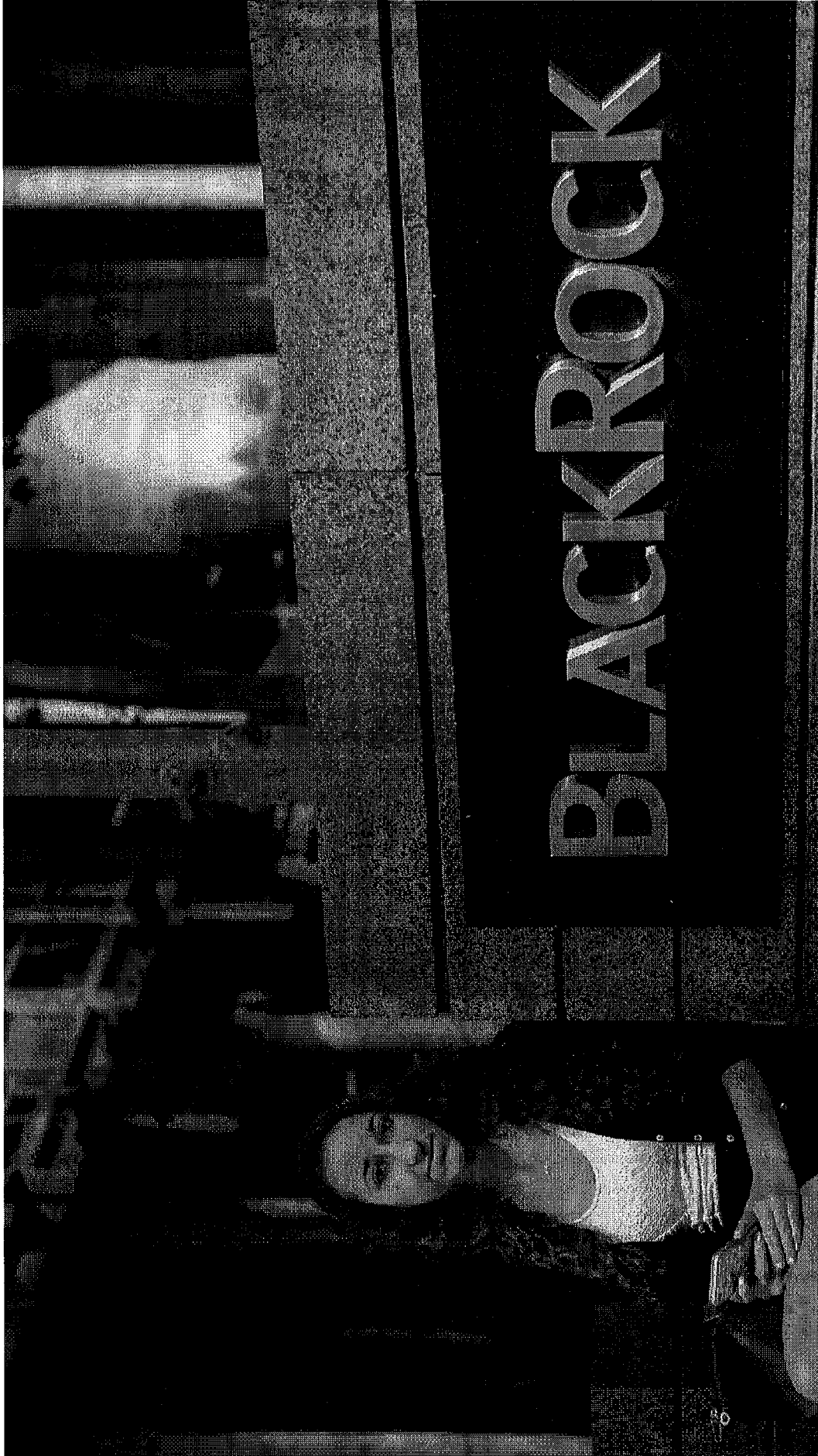
[Back](#)



Olivia Georgakopoulos, at Huntsman Architectural Group



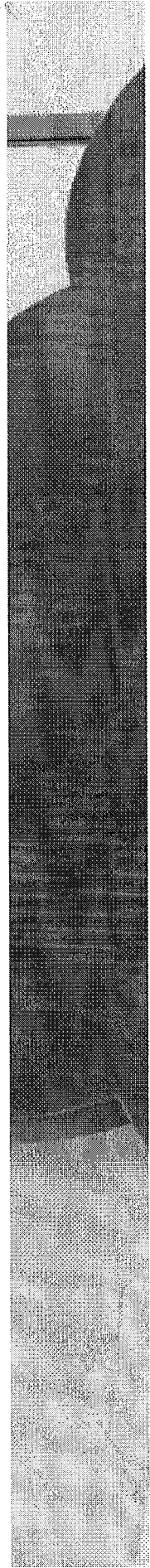
Henry Braff, and Brit + Co



Maya Jurgens, at BlackRock



Michelle Kopelevich, at Bentley K8 campus



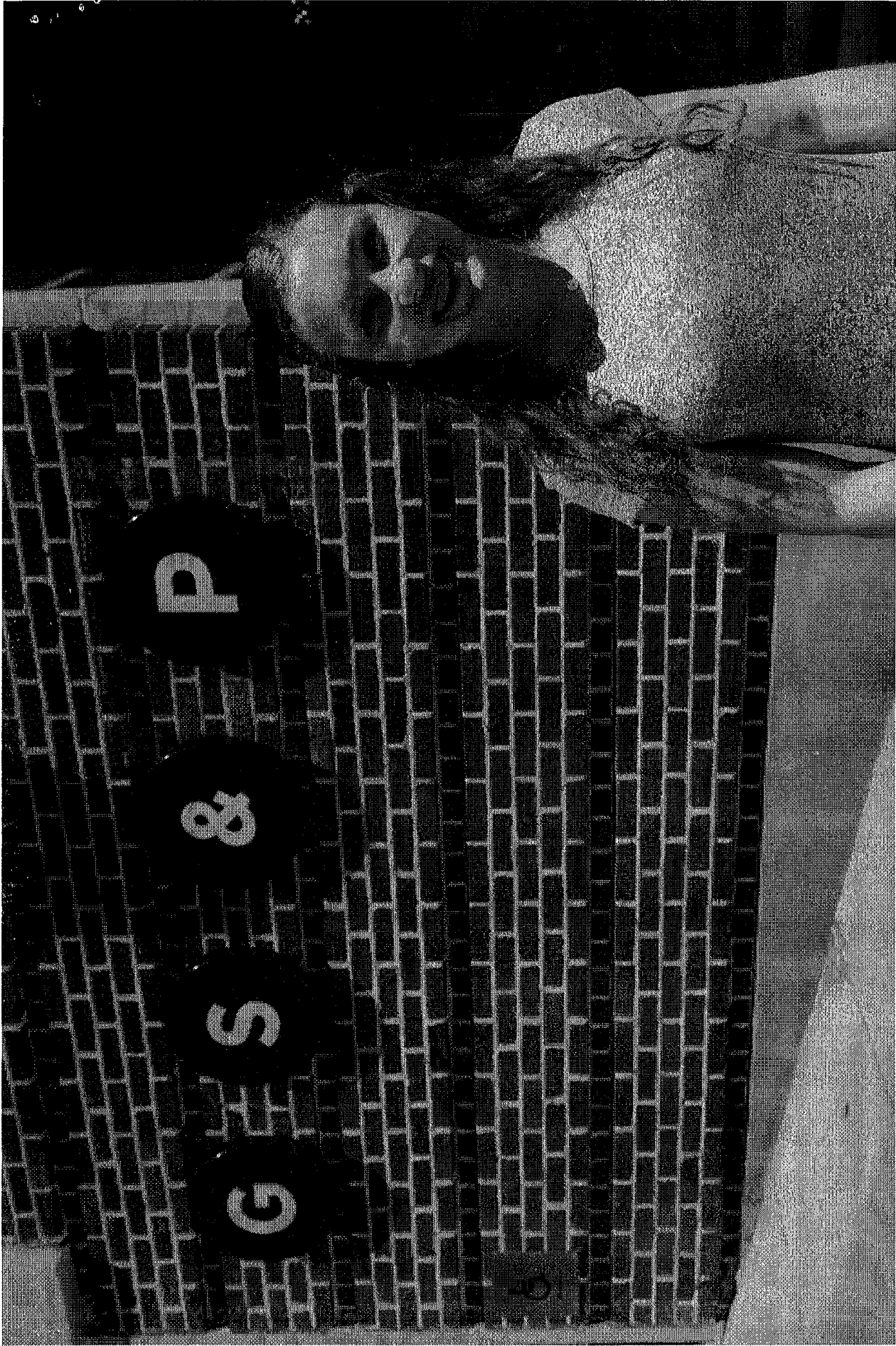




Darrell Edwards, at Salesforce



Darrell Edwards, at Salesforce



Hannah Skepner, at Goodby Silverstein & Partners

Attachment G

Bentley Employee List 2017-2018

Planning Staff - 1-9-19

Name	Previous Job Title 2016-2017	Current Job Title 2017-2018	Comment	Bentley Comments	Count
Alvarado	Custodian	Custodian	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		1
Austin	Performing Arts	Performing Arts	On 2014-2015 and 2015-2016 Compliance Plan list; in 2015-2016		
Babcock	Kindergarten and Afterschool	Grade 4 Teacher	Sussman subbed while she was on maternity leave; On 2016-2017 Compliance Plan List		2
Bellanti	Grade 4 Teacher	Grade 4 Teacher	On 2016-2017 Compliance Plan List		3
Berardi	Operations	Assistant to Head of School	On 2016-2017 Compliance Plan List		4
Crawford	During 2016-017 was on extended parental leave	Grade 1 Teacher	On 2014-2015 and 2016-2017 Compliance Plan list		5
Bonvini	Lower School Faculty	Lower School Faculty	Rehired- shown on 2016-2017 as no longer employed by Bentley		6
Boyes	Afterschool	Afterschool	On 2014-2015 and 2016-2017 Compliance Plan list		7
Brandenberg	Grade 2 and Afterschool	Grade 2 and Afterschool	On the 2016-2017 Compliance Plan List		8
Brown	After School	IT	On 2016-2017 Compliance Plan List		9
Bryant	Front Desk and Office staff	Registrar	On 2014-2015 and 2015-2016 Compliance Plan list Replaced Meyersahm		10
Buechner	Student Support	Student Support	replaced Do in 2015-2016 Compliance Plan list on 2016-2017 Compliance Plan List		11
Crowley	Grade 2 Teacher	Grade 2 Teacher	On 2014-2015 Compliance Plan list -		
Deleon	After School	After School	Pannell subed for Buechner while Buechner subs for Crawford on 2015-2016 Compliance Plan list		
Fischer	Kindergarten Teacher	Kindergarten Teacher	On 2016-2017 Compliance Plan List		12
Freed	Athletics /PE	Athletics /PE	On 2014-2015, 2015-2016 2016-2017 Compliance Plan list		13
Gailmard	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		14
Smith	N/A	Director of After School Program	Replaced Amber Gravely		15
			On 2015-2016 and 2016-2017 Compliance Plan list		16
			On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list		17
			Replaced Amber Gravely		18

Guillen	Lourdes	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	19
Almeida		N/A	Middle School Faculty	Replaced Richard Ha	20
Wolski		N/A	Director of Middle School	Replaced Beverly Hackford	21
Harrigan	Brenda	Grade 4 Teacher	Grade 4 Teacher	On 2014-2015, 2015-2016 on 2016-2017 Compliance Plan list	22
Bitzer		N/A	Grade 2 of Afterschool	Replaced Healy	23
Hedges	Robb	Kindergarten Teacher	Kindergarten Teacher	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list	24
Hogan	Arlene	Head of School	Head of School	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	25
Hsu	Sheryl	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	26
Ilyin	Kathy	Librarian	Librarian	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	27
Kendall	Faye	Art Teacher	Art Teacher	On 2014-2015 Compliance Plan list;	
				Maternity leave in 2015-2016 Compliance List;	28
Salazar		N/A	Grade 1 and Afterschool	On 2016-2017 Compliance Plan List	29
West		N/A	Dance Teacher	Replaced Kim	30
Korican	Leah	Art Teacher	Art Teacher	Confirm replaced by West	
				On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list	31
Layton	Sarah	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	32
Leland	Jacob	Middle School Faculty	Middle School Faculty	On 2014-2015 and 206-2017 Compliance Plan list and on	33
Lummis Oneill	Liz	Director of Lower School	Director of Lower School	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list	34
Montgomery		N/A	Prefect	Replaced Mandell	35
Marks		Kindergarten and Afterschool	Kindergarten and Afterschool	On 2016-2017 Compliance Plan List	36
Mayer	Gale	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	37
Sykes		N/A	Grade 1	Replaced Menendez	38
Miller	Mike	Learning Specialist	Student Support	Replaced Hyde on 2015-2016 Compliance Plan list; On 2016-2017 Compliance List	39
Molina	Francesca	Admissions	Admissions	On 2014-2015 Compliance Plan list	
				under maiden name of Danby, on 2015-2016 and 2016-2017 Compliance Plan list	40

Munoz	Hector	Groundskeeper	Groundskeeper	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	41
Navarro	Ryan	Custodian After School	Custodian After School	On 2016-2017 Compliance Plan List	42
Nepomuceno	David	Afterschool	Afterschool	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	43
Now	N/A	Director of STEM Education	Grade 2 Teacher	On the 2016-2017 Compliance Plan List	44
Bennet			K-8 Faculty	Replaced Page	45
Palange				On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	46
Pannell	Kristy	Music Teacher	Music Teacher	On 2016-2017 compliance Plan List	47
Parsons-McLain	Peter	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	48
Phillips		After School	After School	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list	49
Nester	N/A	Admissions	Admissions	Replaced Raible	
Rendon	Paul	Grade 3 Teacher	Grade 3 Teacher	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	50
Schug	Robert	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	51
Scott	Jason	Middle School Science Teacher	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	52
Shaufele	Jim	PE Teacher	Lower School Faculty	On 2014-2015 2015-2016 and 2016-2017 Compliance Plan list	53
Street		Middle School Faculty	Middle School Faculty	On 2016-2017 Compliance Plan List	54
Swainson		Head of K-8	Head of K-8	On 2016-2017 Compliance Plan List	55
Nussbaum		N/A	Grade 3 and After School	Replaced by Syed	56
Timmons	Adrienne	Music Teacher	Music Teacher	On 2014-2015 Compliance Plan list - James Pannell subbed while she was on maternity leave on 2015-2016 compliance list	57
Shu		N/A	Middle School Faculty	On 2016-2017 Compliance Plan List	58
Visser	Reona	5th Grade Teacher	5th Grade Teacher	Replaced Trahan	59
Von Euw	Erik	Teaching Assistant 2014-2016	Grade 5	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	60
				On 2014-2015, 2015-2016 Compliance Plan list Replaced Green; on 2016-2017 compliance list	61

Webb	Hart	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016, 2016-2017 Compliance Plan list	62
Wu	Faye-Lynn	Lower School Faculty	Lower School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	64
Zink	Jane	Middle School Faculty	Middle School Faculty	On 2014-2015, 2015-2016 and 2016-2017 Compliance Plan list	65
Anderson		N/A	Student Support		66
Kittle		N/A	Kindergarten and After School		67
O'Hanrahan		N/A	Kindergarten and After School		68
Calderbank		N/A	Lower School Faculty		69
Navarro		N/A	After School	new hire	70

No Longer Employed By Bentley

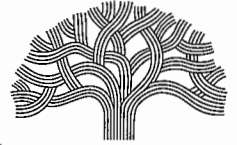
Lee	Michelle	Teaching Assistant	Grade 1	No longer employed by Bentley
Healy		N/A	Grade 2 of Aftersechoot	No longer employed by Bentley
Mendez		N/A	Grade 1	No longer employed by Bentley
Meyersahm	Jim	IT Associate	IT Associate	No longer employed by Bentley
Trahan	Ashley	Middle School Math and Science Teacher 2015-2016	Middle School Faculty	No longer employed by Bentley
Taylor	Gyndee	Assistant to Associate Head for K-8 & Transportation and Operations Assistant on 2015-2016 compliance list	Front-Desk, Transportation, Operations Assistant	No longer employed by Bentley
Syed	Zahra	Lower School Teaching Assistant 2015-2016 compliance list	Grade 3 and After School	No longer employed by Bentley
Raible	Gina	Registrar 2014-2015 Registrar/Assistant to the Head of School 2015-2016 Compliance List	Registrar/Assistant to the Head of School	No longer employed by Bentley

Page	Rochelle	Grade 2 Teacher	Grade 2 Teacher	No longer employed by Bentley
Mandell		N/A	Prefect	No longer employed by Bentley
Kirby	Ashlie	Dance Teacher	Dance Teacher	No longer employed by Bentley
Kim		N/A	Grade 1 and Aftersechoot	No longer employed by Bentley
Hackford	Beverly	Director of Middle School	Director of Middle School	No longer employed by Bentley
Ha	Richard	Middle School Mathematics 2015-2016 compliance list	Middle School Faculty	No longer employed by Bentley

Nunez	Andres	Director of Facilities	5 hours 2014-2015 4-5 hours per week 2015-2016 compliance plan	3 hours a week
Berman Stahl	Ken Ina	Middle School Jazz Band Director Controller	Will no longer come to Bentley once every other week for 1 hour	Does Not Work in Oakland Does Not Work in Oakland
Bischoff Lomba Kopelevich	Rebecca Lisa Alex	Director of Advancement Director of Communications CFO/COO	30-45 minutes 2-3 times a week 2015- 2016 compliance list	Does Not Work in Oakland Does Not Work in Oakland Does Not Work in Oakland 2 hours per week
Jurgens	Vincent	Photographer, Webmaster and Lower School Middle Upper School Administrator		Does Not Work in Oakland- if it comes it is not on a regular basis
Pasucci Ruffle Gash Anvari	Crystal Kathleen Jordan Dana	Cello Instructor Learning Support Specialist Soccer Coach 2014 Alumni Relations and Special Events Manager		Does Not Work in Oakland unless subbing for Young Does Not Work in Oakland Does Not Work in Oakland No longer employed No longer employed No longer employed No longer employed
Lautz Potts Netniss	Eric Kelvin Steve	Volleyball Coach Basketball Coach Technology Support Specialist		Does Not Work in Oakland Does Not Work in Oakland Does Not Work in Oakland No longer employed No longer employed No longer employed Comes to Hiller campus 6hours/week; based in Lafayette.
Truong Wooser Mazzei	Tham Tenzin Courtney	Business Office Associate Business Office Associate Lower School Middle School Upper School Administrator Annual Fund and Database	Does Not Work in Oakland Does Not Work in Oakland Does Not Work in Oakland	Does Not Work in Oakland Does Not Work in Oakland Does Not Work in Oakland Does Not Work in Oakland

Attachment H

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 3315 • OAKLAND, CALIFORNIA 94612-2032

Community and Economic Development Agency
Planning & Zoning Services Division

(510) 238-3941
FAX (510) 238-6538
TDD (510) 238-3254

April 5, 2012

Dear Bentley School Neighbors,

City staff has received several recent complaint e-mails and phone calls regarding the issue of "who is Bentley School staff" per the Bentley School Conditional Use Permit's (CUP) Conditions of Approval and compliance with the Transportation Demand Management program (TDM.).

City staff has thoroughly investigated these complaints. We asked Bentley School to update their staff list from 2010 which previously listed 47 faculty, 8 childcare workers, 3 maintenance staff, and 13 administrative staff. This list was the basis of the Planning Commission's decision amending the maximum number of staff to 71 full and part time employees. The list provided yesterday from the School shows that staff has decreased. Specifically, there are 44 faculty, 7 childcare workers, 1 maintenance staff, and 14 administrative staff. This is the list we will use to determine "who is staff" pursuant to the Conditions of Approval. We also asked the School to provide a description of the new Athletic Director's role at the Hiller campus. We are satisfied with the answer that was provided yesterday by Bentley School and stand by the e-mail that was sent to Linda Harris on November 9, 2010.

If you have concerns regarding the definition of staff, a visitor, or a vendor, the appropriate process is to file for a Zoning Determination. You may submit a letter to the Permit Center addressed to either Scott Miller's or Heather Klein's attention. The fee for the Determination is \$300.65 per hour with the first hour due at intake of the Zoning Determination application. We will make a formal Determination responding to your questions. However, prior to releasing the Determination we will charge for the remaining time needed to process the determination. That Determination would then be appealable to the City Planning Commission by either you or Bentley School with payment of the appeal fee.

Regarding compliance with the TDM and specifically Condition 14, Section A prohibiting School staff from parking on Hiller Drive, DKS, the third-party Independent Rule Enforcers who monitor compliance with the TDM, confirmed that the list of license plates provided by Mr. Piper did not belong to staff. Furthermore, per the final TDM, all School staff has been or will be assigned on-site parking spaces with approval of spaces at the Head Masters House from the City of Berkeley.

Attachment H

Condition 14, Section A is implemented through the final TDM document which was approved on March 7, 2012. That document explicitly outlines the monitoring timeframes, how compliance is determined, and the enforcement mechanisms. The monitoring timeframes were limited to once a month and for a one hour period during both the morning drop-off and afternoon pick-up traffic periods. The Planning Commission determined in July of 2010 and also as part of the final TDM approval that daily or all day monitoring was not to be conducted. If the Independent Rule Enforcers determine that the School is out of compliance, based on monitoring, the TDM states that the Independent Rule Enforcers shall recommend remedies to the infractions. These remedies will be approved by the City and the School shall be given one trimester to rectify the violation.

Finally, you were provided ample opportunity to appeal the CUP, the TDM, and more specifically the monitoring timeframes and you chose not to do so. Given limited City resources, higher priority code enforcement matters, and the fact that you agreed to the monitoring timeframes by not appealing the Planning Commission decisions in this matter, City Code Compliance will not be conducting daily monitoring. The TDM monitoring is the role of the Independent Rule Enforcers. However, the City will continue to review the monthly, trimester, and annual reports for overall compliance. In addition, the City will also continue to review the annual compliance matrix submitted by the School for compliance with all the Conditions of Approval.

In summary, City staff, including Planning and Zoning, Code Compliance, Building Services, the Fire Prevention Bureau, the Oakland Police Department- Traffic Safety Division, Transportation Services, the Americans for Disability Act Programs Division and the City Attorney, has spent considerable time (spanning over eight years) working on the Bentley School (CUP) and the TDM. Given all the staff resources that have been expended on this project, the only area of non-compliance, other than the enrollment and School hours of operation were some fire violations which were promptly rectified.

However, if you have substantial evidence of non-compliance with Conditions of Approval and/or the TDM and would like to request revocation of the Bentley School CUP, the appropriate process is to file for Revocation. You may submit a letter to the Zoning Administrator along with your evidence and a fee of \$1352.91 per Oakland's Master Fee Schedule. The Zoning Administrator will review the evidence and determine whether there is substantial evidence to send the matter to a hearing officer.

Respectfully,



Eric Angstadt
Director

Department of Planning, Building, and Neighborhood Preservation

Attachment I

ATTACHMENT I

Klein, Heather

From: Christine Malina <cmalina@gmail.com>
Sent: Tuesday, September 10, 2019 2:56 PM
To: Klein, Heather; jfearnopc@gmail.com; cmanusopc@gmail.com; amandamonchamp@gmail.com; jmyres.oakplanningcommission@gmail.com; SShiraziOPC@gmail.com; tlimon.opc@gmail.com; NHegdeOPC@gmail.com
Cc: Susan Piper
Subject: TIME SENSITIVE: Letter of Support for Appealing the Approval of the 2017-2018 School year Compliance Matrix Relating to Bentley School
Attachments: Malina Letter of Support Hiller _Bentley School Safety Matter Sep 2019.pdf

Dear Ms. Klein:

I am writing to respectfully ask you to **include in your Report**, my attached Letter of Support for my 'Safety in Hiller Highlands/ Hiller Drive neighbors' appeal against the certification of approval of the 2017-2018 School Year Compliance Matrix Relating to Bentley School at the bottom of Hiller Drive in Oakland.

I am also copying your Planning Commission colleagues Mr. Fearn, Mr. Manus, Ms. Hedge, Ms. Monchamp, Ms. Myers, and Ms. Shirazi so that they may also read my important letter against certification approval and support for my neighbors' request for an independent audit of Bentley School's 2017-2018 employee report. Unfortunately, I will be away from California next week and most regretfully will not be able to attend the meeting in person.

I therefore most respectfully request that you review my Letter of Support (attached) as soon as possible as this important safety matter is about to come up before the Oakland Planning Commission on Wednesday 18th September. I want to add a very strong voice of support for my beleaguered neighbors on Hiller drive just by the Bentley School, who have been protesting this unsafe matter for so many years.

My thanks to you in advance, Ms. Klein, and to your colleagues for your most careful consideration. It is much appreciated.

Sincerely,

CHRISTINE MALINA
Hiller Drive homeowner since 1986.

=====
95 Hiller Drive
Oakland, CA 94618
=====

ATTACHMENT I

Christine Malina
96 Hiller Drive,
Oakland CA 94618

9th September 2019

To Whom it May Concern – at the Oakland Planning Commission

Re: Appealing the Approval of the 2017-2018 School year Compliance Matrix Relating to Bentley School
– Affecting Traffic and safety significantly at the bottom of Hiller Drive, Oakland, CA.

My husband and I are homeowners just up from Bentley School on the same side of the road – we have owned our home since 1986, having rebuilt it after the fire in 1991. Over the years, there have often been times when the congestion and number of comings and goings from Bentley school have made the driving/passing situation very difficult and clearly **unsafe**. We have much empathy for, and wish it to be known that we fully support our Hiller drive neighbors who live closest to Bentley School in their efforts to obtain the approval of the Oakland Planning Commission to invoke "Condition 10" to enable an **Independent Auditor to monitor and assess the accuracy of Bentley School's compliance** (at the institution's expense) with the employee count, and what the constitution of that count actually is - at its school. Clearly, if Bentley School stands by its report on its number of employees, it should have no problem with an independent review to verify the information given is accurate.

God forbid it will take a fatal accident outside Bentley School before the Planning Commission does the right thing – After 7 years of efforts by our Hiller Drive neighbors to have this matter satisfactorily resolved, it is indeed high time that this request for an Independent Auditor be agreed to.

Thank you in advance for your most careful consideration of this critical request from our Hiller Drive neighbors. Alas, we are not in California at this time, otherwise I would be there in person to support this most important appeal.

Yours sincerely,



CHRISTINE MALINA

Klein, Heather

From: Donna Karch <donna_karch@yahoo.com>
Sent: Thursday, September 12, 2019 2:01 PM
To: jfearnopc@gmail.com; cmanusopc@gmail.com; amandamonchamp@gmail.com; jmyres.oakplanningcommission@gmail.com; SShiraziOPC@gmail.com; tlimon.opc@gmail.com; NHegdeOPC@gmail.com
Cc: Klein, Heather; Kalb, Dan; Ruby, Courtney; Kaplan, Rebecca; Neighbors for Safety In Hiller Highlands
Subject: Compliance Determination: Letter of Support for Appealing the Approval of the 2017-2018 School year Compliance Matrix Relating to Bentley School
Attachments: Letter re Compliance Determination 091219.pdf; Bentley Monitoring Report 201802.pdf

Dear Planning Commissioners,

We bought our home at 88 Hiller Drive in 1974. We lost that home in the 1991 firestorm and rebuilt.

For many years we have had to deal with heavy traffic from both Bentley and Kaiser schools. The schools are located a block from each other. Both schools are commuter schools that bring approximate 600 vehicles into our neighborhood twice a day. Morning drop-off and afternoon pick-up produce gridlock. As you can imagine, fire safety is paramount to all the residents of Hiller Highlands. We need our streets to be free of gridlock so emergency vehicles can have access at all times.

My letter of support and a DKS Associates report are attached.

Very truly yours,

Donna

Dear Planning Commissioners,

For too many years, the Planning Department has ignored evidence of potential and real non compliance of Bentley School's CUP—whether for staffing issues as the Piper's Appeal sets forth, or for traffic increases as the March 5, 2018, DKS Associates "Bentley School Transportation Monitoring Report For the Second Trimester (January to February 2018)" showcased. (The full report is attached). DKS Associates is an Independent Rule Enforcer and prepares a monthly report for the City of Oakland Planning Department.



Table 1: Summary of Observed Vehicle Trips (2017-2018 School Year)

Drop-off or Pick-Up	Monitoring Period	Date of Monitoring	Total No. of Vehicles Observed ¹	Trimester Average	Avg. Less Than 242?
Drop-Off	7:30 AM – 8:30 AM	January 18, 2018	255	250	No
		February 15, 2018	245		
		N/A	N/A		
		N/A	N/A		
Pick-Up	2:45 PM – 3:45 PM	January 18, 2018	116	120	Yes
		February 15, 2018	124		
		N/A	N/A		
		N/A	N/A		

Source: DKS Associates, 2018

1. Includes vehicles using the drop-off/pick-up lane, Hiller Drive Parking Lot, Parking on Hiller Drive and walking, Tunnel Road Parking Lot, and Head of School Driveway.

In the April 9, 2018, Notice of Determination sent to Bentley School, the Planning Department wrote on Page 2:

"Compliance Determination

"The City has reviewed the rest of the Conditions and Approval and has determined that the School is in compliance, unless noted above."

"Beneath that staff wrote, "Staff is concerned that the final trimester will result in above average vehicle count, and the City will have to take enforcement action."

Yet, Condition 14D states, "The school shall be considered out of compliance with this condition if the trimester report prepared by the Independent Rule Enforcers per the approved TDM concludes that the

total counted vehicles during **any one-hour monitoring period averaged over the trimester exceeds 242 vehicle trips.**"

Per the COA, the average vehicle count is **per trimester**, not per school year. The average vehicle count for the Second Trimester of the 2017/2018 school year was 250 – eight vehicles over the allowed count of 242. Bentley was clearly out of compliance with Condition 14D for the Second Trimester of 2018, yet the Planning Department did not take steps to enforce the Condition.

At the very least, the Planning Department should have sent a letter of determination finding Bentley School out of compliance with Condition 14D and asked the school to submit a compliance plan to deal with the increase in traffic. That is supposed to be the enforcement process.

Once again, the Planning Department does not follow its own process for holding Conditional Use Permit owners accountable. The City's CUP enforcement process is indeed broken.

I ask the City Planning Commission to take a hard look at the CUP enforcement process to ensure that it is consistent, credible, reliable and meaningful. And to hold the Planning Staff to that process. Anything else makes a mockery of the entire CUP process.

In response to the April 9, 2018 Notice of Determination, on April 24, 2018, I wrote to the Planning Department asking them to explain why their determination did not find Bentley out of compliance re Condition 14D. My letter did not receive an answer or acknowledgement.

Sincerely,

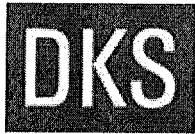
Donna Karch

Bentley School
Transportation Monitoring Report
For the Second Trimester (January to February 2018)

Prepared for:

City of Oakland Planning Department

Prepared by:



DKS Associates
1970 Broadway, Suite 740
Oakland, CA 94612
www.dksassociates.com

March 5, 2018



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APPENDICES

- Field Notes



1 INTRODUCTION

Bentley School acquired the property located at 1 Hiller Drive in Oakland, CA in late 1969. In July 2010, the City of Oakland amended the School's Conditional Use Permit, instituting specific goals and standards for issues related to student and staff transportation at the Hiller Drive campus.

One of these specific standards is the creation of a new position, the Independent Rule Enforcer. It is the duty of the Independent Rule Enforcer to monitor school transportation activities and confirm that certain conditions are being adhered to.

Per the requirements specified in the operable Conditional Use Permit, the Bentley School Oakland Campus is required to provide an independent rule enforcer whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and special events. These visits are to occur at least once per month during the normal school year.

DKS Associates was retained by Bentley School as a qualified Independent Rule Enforcer and provides three staff members to conduct campus visits to monitor the conditions outlined in the Conditional Use Permit, Condition 14h.

2 MONITORING METHODOLOGY

DKS focused its campus visits to document vehicle trips, queuing, bus utilization, walkers, deployment of traffic assistants, use of traffic safety warning devices and other potential safety issues.

DKS Associates, in association with Parisi Associates and the City of Oakland, developed a Rule Enforcer field sheet for use at the Bentley School Campus. These sheets were developed for the sole purpose of monitoring the specific items listed in the Conditional Use Permit. Copies of these sheets are located in the appendices of this report.

3 MONITORING RESULTS

DKS Staff visited the Bentley School Oakland Campus in February 2018. Unless stated otherwise, these visits occurred during drop-off or pick-up operations from 7:30 to 8:30 AM (AM Peak Period) and again from 2:45 to 3:45 PM (PM Peak Period). These visits primarily focused on observing traffic circulation, vehicle queues and drop-off/pick-up operations. The following section summarizes the traffic conditions observed by DKS staff during those times.

3.1 Condition 14a – ACCEPTABLE

Condition 14a of the Conditional Use Permit states that Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors. The school shall also investigate additional parking spaces for staff on other areas of the school owned property to maximize off-street parking.

DKS has observed that vehicles identified as belonging to faculty and staff are being parked in the parking facilities within the campus and are not being parked on Hiller Drive or N. Hill Court.

3.2 Condition 14b – ACCEPTABLE

Condition 14b of the Conditional Use Permit states that Bentley School must develop detailed, written instructions of the pick-up and drop-off process; which include rules, maps, times, etc. which will be incorporated into the Traffic and Parking or Student/Parent Handbook.



DKS reviewed the current copy of the Traffic and Safety Handbook produced by the school as well as materials available on the school-maintained website, and found that these items satisfactorily fulfill the condition outlined in Condition 14b.

3.3 Condition 14c – ACCEPTABLE

Condition 14c of the Conditional Use Permit states that the school, if feasible, shall establish at least two staggered drop-off times in the morning and shall continue four staggered drop-off times in the afternoon.

DKS has observed that the school does operate staggered drop-off and pick-up times. During the morning drop-off operations, DKS observed the arrival of students from between 7:30 AM to approximately 8:25 AM, with the peak activity occurring between 8:10 to 8:20 AM. By 8:30 AM nearly all drop-off activity had ended.

During the afternoon pick-up operations, the staggered pick-up times were more easily observed. As each class was excused, Bentley Staff would walk their respective classes out to the pick-up lane on Hiller Drive beginning at approximately 2:40 PM. By the time the next grade is dismissed from class, the majority of the students from the previously dismissed grades had already departed the campus. This pattern continued until the afternoon pick-up operations ended by approximately 3:40 PM.

3.4 Condition 14d - OBSERVED

Effective on March 7, 2012, Condition 14d of the Conditional Use Permit states that:

The project applicant shall cause to be counted all vehicles associated with the School's students, faculty, and staff, as previously defined by the Planning Commission with approval of the TDM on July 21, 2010, during a one-hour monitoring period in both the morning and the afternoon. Furthermore, visitors, vendors, suppliers, the AC Transit bus or other multi-occupant vehicles chartered by the School shall not be included in the vehicle count. The morning monitoring period shall begin at 7:30 am and shall end at 8:30 am. The afternoon monitoring period shall begin at 2:45 pm and shall end at 3:45 pm. One trip shall equal one vehicle either arriving at or departing from, an on-campus drop-off, or at an on-campus parking location, but not both arriving and departing from these locations, or one vehicle parking for less than 30 minutes on Hiller Drive within a single monitoring period. For example, if a vehicle is counted when it arrives at an on-campus drop-off, the vehicle is not counted again when the vehicle departs from the on-campus drop-off during the same monitoring period. The school shall be considered out of compliance with this condition if the trimester report prepared by the Independent Rule Enforcers per the approved TDM concludes that the total counted vehicles during any one-hour monitoring period averaged over the trimester exceeds 242 vehicle trips.

For the second trimester monitoring visits, an average of 250 and 120 vehicles were observed during the morning and afternoon monitoring periods, respectively. These include the total number of vehicles associated with either Bentley School staff or students observed at each of the school access points (on Tunnel Road and Hiller Drive). **Table 1** shows the total number of vehicle trips at the school for the second trimester 2017-18 school year.



Table 1: Summary of Observed Vehicle Trips (2017-2018 School Year)

Drop-off or Pick-Up	Monitoring Period	Date of Monitoring	Total No. of Vehicles Observed ¹	Trimester Average	Avg Less Than 242?
Drop-Off	7:30 AM – 8:30 AM	January 18, 2018	255	250	No
		February 15, 2018	245		
		N/A	N/A		
		N/A	N/A		
Pick-Up	2:45 PM – 3:45 PM	January 18, 2018	116	120	Yes
		February 15, 2018	124		
		N/A	N/A		
		N/A	N/A		

Source: DKS Associates, 2018

1. Includes vehicles using the drop-off/pick-up lane, Hiller Drive Parking Lot, Parking on Hiller Drive and walking, Tunnel Road Parking Lot, and Head of School Driveway.

3.5 Condition 14e –ACCEPTABLE

Condition 14e of the Conditional Use Permit states that during all morning drop-off and afternoon pick-up periods, nine traffic assistants must be assigned.

During both the morning drop-off and afternoon pick-up operations in February 2018, DKS observed at least nine traffic assistants with safety vests stationed along the drop-off lane and the Hiller Drive parking lot. These traffic assistants were present from approximately 7:50 to 8:30 AM for the morning and from approximately 2:40 to 3:40 PM for the afternoon. Table 2 shows the history of observed traffic assistants for the second trimester of the 2017-18 school calendar year.

Table 2: Summary of Observed Traffic Assistants (2017-2018 School Year)

Drop-Off or Pick-Up	Date	No. of Observed Traffic Assistants	No. of Observed Traffic Assistants Wearing Safety Vests
Drop-Off	January 18, 2018	9	9
	February 15, 2018	9	9
	N/A	N/A	N/A
	N/A	N/A	N/A
Pick-Up	January 18, 2018	8	8
	February 15, 2018	9	9
	N/A	N/A	N/A
	N/A	N/A	N/A

Source: DKS Associates, 2018

3.6 Condition 14f – ACCEPTABLE

Condition 14f of the Conditional Use Permit states that the school shall coordinate with City of Oakland Transportation Services Division and the Police Department to maintain acceptable traffic safety warning devices along the drop-off and pick-up zones.



In a memorandum from DKS Associates, dated December 5, 2013, the portable delineators were recommended for everyday use by Bentley School to satisfy Condition 14f. These traffic devices were in use for each period observed in the 2017-18 school year. **Table 3** shows the history of observed safety device usage for the second trimester of the 2017-18 school calendar year.

Table 3: Summary of Observed Traffic Safety Device Usage (2017-2018 School Year)

Drop-Off or Pick-Up	Date	Safety Warning Devices In Place? (Y/N)
Drop-Off	January 18, 2018	Y
	February 15, 2018	Y
	N/A	N/A
	N/A	N/A
Pick-Up	January 18, 2018	Y
	February 15, 2018	Y
	N/A	N/A
	N/A	N/A

Source: DKS Associates, 2018

3.7 Condition 14g – OBSERVED

Condition 14g of the Conditional Use Permit states that the school shall develop a Transit Subsidy Plan providing free AC Transit passes to students and faculty and to continue operation of the shuttle.

AC Transit now prefers the Clippercard and has phased out the use of paper ticket multiday youth passes. In addition, the AC Transit school route that serves the Bentley Hiller campus does not serve areas where the majority of Bentley’s students live and has been inconsistent in stopping at the campus in recent years.

As a result, Bentley School modified its Transit Subsidy Plan and now offers free bus service to high residency areas including Joaquin Miller, Lake Temescal, Montclair Village, Orinda, Piedmont, Park Boulevard, Rockridge, and Trestle Glen. Two bus routes serve the school in the morning and one route departs in the afternoon. This “Bentley Bus” service is operated by a private bus operator (Durham).

3.8 Condition 14h – OBSERVED

Condition 14h, items 2 and 3 of the Conditional Use Permit states that the Independent Rule Enforcers shall monitor vehicle queue lengths in the mornings and afternoons. Numbers should be reported for every 5-minute interval and include peak period queue length. Excessive queues (namely, northbound queues on Hiller Drive extending to the signalized intersection of Hiller Drive and Tunnel Road and/or blockage of southbound traffic on Hiller Drive north of the school driveway) shall be identified.

Vehicles queued along Hiller Drive at the Hiller Drive/Tunnel Road intersection were observed during the drop-off and pick-up time periods. The distance from the intersection to the driveway at the school parking lot is approximately 550 feet. Approximately 22 standard passenger cars can be comfortably stored in this location until they are served by the green cycle of the traffic signal at Tunnel Road.

Typically, there are vehicles queued along Hiller Drive at the driveway entrance. This normally occurs when the vehicle storage within the loop is exceeded and spills out onto Hiller Drive.

The maximum number of vehicles observed for both locations are shown in **Table 4**. Note that **Table 4** only shows the worst case observed. Supporting field notes of queue lengths are provided in the appendices.



Table 4: Vehicle Queues on Hiller Drive (2017-2018 School Year)

Drop-off or Pick-Up	Date	Approx. Maximum Storage Capacity between Traffic Signal and Bentley School Driveway (southbound only)	Max. Observed Number of Cars in Queue	
			Southbound Hiller Drive at Traffic Signal (time)	Northbound Hiller Drive at Parking Lot Entrance (time)
Drop-Off	January 18, 2018	22	14 (8:20-8:25 AM)	5 (8:05 – 8:10 AM)
	February 15, 2018		22 (8:20 - 8:25 AM)	5 (8:05-8:10 AM)
	N/A		N/A	N/A
	N/A		N/A	N/A
Pick-Up	January 18, 2018	22	31 (3:10 - 3:15 PM)	5 (3:10 – 3:15 PM)
	February 15, 2018		30 (3:05 - 3:10 PM)	8 (3:25 – 3:30 PM)
	N/A		N/A	N/A
	N/A		N/A	N/A

Source: DKS Associates, 2018
Bold = Capacity Exceeded

3.9 Condition 14i – NOT OBSERVED

Condition 14i of the Conditional Use Permit states that the school shall establish alternative transportation procedures for special events if on-site parking capacity will be exceeded. Proper notifications to neighbors in advance of events must be followed. Special events were not observed during the second trimester.

3.10 Condition 14j – ACCEPTABLE

Condition 14j of the Conditional Use Permit states that the school shall continue to be in good standing with the Memorandum Of Understanding with the Oakland Police Department (OPD).

DKS has reviewed the Memorandum Of Understanding between Bentley School and the OPD. The Memorandum Of Understanding has not changed since previous reviews from the 2010-2011 school year and is deemed current and satisfactory.

3.11 Condition 16 – ACCEPTABLE

Condition 16 of the Conditional Use Permit states that the school shall provide copies of the Traffic and Parking Handbook for review and approval by the Planning and Zoning Division, Transportation Services Division and the OPD- Traffic Safety Department.

As previously indicated for Condition 14b, DKS reviewed the current copy of Traffic and Safety Handbook produced by the school as well as materials available on the school-maintained website, and found that these items satisfactorily fulfill the condition outlined in Condition 14b.



3.12 Condition 17 – ACCEPTABLE

Condition 17 of the Conditional Use Permit states that the school shall develop an Emergency Management Plan and submit it to the Planning and Zoning Division, Transportation Services Division the OPD - Traffic Safety Department and Fire Marshall for review and consultation.

DKS has reviewed the Emergency Management Plan (dated March 2010) and finds it to be satisfactory. The City Planning and Zoning Division, Transportation Services Division, Oakland Police Traffic Safety, and the City Fire Marshall have also reviewed the document and offer no further comments.

3.13 Condition 18 – ACCEPTABLE

Condition 18 of the Conditional Use Permit states that all parents/guardians shall attend a meeting at the beginning of each semester to discuss the Transportation and Parking Handbook.

There were many occasions on which the school communicated the traffic and safety procedures to parents and caregivers. According to information provided by Bentley School, the Transportation and Parking Handbook was discussed at New Student Orientation on various dates as well as in numerous emails, newsletters and reminders on the school website.

The school also created a web portal that can be found on the school website. This web portal contains downloadable information (including the Traffic and Safety Handbook) of the traffic circulation, staggered scheduling and other safety practices during drop-off and pick-up operations.

3.14 Total Number of Vehicles to/from Bentley Campus

The total number of vehicle trips for students or staff during the AM and PM peak periods was documented in 10-minute increments. These trips are illustrated **Figures 1 and 2**.



Figure 1: Morning Period Vehicle Trips

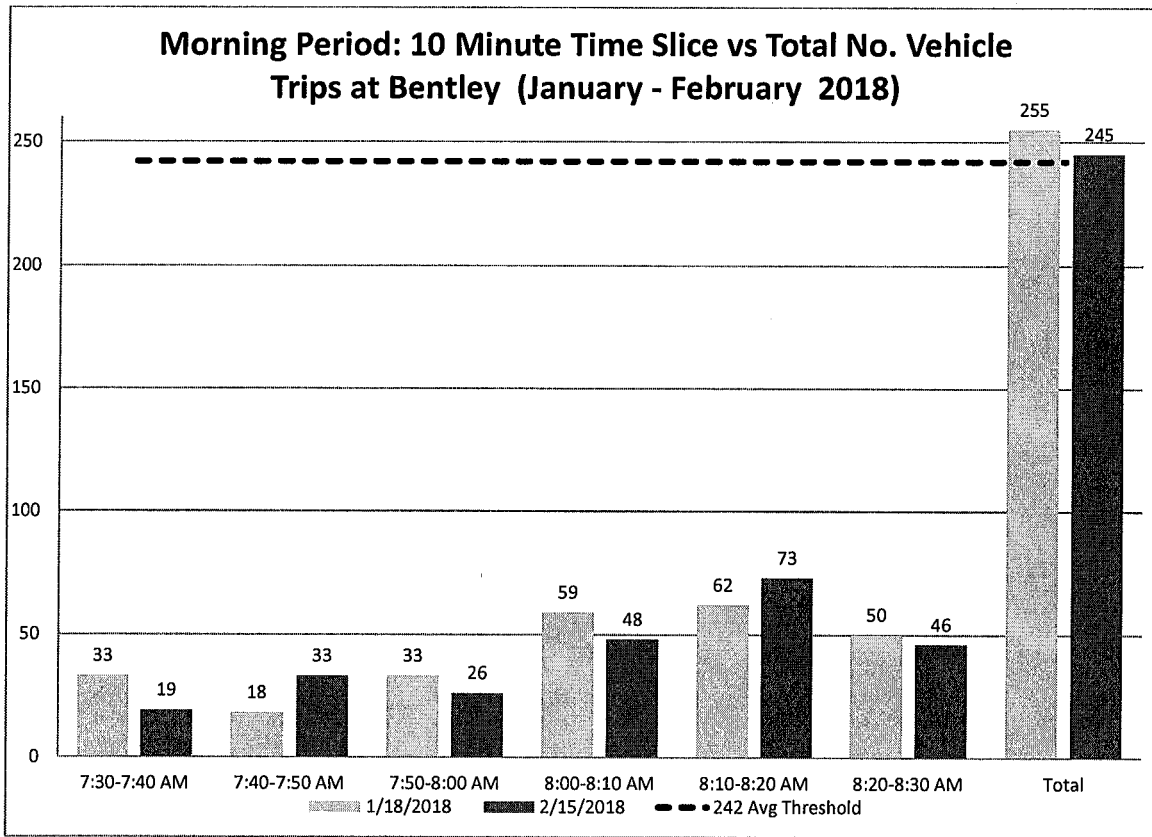
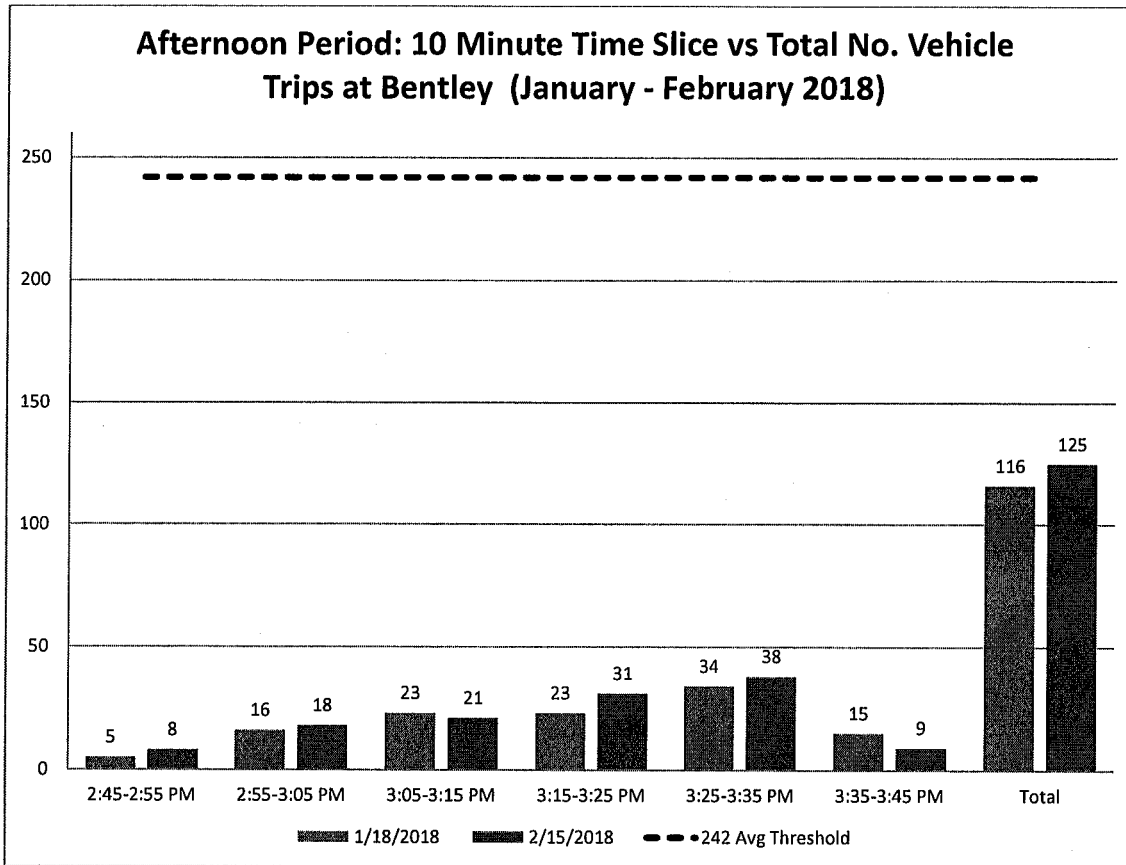




Figure 2: Afternoon Period Vehicle Trips





4 DISCUSSION AND RECOMMENDATIONS

Condition 14a – Parking Management

No changes or improvements are recommended.

Condition 14b – Pick-Up and Drop-Off

No changes or improvements are recommended.

Condition 14c – Staggered Timeframes for Drop-Off and Pick-Up

No changes or improvements are recommended.

Condition 14d – Total Vehicle Reduction

Observation summary is provided in the appendices for informational purposes only. To remain compliant with this condition, Bentley School should continue at the same levels or increase car sharing alternatives such as carpooling, encouraging use of public transit by offering transit subsidies or offer increased shuttle service.

Condition 14e – Traffic Assistants

There were short periods during the afternoon pick-up period when fewer than nine assistants were present. These short periods occurred during the gap of time between class dismissals when no students were present. Vehicles that had arrived early would park and wait along the pick-up lane. These vehicles are not in motion and are safely parked along the curb awaiting the next set of student dismissals. During these times of “non-activity”, it is recommended that only one traffic assistant is required to be present.

The number of traffic assistants along the drop-off/pick-up lane should be reconsidered and reduced from nine to six or seven. (One at the driveway entrance, one at the driveway exit, one at the lead of the drop-off/pick-up lane, and three to four along the drop-off/pick-up lane.) The pedestrian pathway around the parking lot provides a safe route for all pedestrians to walk between the sidewalk adjacent to the drop-off/pick-up lane and the school campus without crossing paths with vehicles. Since there are very few opportunities for pedestrian-vehicle conflicts, the need for traffic assistants within the driveway loop is therefore greatly reduced.

The traffic assistants should continue to be active in verbally reminding drivers to use extreme caution when driving away from the curb and merging into southbound Hiller Drive as well as reminding drivers to prohibit U-turn movements anywhere on Hiller Drive.

DKS recommends that one or two traffic assistants continue to be stationed on Hiller Drive between North Hill Court and the school driveway. These assistants would be active in encouraging “Good Neighbor Policies” such as not pulling into or blocking a neighbor’s driveway, not parking in red zones, not executing U-turns, curbing tires while parked and using the crosswalk near Kaiser School.

Condition 14f – Traffic Safety Devices

No changes or improvements are recommended.

Condition 14g – Transit Subsidy Program

Bentley School offers adequate incentives to encourage transit ridership. However, there are several factors, which Bentley School has no control over, that discourage the use of AC Transit. They are:

1. AC Transit has effectively eliminated service to Bentley School in the mornings. According to Bentley School staff, Line 604 has only served the bus stop on Hiller Drive (in front of the school) on the average of 1 or 2 times per week. Because the AC Transit service is inconsistent, Bentley School families have abandoned using AC Transit and are choosing to drive private vehicles

instead. Bentley School has contacted AC Transit to seek out an explanation to why service to Line 604 has been nearly terminated. As of the writing of this document, AC Transit has not responded to any inquiries from Bentley School.

2. AC Transit has phased out cash payment for riders. Regular riders are encouraged to purchase a ClipperCard instead of using cash. However, the definition of a Youth Pass differs depending on whether the ClipperCard is purchased through AC Transit or at other ClipperCard retailers. This inconsistent administration of the ClipperCard along with the phasing out of cash payments contributes to discourage increased use of AC Transit

Despite the disincentives to using AC Transit, the Bentley School is promoting transit use by operating its own bus service, tailored to meet the needs of Bentley families. To meet the transit subsidy requirements, Bentley offers the bus service to its families at no additional charge. No other changes or improvements are recommended.

Condition 14h – Independent Rule Enforcers

DKS recommends that traffic assistants continue to be active in removing vehicles from the northbound Hiller Drive queue and onto the loop driveway whenever possible by using both lanes through the parking lot and filling gaps within the loop to maximize vehicle storage within the parking lot. This strategy continues to alleviate the vehicle queue that sometimes spills back onto Hiller Drive for vehicles waiting to enter the parking lot.

Condition 14i – Special Events

No changes or improvements are recommended.

Condition 14j – Memorandum Of Understanding with OPD

No changes or improvements are recommended.

Condition 16 – Traffic and Parking Handbook

Bentley School should continue to reinforce the "good neighbor" policies, including the prohibition of walking across Hiller Drive, U-turns on Hiller Drive and pulling into private driveways. This also includes enforcement of the "Four Strikes Policy".

Condition 17 – Emergency Management Plan

No changes or improvements are recommended.

Condition 18 – Meeting with Parents

No changes or improvements are recommended.

Ridesharing

The school should continue to encourage alternative transportation modes to reduce the total number of vehicles arriving and departing the school.

APPENDICES

Summarized Field Notes

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA												
FIELD OBSERVATION NOTES - AM												
Date of Observation:	2/15/2018				Indicate overall maximum queue length on the map.				Position of Observation: Front gate			
Name of Observer:	E. Vaca								Observed Cycle Length (sec):			
SOUTHBOUND VEHICLE QUEUE LENGTH AT HILLER DR/TUNNEL RD INTERSECTION												
Time:	7:30-7:35	7:35-7:40	7:40-7:45	7:45-7:50	7:50-7:55	7:55-8:00	8:00-8:05	8:05-8:10	8:10-8:15	8:15-8:20	8:20-8:25	8:25-8:30
Max No. vehicles in Southbound Queue:	< 5	< 11				11		12		20	22	< 11
Max No. buses in Southbound Queue:									1	1		
Max Queue Length (ft) Southbound Queue:												
NORTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE												
Time:	7:30-7:35	7:35-7:40	7:40-7:45	7:45-7:50	7:50-7:55	7:55-8:00	8:00-8:05	8:05-8:10	8:10-8:15	8:15-8:20	8:20-8:25	8:25-8:30
Max No. vehicles in Northbound Queue:	< 5							5				
Max No. buses in Northbound Queue:												
Max Queue Length (ft) Northbound Queue:												
SOUTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE												
Time:	7:30-7:35	7:35-7:40	7:40-7:45	7:45-7:50	7:50-7:55	7:55-8:00	8:00-8:05	8:05-8:10	8:10-8:15	8:15-8:20	8:20-8:25	8:25-8:30
Max No. vehicles in Southbound Queue:	< 5											
Max No. buses in Southbound Queue:												
Max Queue Length (ft) Southbound Queue:												

DKS

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA

Name of Observer: Eric Lopez
 Date of Observation: 8/16/14
 Position: Observer (note times observer is present):

Morning observation times: 7:30-7:40, 7:40-7:50, 7:50-8:00, 8:00-8:10, 8:10-8:20, 8:20-8:30

Time	7:30-7:40	7:40-7:50	7:50-8:00	8:00-8:10	8:10-8:20	8:20-8:30
No. Vehicles parking in either Dr. Lot/Dr. Drop-off or pickup off in Drop:	123456789	123456789	123456789	123456789	123456789	123456789
No. Vehicles arriving Drop-off/Pick-up	123456789	123456789	123456789	123456789	123456789	123456789
No. Vehicles on either Dr. Drop-off or Pick-up for less than 30 minutes:	123456789	123456789	123456789	123456789	123456789	123456789
No. Walking or Biking or Other:	123456789	123456789	123456789	123456789	123456789	123456789

Notes: Clear, sunny weather with light clouds

Signature: _____

Date: 8/16/14

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA **DIS**

DATE OF OBSERVATION: 07/15/2016
 NAME OF OBSERVER: John Kim
 POSITION OF OBSERVER (Print name observer & present): Head of School

Morning observation times:

7:30-7:40	7:40-7:50	7:50-8:00	8:00-8:10	8:10-8:20	8:20-8:30
123456789 123456789 123456789 123456789	123456789 123456789 123456789 123456789	123456789 123456789 123456789 123456789	123456789 123456789 123456789 123456789	123456789 123456789 123456789 123456789	123456789 123456789 123456789 123456789
9					
4					
6					

MISC COMMENTS:
 Before 7:30 AM, vehicle was 3 cars backing out into Turned Rd Parking lot & 1 car parking at the head of School driveway parking lot. 1 Ped walking to front head of school driveway before 7:30 AM as well.

INDEPENDENT RULE ENFORCER - BENTLEY SCHOOL, OAKLAND, CA													DKS
FIELD OBSERVATION NOTES - PM													
Date of Observation:	2/15/2008				Indicate overall maximum queue length on the map.				Position of Observation:				
Name of Observer:	E VACA								Observed Cycle Length (sec):				
SOUTHBOUND VEHICLE QUEUE LENGTH AT HILLER DR/TUNNELED INTERSECTION													
Time:	2:45-2:50	2:50-2:55	2:55-3:00	3:00-3:05	3:05-3:10	3:10-3:15	3:15-3:20	3:20-3:25	3:25-3:30	3:30-3:35	3:35-3:40	3:40-3:45	
Max No. vehicles in Southbound Queue:	< 11			26	30	< 11			13				
Max No. buses in Southbound Queue:													
Max Queue Length (ft) Southbound Queue:													
NORTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE													
Time:	2:45-2:50	2:50-2:55	2:55-3:00	3:00-3:05	3:05-3:10	3:10-3:15	3:15-3:20	3:20-3:25	3:25-3:30	3:30-3:35	3:35-3:40	3:40-3:45	
Max No. vehicles in Southbound Queue:	25			5	< 5		< 5	7	68				
Max No. buses in Southbound Queue:													
Max Queue Length (ft) Southbound Queue:													
SOUTHBOUND VEHICLE QUEUE LENGTH AT DRIVEWAY ENTRANCE ALONG HILLER DRIVE													
Time:	2:45-2:50	2:50-2:55	2:55-3:00	3:00-3:05	3:05-3:10	3:10-3:15	3:15-3:20	3:20-3:25	3:25-3:30	3:30-3:35	3:35-3:40	3:40-3:45	
Max No. vehicles in Southbound Queue:	< 5												
Max No. buses in Southbound Queue:													
Max Queue Length (ft) Southbound Queue:													

Compliance Determination: Letter of Support for Appeal the approval of the 2017-2018 School year Compliance Matrix relating to Bentley School.

Dear Planning Commissioners:

Along with many neighbors from the Hiller Drive/Highlands community I attended many meetings with Bentley School, the Planning Department and the Commissioners to hammer out a Conditional Use Permit for Bentley School from 2005 to 2009-2010. At that time the school had been in violation of its CUP for approximately 15 years by expanding enrollment without permits from 200 students to more than 300 students. In 2005 Bentley applied for a new CUP for 360 students.

In reviewing the 2005 CUP application, the Planning Commissioners agreed that they would not have granted such a huge enrollment at this small property because of the intensity of use except for the fact that the school was already operating at such a level. So the task was to make the fat foot fit in the tiny shoe or, as one Commissioner said, "we will try to make 360 students feel like 200". Thus, the Commission developed 28 conditions with enforcements to reduce the impact the school was having in the neighborhood.

Safety was of great concern to neighbors and to Commissioners because there are two commuter elementary schools in one block of Hiller Drive as well as a large community of residents most of whom use Hiller Drive. Most of the homes in the Hiller area burned and many lives were lost in the 1991 hills fires when they couldn't evacuate down this hill. The number of vehicles traveling to Bentley, parking, unloading, u-turning and using driveways etc. became a focus of the CUP conditions. Because the numbers of staff, teachers, students and parents and frequency of activities all relate to safety and intensity of use the Commission spelled out verifiable limits in the CUP conditions of approval.

The school traffic is counted and reported monthly during the peak traffic periods by an outside contractor. However the numbers of Staff/Teachers and students are reported by Bentley annually without a review for accuracy by anyone. The CUP Condition 10 allows the Planning Department to require an independent auditor, at the school's expense, to certify the accuracy of these counts based on an assessment of the facts. The planning department has not invoked this condition.

The Appeal before you is requesting that you invoke Condition 10 of the Bentley CUP to enable an Independent Auditor, at the school's expense, to assess the accuracy of Bentley's reports. Further, it is essential that the CUP conditions be enforced consistently with timely and proper notifications of noncompliance when noncompliance is clearly documented as it was in 2018. Without reliable enforcement the CUP has no teeth.

Sincerely,
Linda Harris

Klein, Heather

From: linda harris <lkharris73@gmail.com>
Sent: Thursday, September 12, 2019 3:47 PM
To: jfearnopc@gmail.com; cmanusopc@gmail.com; amandamonchamp@gmail.com;
jmyres.oaklandplanningcommission@gmail.com; SShiraziOPC@gmail.com;
tlimon.opc@gmail.com; NHegdeOPC@gmail.com; Klein, Heather
Subject: Compliance Determination: Letter of Support for Appealing the Approval of the
2017-2018 School year Compliance Matrix Relation to Bentley School
Attachments: Bentley Appeal 2019 final (1).docx

Dear Planning Commissioners:

I reside on Hiller Drive two doors from Bentley School. My letter in support of the Appeal of the Approval of the 2017-18 School year compliance Matrix relating to Bentley School is attached. Thank you for considering my comments.

Sincerely yours,
Linda Harris



Cox, Castle & Nicholson LLP
50 California Street, Suite 3200
San Francisco, California 94111
P: 415.262.5100 F: 415.262.5199
Anne E. Mudge
415.262.5107
amudge@coxcastle.com

File No. 62874

September 13, 2019

VIA E-MAIL HKLEIN@OAKLANDCA.GOV

Ms. Heather Klein
Planner IV, City of Oakland
250 Frank H. Ogawa Plaza
Oakland, CA 94612

Re: Response to the Piper Appeal of the Compliance Determination

Dear Heather:

We write on behalf of Bentley School (“School”) to address the allegations in the appeal filed by Susan and Gordon Piper (“Pipers”) of the City of Oakland’s (“City”) determination that the School complied with its conditions of approval during the 2017–2018 school year (“Compliance Decision”). The Pipers raise a single issue related to compliance, claiming to have “identified” 26 additional School employees that when added the employees identified by the School cause the School to be out of compliance with Conditions of Approval (“COA”) 1(b)(vii) and 20, which place a 71-person cap on the School’s faculty and staff. As discussed in Section 1, below, the School’s faculty and staff count was no more than permitted during the 2017–2018 school year and the School remains in compliance with its faculty/staff cap today.

The Pipers raise two other issues unrelated to the Compliance Decision. First, the Pipers suggest the City should hire an independent auditor to review the School’s annual Compliance Reports. Second, the Pipers recommend revising the conditions of approval to include vendors and other contractors in the staff count. As further discussed in Section 2, below, because the School is in compliance with its conditions of approval and because a compliance hearing is not an opportunity to rewrite COAs, both of these proposals should be denied.

1. The School Is In Compliance With Its Faculty/Staff Cap

The School submitted an accurate and complete list of its 2017–2018 faculty and staff as part of its Compliance Report. During that school year, the School had 68 Oakland faculty and staff, three positions it was looking to fill, and three Lafayette employees who spent up to a few hours each week on the Oakland campus. Therefore, the School was in compliance with the 71-person cap on Oakland faculty and staff imposed by COAs 1(b)(vii) and 20.

Attachment A to this letter lists all of the people the Pipers allege are employees, whether those people are listed on the 2017–2018 or 2018–2019 employee list, and an explanation of whether those people ever worked at the School. **Attachment A** shows that the School’s Compliance Report is accurate, and refutes the Pipers’ allegations.

The Pipers claims are based on their search of social media websites. The School does not control its former employees’ social media sites, many of which appear to be out of date. In one macabre example, a former employee that has been deceased since 2010 still has an active LinkedIn account that claims she is a School employee. Obviously, despite the Pipers’ claims to the contrary, she is not a School employee.

For complete disclosure, the School submitted a list of its 2018–2019 faculty and staff with its 2017–2018 Compliance Report. The School’s workforce is fluid, and **Attachment A** shows that there have been a few employee changes since October of this school year. Although irrelevant to whether the School complied with its conditions during the 2017–2018 school year, the School nevertheless submits an updated 2018–2019 employee list (**Attachment B**) that captures the changes that have occurred since its October submission. As shown in the updated employee list, the School remains in compliance with its cap on faculty and staff.

The Pipers complain that the School’s list of faculty and staff no longer uses precise job titles, such as “5th Grade Teacher” rather than “Middle School Faculty.” The School no longer uses titles such as “5th Grade Teacher” because, due to the employee cap, most faculty and staff wear more than one hat, and those hats can change from year to year. Thus rather than note that someone is a 5th grade teacher who also teaches 7th and 8th grade social studies, it is more accurate, and less confusing to classify the person as “Middle School Faculty.”

2. Faculty/Staff Are Not Vendors, Suppliers, Volunteers, or Visitors

The COAs specifically distinguish “faculty and staff” from volunteers, visitors, vendors, suppliers, AC Transit, and buses and vanpool companies chartered by the school. The fact that “faculty and staff” excludes vendors, suppliers, and others is clear from COAs 14(a) and 14(d). COA 14(a) states in relevant part: “Bentley School shall provide assigned spaces to all full and part time faculty and staff (71 employees) and not volunteers or visitors.” COA 14(d) states in relevant part:

The project applicant shall cause to be counted all vehicles associated with the School’s students, faculty, and staff, as previously defined by the Planning Commission with approval of the TDM on July 21, 2010, during a one-hour monitoring period in both the morning and the afternoon. Furthermore, visitors, vendors, suppliers, the AC Transit bus or other multi-occupant vehicles chartered by the School shall not be included in the vehicle count.

Despite the fact that the COAs distinguish faculty and staff from non-School employees, such as vendors, suppliers, and visitors, the Pipers argue that the vendors should be

treated as faculty and staff. The Pipers had an opportunity to make this argument when the Planning Commission imposed the COAs. It is too late to rewrite the COAs now, as well as outside the scope of a compliance determination appeal. Pursuant to Planning Code section 17.132.020, this appeal is limited to claimed error by planning staff, and does not encompass rewriting COAs.

Contrary to the Pipers claim, the Planning Department did not, sometime in 2014, “administratively rule that vendors are not employees” without the opportunity for public input. The decision that vendors are not employees was made by the Planning Commission at the April 7, 2010 hearing when it altered the language of COA 1(vii) and reaffirmed by the Planning Commission on March 7, 2012, when it imposed COA 14 as currently written. Notably, neighbors have been arguing that vendors should be treated as employees since at least 2010 (see **Attachment C**) despite the City’s direction otherwise.

Lafayette employees who occasionally visit the Oakland campus also should not be part of the faculty/staff cap. As the Pipers note, the faculty/staff cap is related to the neighbors’ concerns about traffic. Consistent with this concern, Lafayette employees who come to the Oakland campus for up to a few hours a week park at the Lafayette campus and arrange for a ride in a school van to the Oakland campus, or make other parking arrangements. They do not park on Hiller Drive or contribute to purported traffic issues on that road.

The Pipers’ next claim is equally off base. The School has not increased its after school programs using non-Oakland faculty or staff. Instead, as noted above, its Oakland faculty and staff are working doubly (sometimes triply) hard. For example, all of the School’s assistant teachers also work in the afterschool program. It is only through the enormous dedication of its Oakland employees that the School has been able to continue to offer quality after-school care and enrichment. Notably, after-school programs also result in fewer parents picking up children at any one time, dispersing traffic along Hiller Drive.

Finally, students are not faculty or staff. Lafayette students who intern in Oakland are not employed—they are volunteers. As noted above, volunteers are explicitly called out as separate from faculty and staff in the COAs.

The Pipers request for the School to fund an independent audit of its faculty and staff on a regular basis should be denied given the School’s consistent compliance with its COAs since 2014 and lack of evidence by the Pipers of noncompliance. Moreover, as an at-will employer, faculty and staff changes throughout the year. The current system whereby the School submits its private school affidavit and an annual compliance matrix is more than adequate to ensure compliance.

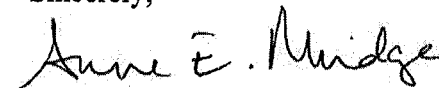
There is no reason related to land use that the neighbors require more information about the School’s faculty and staff. Between the trip cap, the prohibition against faculty and staff parking on Hiller for more than 30 minutes, the requirement to provide all Oakland

Ms. Heather Klein
September 13, 2019
Page 4

faculty/staff off-street parking spaces, and the enrollment cap, there are sufficient constraints on the School to address land use concerns.

A handful of residents with a lot of time on their hands dislike the School, but their persistent complaints do not change the fact that the School has been and remains in compliance with its COAs. Accordingly, the Pipers' appeal should be denied.

Sincerely,

A handwritten signature in cursive script that reads "Anne E. Mudge".

Anne E. Mudge

AEM:mp

ATTACHMENT A

Name Questioned	H. Klein's Question/ Comments	Listed as an Employee on Submitted 2017-2018 Employee Chart	Listed as an Employee on Submitted 2018-2019 Employee Chart	Current Status
Lloyd Brown	On 2017-2018 Employee List	Yes.	Yes, see row 33 of submitted Oakland campus employee list	Employed at the Oakland campus.
Steve Netniss	Comes to the School 0-2 hours per week.	Yes.	Yes, Lafayette employee who comes to Oakland approximately 0 to 2 hours per week; see row 2 of submitted Lafayette employee list	Remains a Lafayette employee who comes to Oakland between 0 and 2 hours per week.
Krista Gatlin	?	No.	No.	Died in 2010.
Crystal Pasccuci	Does not come to Bentley	No.	No.	Is not a school employee. Has not been a school employee since the 2015-2016 school year.
Ondine Young	Does not come to Bentley	No.	No.	Is not a school employee. Has not been a school employee since the 2016-2017 school year.
Elizabeth Myers	?	No.	No.	Lafayette faculty/staff. She is currently coaching a winter sport for children at the Oakland campus. She spends less than 1 hour per week on the Oakland campus. An updated 2018-2019 employee chart has been prepared and is submitted with this response.
Ashlie (Kittleson) Kirby	No longer employed by Bentley	Listed as having been replaced (see row 15).	No.	Has not been employed by the school since the 2016-2017 school year.
Jessica Beatty	?	Listed as having been replaced (see row 24).	No.	Has not been employed by the school since the 2016-2017 school year.

ATTACHMENT A

Name Questioned	H. Klein's Question/ Comments	Listed as an Employee on Submitted 2017-2018 Employee Chart	Listed as an Employee on Submitted 2018-2019 Employee Chart	Current Status
Nicholas Pukstas	?	No.	No.	Lafayette employee who teaches one class per week in Oakland, spending approximately less than 3 hours per week on the Oakland campus. An updated 2018-2019 employee chart has been prepared and is submitted with this response.
Carmela Tejada	?	No.	No.	Is not a school employee. When Tejada was a school employee, she served only the Lafayette Campus.
Marie-Sophie De Carriere	?	No.	No, but see row 69 on the 2018-2019 Employee Chart, noting that the school has an opening due to the departure of Calderbank.	Replaced Calderbank and is an Oakland employee. An updated 2018-2019 employee chart has been prepared and is submitted with this response.
Kimberly Fradelis	?	No.	No.	Lafayette employee who teaches one class per week in Oakland, spending less than 3 hours per week on the Oakland campus. An updated 2018-2019 employee chart has been prepared and is submitted with this response.
Natalie Babcock	No longer employed by Bentley/ Replaced by Luce on 2018-2019 list	Yes.	No, but see row 27, noting that Luce replaced Babcock.	Is not a school employee. Has not been a school employee since the end of the 2017-2018 school year.
Courtney Mazzei	?	No.	No.	Lafayette employee who works in the school's advancement department. Spends zero hours on the Oakland campus.
Emily Morrison	?	Yes (see row 65)	Yes (see row 37)	Morrison married sometime prior to the 2017-2018 school year and changed her last name to Austin.

ATTACHMENT A

Name Questioned	H. Klein's Question/ Comments	Listed as an Employee on Submitted 2017-2018 Employee Chart	Listed as an Employee on Submitted 2018-2019 Employee Chart	Current Status
Marie Olson	?	No.	No.	Is not a school employee. Has not been a school employee since the 2012-2013 school year.
Lorraine Rawlinson	?	No.	No.	Is not a school employee. Has not been a school employee since the 2010-2011 school year
Nicolas Scheepers	?	No.	No.	Has not worked as an independent contractor to Bentley School since the 2013-2014 school year.
Aram Muksian	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus.
Julia Newell	?	No.	No.	Lafayette employee who works in the school's counseling department. Spends zero hours on the Oakland campus.
Cheryl Uyehara	?	No.	No.	Is not a school employee and has not been a school employee since the 2010-2011 school year.
Cameron Stanton	?	No.	No.	Lafayette employee who works in the school's advancement department. Spends zero hours on the Oakland campus.
Ronit Matabuena-Lev	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus
Siah Fried	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus
Elysee Wilson-Egolf	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus
Michael Watson	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus

ATTACHMENT A

Name Questioned	H. Klein's Question/ Comments	Listed as an Employee on Submitted 2017-2018 Employee Chart	Listed as an Employee on Submitted 2018-2019 Employee Chart	Current Status
Melina Mamigonian	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus
Melissa Healey	No longer employed by Bentley/ Replaced by Luce on 2018-2019 list	No.	No.	Healey transitioned to the Upper School starting in the 2016-2017 school year.
Jessica Beatty	?	Listed as having been replaced (see row 24).	No.	Is not a school employee. Has not been a school employee since 2016-2017 school year.
Felipe Gonzalez	?	No.	No.	Lafayette employee who spends zero hours on the Oakland campus
Vivian Vo	?	No.	No.	Lafayette employee who works in the school's advancement department. Spends zero hours on the Oakland campus.
Jon Moore		No.	Yes (see row 60)	Moore was hired this school year and is a Middle School Faculty member.
Jason Scott		Yes (see row 57)	Yes (see row 59)	Scott is a Middle School Faculty member.
Lindsey Almeida		Yes (see row 54)	Yes (see row 56)	Almeida is a Middle School Faculty member.
Rob Rafeh		No.	No.	Lafayette employee who spends between 0 and 2 hours per week on the Oakland campus.
Kelly Thomas		No.	No.	Lafayette employee who spends between 0 and 2 hours per week on the Oakland campus.
Vincent Jurgens		No.	No.	As noted in the Compliance Matrix submission, Jurgens was a Lafayette employee in the 2016-2017 school year and has not worked at the school since.

ATTACHMENT B

BENTLEY SCHOOL EMPLOYEE LIST - OAKLAND					
2018-2019 School Year - Update					
	Name		Employed 2017-18	Changes Since October 2018 Submission	Brief titles
1	Molina		Yes	None	Admissions
2	Galmard	Changed positions from Middle School faculty; replaces Hester who is no longer employed	Yes	None	Admissions
3	Boyes		Yes	None	After School
4	Tamayo	New hire; replaces Taylor		None	After School
5	Deleon		Yes	None	After School
6	Nepomuceno		Yes	None	After School
7	Navarro		Yes	None	After School
8	Now		Yes	None	After School
9	Phillips		Yes	None	After School
10	Smith		Yes	None	After School - Director
11	Kendall		Yes	None	Art
12	Korican		Yes	None	Art
13	Alvarado		Yes	None	Custodian
14	Navarro		Yes	None	Custodian
15	Bryant		Yes	None	Front Desk, Office Staff
16	Crawford		Yes	None	Grade 1
17	Sykes		Yes	None	Grade 1
18	Kittle	Changed positions from Grade K and replaces Marks, who is no longer employed	Yes	None	Grade 1 and After School
19	Nussbaum	Changed positions from Grade 3 and replaces Salazar, who moved to Grade 2	Yes	None	Grade 1 and After School
20	Bennett		Yes	None	Grade 2
21	Crowley		Yes	None	Grade 2
22	Taylor	New hire; replaces Brandenburg, who is no longer employed	No	None	Grade 2 and After School
23	Salazar	Changed positions from Grade 1 and replaces Beatty, who is no longer employed	Yes	None	Grade 2 and After School
24	Famous	New hire; replaces Mayer, who is no longer employed	No	None	Grade 3
25	Rendon		Yes	None	Grade 3
26	Easton	New hire; replaces Nussbaum, who moved to Grade 1.	No	Easton moved to Kindergarten in January 2019 to cover for Fisher (maternity leave); Malhotra temporarily replaced Easton.	Grade 3 and After School
27	Luce	New employee, replaces Babcock, who is no longer employed	No	None	Grade 4
28	Harrigan		Yes	None	Grade 4
29	Visser		Yes	None	Grade 5
30	von euw		Yes	None	Grade 5
31	Munoz		Yes	None	Groundskeeper
32	Hogan		Yes	None	Head of School
33	Brown		Yes	None	IT
34	Palange		Yes	None	K-8 Faculty
35	Lee	New hire; was formerly employed with Bentley in 2016-17	No	Lee replaced Turner, who departed in November 2018; position will be filled by Demos on Leland's return	K-8 Faculty
36	West		Yes	None	K-8 Faculty
37	Austin		Yes	None	K-8 Faculty
38	Fischer		Yes	On leave from January to June 2019; Easton filling position.	Kindergarten
39	Hedges		Yes	On leave from January to June 2019; temporarily replaced by Buechner	Kindergarten
40	Turner	New hire; replaces Kittle, who moved to Grade 1.	No	Departed November 2018; replaced by Lee	Kindergarten and After School
41	Nelson	New hire; replaces O'Hanrahan, who is no longer employed.	No	Departed February 2019; replaced by Mulvaney	Kindergarten and After School
42	Ilyin		Yes	None	Librarian
43	Lummis O'Neil		Yes	None	Lower School - Director
44	Wu		Yes	None	Lower School Faculty
45	Shaufele		Yes	None	Lower School Faculty
46	Bonvini		Yes	None	Lower School Faculty

47	Wolski		Yes	None	Middle School - Director
48	Leland		Yes	On leave from December to March 2019; temporarily replaced by Demos; Demos will fill open position previously filled by Lee on Leland's return	Middle School Faculty
49	Parsons-McLain		Yes	None	Middle School Faculty
50	Montgomery		Yes	None	Middle School Faculty
51	Hsu		Yes	On leave from January to June 2019, temporarily replaced by Wang, who will depart when Hsu returns	Middle School Faculty
52	Layton		Yes	None	Middle School Faculty
53	Nemeroff	New hire; replaces Gailmard, who moved to admissions	No	None	Middle School Faculty
54	Schug		Yes	None	Middle School Faculty
55	Shu		Yes	None	Middle School Faculty
56	Almeida		Yes	None	Middle School Faculty
57	Webb		Yes	Departed in January 2019; replaced by Best	Middle School Faculty
58	Zink		Yes	None	Middle School Faculty
59	Scott		Yes	None	Middle School Faculty
60	Moore	New hire; replaces Freed, who is no longer employed	No	None	Middle School Faculty
61	Guillen		Yes	None	Middle School Faculty
62	Pannell		Yes	None	Music
63	Timmons		Yes	None	Music
64	Berardi		Yes	None	Operations
65	Buechner		Yes	Temporarily covering for Hedges; no one has replaced Buechner	Student Support
66	Cavin	New hire; replaces Anderson, who is no longer employed	No	None	Student Support
67	Johnson	New hire, replaces Miller, who is no longer employed	No	None	Student Support
68	Unkown	Searching for new hire to replace Swainson (former Head of K-8), who is no longer employed	No	None	K-8 Faculty
69	Unkown	Searching for new hire to replace Calderbank (former Lower School Faculty) who moved to the Upper School in Lafayette	No	De Carriere hired for position	K-8 Faculty
70	Unkown	Searching for new hire to replace Street (former Middle School Faculty), who is no longer employed	No	None	K-8 Faculty
71	Unkown	Searching for new hire to join the K-8 Faculty; search continued from the 2017-2018 school year	No	None	K-8 Faculty

Notes: School had 67 faculty and staff, and was interviewing to fill four positions as of 10/15/18
School has 68 faculty and staff (including those on leave), and is interviewing to fill three positions as of 3/8/2019

BENTLEY SCHOOL EMPLOYEE LIST - LAFAYETTE					
#	Name	Hours Per Week on Hiller Campus	Employed 2017-18	Changes Since October 2018 Submission	Position
1	Kopelevich	0-2	Yes	None	K-12 Administrator
2	Netniss	0-2	Yes	Netniss departed December 2018 and is no longer employed.	K-12 Administrator
3	Nunez	0-2	Yes	None	K-12 Administrator
4	Checovich	0-6	Yes*	None	K-12 Administrator
5	Fradella	0-4	Yes*	Fradella is performing 0-4 hours per week of K-8 duties; anticipated to last until the School fills its open positions	Upper School Teacher
6	Pukstas	0-4	Yes*	Pukstas is performing 0-4 hours per week of K-8 duties; anticipated to last until the School fills its open positions	Upper School Teacher
7	Myers	0-2	Yes*	Myers coached middle school sports 0-2 per week during the fall trimester	6-12 Athletic Coordinator

8	Rafeh	0-2	Yes*	Rafeh coached middle school sports 0-2 hours per week during the winter trimester	6-12 Athletic Coordinator
8	Thomas	0-2	Yes*	Thomas coached middle school sports 0-2 hours per week during the winter trimester	6-12 Athletic Coordinator

*Employed by Bentley during the 2017-2018 school year at the Lafayette campus with no duties related to the Oakland campus.

Attachment C

On 11/9/10 11:55 AM, "Heather Klein" <hklein@oaklandnet.com> wrote:

Linda,

The consultant is still working on the changes that staff requested. I can't get to the Planning Commission until January because the Planning Commission schedule is completely booked. So I gave him some time to work on these last items.

To answer your questions:

- We specifically outlined who was staff and how wasn't per the document that Duncan provided us in October. That document listed the roles of all 71 employees. Anyone not on this list is not considered staff, including the independent rule enforcers, coaches, tutors, etc. At this time we are not willing to go back and revise the staff numbers, the job descriptions, or open up who is considered staff. I do know that there is only 63 staff at this time. Each staff member should be assigned a parking space so that all the spaces are used up. However, even with this, staff parking off-site and the SOV reduction, it is likely that spaces will not be available for all persons who were listed as staff per that document much less persons not listed as staff. I do not believe that the condition of approval prohibits these volunteers, coaches, or tutors from parking on Hiller. Only the 71 persons are prohibited from parking on Hiller for more than 30 minutes.
- I will pass your comments on to DKS to be considered for the December monitoring. However, the City is confident that the methodology in place to conduct the monitoring is adequate.

Heather Klein, CGBP, LEED AP
Planner III
City of Oakland

250 Frank H. Ogawa Plaza, Suite 3315
Oakland, CA 94612
ph: (510) 238-3659 <<tel:%28510%29%20238-3659>>
fax:(510) 238-6538 <<tel:%28510%29%20238-6538>>
email: hklein@oaklandnet.com <[blocked::mailto:hklein@oaklandnet.com](mailto:hklein@oaklandnet.com)>
P Please consider the environment before printing this e-mail

From: Linda Harris [<mailto:lkharris@sbcglobal.net>]
Sent: Monday, November 08, 2010 2:24 PM
To: Klein, Heather; Neighbors for Safety in Hiller Highlands
Subject: Bentley's October 19 filing

Dear Heather:

Do you have any additional information on Bentley's report which was due on October 19, 2010 regarding CUP Condition 14a, 14b?

If this document is still in review, we would welcome an opportunity to contribute comments.

Attachment C

In particular:

1. We would like the issue of staff parking on Hiller Drive and North Hill Court addressed. Bentley is increasingly relying on part time staff to support their classroom, enrichment, lessons and childcare programs. We assume that these people who are integral to the school's program, are considered staff per CUP condition 14a (not volunteers or visitors) and are barred from parking on Hiller Drive and North Hill Court for longer than 30 minutes. Neighbors already supported an increase in the staff limit in the CUP and the Commission also eliminated the move of 5 administrators off the Hiller campus. These part time providers should be considered in vehicle counts to be consistent with staff limits and the goal of reducing the footprint.

2. In reviewing the DKS monitoring reports, we believe there is inadequate counting methodology to determine whether Bentley is within the vehicle trip limits set by Condition 14d: 242 total vehicle trips. The counting of carpools and bus riders is useful in helping Bentley identify where trips can be reduced. In addition, if the monitors could account for all of the school's daily population that would be useful to measure compliance and aid enforcement of the total vehicle trips limit provided in 14d. We would like to see the monitors report include a clear summary of the total vehicle count (14d) along with the breakdown of carpools/bus/SOV/ as both student and vehicle counts.

3. On October 6, neighbors tallied the number of vehicle on the street with riders or drivers going to Bentley and cars from all directions which entered the school driveway. We did not count the number of passengers in vehicles because we are primarily interested in the enforceable limit of Condition 14d. We found 248 vehicles associated with Bentley. Similarly, the DKS observation on the morning of 9/27 found 244 vehicles (136+59+34+15) and 6 students/staff were not accounted for. Both counts found that Bentley slightly exceeds the 242 vehicle limit of 14d. In addition, the DKS report is unclear whether the Table 4 count of cars entering driveway is in addition to the Table 2 and 3 numbers if it is, Bentley significantly exceeds the limit. The DKS afternoon observation on 9/27 found 106 vehicles but the monitors were unable to account for 190 students or staff (more than 50% of the school population) during their afternoon observations. It is assumed that these people departed the campus later in the day but there is no total vehicle count for the afternoon period. Because vehicle trips are usually higher in the afternoon due to staggered departures, it is likely Bentley exceeds the 242 vehicle limit in the afternoon. Neighbors will be conducting additional traffic counting to cross check the monitor reports. In light of Bentley's lower enrollment numbers, we hope that the school's traffic reducing measures will prove more effective in meeting vehicle trip reduction limits during the next monitoring period.

We hope you will consider expanding the DKS report to clearly summarize the vehicle trips to Bentley including for a period extending beyond the peak period and accounting for the full daily population.

We look forward to seeing Bentley's Traffic Plan B, without the MOU in place, and to review specific plans for accommodating additional off street parking.

Please let us know when we can review and comment on the October 19 document.

Thanks,
Linda Harris