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### Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Preston Thomas, Chief Systems and Services Officer  
Kilian Betlach, Executive Director of Enrollment

**Meeting Date** May 8, 2024

**Subject** **Approval of and** Authorization of Submission of Application to the California Department of Education for new County-District-School (CDS) Code for Burbank and Hintil Kuu Ka Child Development Centers, Effective 2024-2025 School Year

**Ask of the Board** Approval by the Board of Education of and authorization of submission of application to the California Department of Education for new County-School-District (CDS) Code for Burbank and Hintil Kuu Ka Child Development Center (CDC), respectively, effective 2024-2025 School Year, so that each site may serve students in Transitional Kindergarten (TK) settings as well as Pre- Kindergarten (Pre-K) settings.

**Background** In California, every state is represented by a county/ district/ school code known as the CDS code. These are 14-digit codes that identify the school and are used for tracking at the state level. When the configuration of a school changes, the school district can apply to update the information, or it may be required to apply for a new CDS code entirely.

In the case of Burbank and Hintil Child Development Centers, we are seeking a new CDS code to serve TK students on that site. The sites are currently authorized with a preschool CDS code, and the California Department of Education does not allow preschools to change their grade configurations. Instead, a new CDS code must be issued.

**Discussion** In July 2021, Governor Newsome signed SB 130, which, in part, called for the expansion of Transitional Kindergarten as part of the pathway to universal Preschool access. To address this, OUSD has nearly doubled the number of TK programs it operates relative to pre-pandemic, and those programs have increased their average enrollment by more than six students per class. In the 2024-2025 school year, there will be TK programs for 46 of 48 elementary schools and six schools will have two TK classes each.

Still, OUSD operates roughly one TK class for every 2.5 Kinder classes, and this supply is not keeping up with demand. For the 2023-2024 school year, 12 TK programs had 1<sup>st</sup> choice demand exceeding 150% of capacity. In this year's

enrollment cycle, seven schools have waitlists of more than 100 students for the 24-seat TK class. Many of these families that did not receive an offer did not enroll their child in another TK program in OUSD missing out on valuable enrollment.

In 25-26, the state is scheduled to reduce the maximum class size to 20 while expanding eligibility by three months. At that time, we will need to open at least seven TK programs to maintain our current TK enrollment, much less continue to expand and grow at the pace we have the last three years.

Part of the challenge lies in schools that were already enrolled to capacity prior to TK expansion or that our schools were designed small generations ago. Many of these schools represent the District's highest-choice schools. These schools have not been able to identify classroom spaces to accommodate TK expansion. We have worked to ensure that every school has at least one TK, and now we are working to expand to 2nd TK classes where choice and birth rate dictate, such as Franklin, Laurel, Lockwood, and Reach.

Creating hub TK programs is one strategy to partially address this challenge. Hub TKs are classrooms located and operated at pre-existing CDCs that are linked through the enrollment system with an elementary school that wouldn't otherwise have space for a TK class. In the 2023-2024 school year, we opened three Hub TK classes located at the Kaiser campus, serving Chabot, Hillcrest, and Peralta, respectively. We seek the creation of the new CDS codes to continue this strategy at the Hintil CDC. This will allow us to enroll 2-3 additional TK classes that are connected with schools that wouldn't otherwise have space for TK, increasing community access and district enrollment.

This change at the Burbank campus would similarly allow TK students served in Self-Contained Programs (SCP) to be both served at Burbank and coded as TK (not PreK) students. This would ensure increased accuracy of record keeping, and allow the district to realize the enrollment of these TK-aged students.

**Fiscal Impact**

Fiscal benefits associated with this change are as follows:

- Increasing the district enrollment of TK students by at least 60 students in the 2024-2025 school year, with the possibility of an additional 20 students in 2025-2026 school year.
- Creating a sustainable feeder pattern of students into our Kindergarten that has been showing to increase progression rates.

There are no fiscal costs associated with the creation of the CDS codes themselves, but to increase TK enrollment, the district would incur the labor and supply costs associated with running those programs.

**Attachment(s)**

- Presentation - Approval of and Authorization of Submission of Application for New County-District-School (CDS) Code-: Burbank Child Development Center and Hintil Child Development Center
- Application for New CDS Code - Burbank Child Development Center and Hintil Child Development Center

**Approval of and Authorization of Submission  
of Application for new County -District-School  
(CDS) Codes:  
Burbank Child Development Center and  
Hintil Kuu Ka Child Development Center**

**Kilian Betlach, Executive Director of Enrollment  
May 8, 2024**



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*



# Ask of the Board:

Approval of Application and Authorization of submission of application to California Department of Education for new CDS codes for Burbank CDC and Hintil Kuu Ka CDC effective 2024-2025 School Year.

# Context

Every school--comprehensive, continuation, adult school, preschool--has a CDS code

The state uses these CDS codes to identify and track schools

When we make changes to schools, sometimes we can continue to use the existing CDS code, and at other times the state requires us to submit an application for a new CDS code

After consulting with the state, the planned changes to the Burbank and Hintil CDC require a new CDS code because TK cannot be added to existing preschool CDS codes

# Burbank CDC

## 3550 64th Avenue

Burbank serves 125 preschool students who receive special education services

The CDC also serves as OUSD's diagnostic center for families seeking assessments for special education services

**Need for new CDS code:** Currently, TK aged students must be either be listed as preschool students *or* attend classes at Kaiser. If Burbank had a new CDS code, more TK students could enroll at Burbank and the district could realize their enrollment

# Hintil Kuu Ka CDC 11850 Campus Drive

Hintil serves 71 preschool students

47 of current Hintil Kuu Ka students would attend Laurel CDC pending the completion of the construction there

**Need for new CDS code:** We have planned to open a 2nd TK Hub site at Hintil, serving an additional 48 students in 24-25. These students will take the place of the Laurel students who will return to the Laurel campus, and serve to expand our TK offerings



# Community Schools, Thriving Students



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
*Community Schools, Thriving Students*


[www.ousd.org](http://www.ousd.org)     @OUSDnews


1011 Union Street, Oakland, CA 94607



# Application for a New School CDS Code

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This application is to be used by local educational agencies (LEAs) to notify the California Department of Education (CDE) of the establishment of a California public school and to apply for a County-District-School (CDS) code for the newly established school. LEAs may apply for a CDS code twelve months prior to the school's opening date. To apply for a CDS code for a private school, please refer to the CDE [Filing the Private School Affidavit](#)  web page.

Prior to completing this application, please ensure that you have all of the required information and have read the [Application for a CDS Code Instructions](#) .

Complete the Application for a CDS Code by populating all of the required fields, which are denoted with an asterisk (\*). Once the form is complete, select the "Submit Application" button. Upon submission of your application, you will be routed to a confirmation page and will receive a confirmation email, which will include instructions for completing the application process.

**You will not be able to save this application and complete it at a later time.**

## School Information

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**1. \*Regional Occupation Center/Program**

Yes  No

**2. \*County**

Alameda 


**3. \*District**

Oakland Unified 

**4. \*School**

Burbank Preschool

**5. \*School Type**

Elementary Schools (Public) 

**6. \*Educational Program**

Traditional 

**7. \*Open Date**

08/12/2024

**8. \*Estimated Enrollment**

100

**9. \*Low Grade**

Pre-School ▼

**10. \*High Grade**

Kindergarten ▼

**11. \*Virtual Status**

Not Virtual ▼

**12. \*Year Round**

Yes  No

**13. \*Magnet**

Yes  No

**14. Email**

**15. Website**

<https://www.burbankprek.org/>

**16. \*Phone Number**

5108795004

**17. Phone Extension**

**18. Fax**

**Education Code Authority**

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**19. \*Education Code**

**General Authority**

**Special Authorities (Select to expand)**

**You selected:**  
Permissive school codes EC §§35160, 35160.1, 35160.2

## School Addresses

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### Physical Address

20. \*Street

3550 64th Avenue

21. \*City

Oakland

22. \*State

CA - California

23. \*Zip

94605

24. Zip4

### Mailing Address Copy Physical Address

25. Street

11850 Campus Drive

26. City

Oakland

27. State

CA - California

28. Zip

94619

29. Zip4

## Principal Information

---

30. \*First Name

Theresa

**31. \*Last Name**

Lozac'h

**32. \*Job Title**

Principal

**33. \*Email**

Theresa.Lozach@ousd.org

**34. \*Phone Number**

5108795004

**35. Phone Extension**

## Charter School Information

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**36. \*Charter School**Yes  No 

## Applicant's Information

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This information will be used to provide you with a confirmation of the receipt of your application and for CDE staff to follow up with you regarding any questions with your application or supporting documentation.

**\*Applicant's Name**

Kilian Betlach

**\*Applicant's Email**


Kilian.Betlach@ousd.org


By checking this box, I declare that I am acting under the direction of the district superintendent, and  that the information contained herein is true and accurate.

**Note:**(\*) are required fields.

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Oakland Unified 

**4. \*School**

Hintil Kuu Ka CDC

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Elementary Schools (Public) 

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Traditional 

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08/12/2024

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100

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Kindergarten ▼

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**12. \*Year Round**

Yes  No

**13. \*Magnet**

Yes  No

**14. Email**

**15. Website**

**16. \*Phone Number**

5108798410

**17. Phone Extension**

**18. Fax**

**Education Code Authority**

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**19. \*Education Code**

**General Authority**

**Special Authorities (Select to expand)**

**You selected:**

Permissive school codes EC §§35160, 35160.1, 35160.2

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Oakland

22. \*State

CA - California 

23. \*Zip

94619

24. Zip4

### Mailing Address [Copy Physical Address](#)

25. Street

11850 Campus Drive

26. City

Oakland

27. State

CA - California 

28. Zip

94619

29. Zip4

## Principal Information

---

30. \*First Name

Sharon

**31. \*Last Name**

Travers

**32. \*Job Title**

Principal

**33. \*Email**

Sharon.Travers@ousd.org

**34. \*Phone Number**

5108798410

**35. Phone Extension**

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**36. \*Charter School**

Yes  No

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Kilian Betlach

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Kilian.Betlach@ousd.org

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Cancel