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Introduction Date	5/8/24	
Enactment Number		
Enactment Date		



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 Departmentof 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 1st choice demand exceeding 150% of capacity. In this year's

Board Cover Memorandum Creation of New Community-District-School Codes for Burbank and Hintil Child Development Centers

Page 2 of 2

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









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 serves 71 preschool students

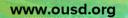
47 of current Hintil Kuu Kastudents would attend Laurel CDC pending the completion of the construction there

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

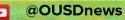












1011 Union Street, Oakland, CA 94607

Application for a New School CDS Code

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 <u>Filing the Private School Affidavit</u> web page.

Prior to completing this application, please ensure that you have all of the required information and have read the <u>Application for a CDS Code Instructions</u> [7].

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

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

10:44 AM	County District School Online Application (CA Dept of Education)
100	
*Low Grade	
Pre-School	•
0. *High Grade	
Kindergarten	•
1. *Virtual Status	
Not Virtual	•
2. *Year Round Yes ● No ○	
3. *Magnet Yes ◯ No ◉	
4. Email	
·	
5. Website	
https://www.burbankprek.org/	
6. *Phone Number	
5108795004	
7. Phone Extension	
8. Fax	
Education Code Authority	
9. *Education Code	
General Authority	
O Special Authorities (Select	o expand)
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Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address	
20. *Street	
3550 64th Avenue	
21. *City	
Oakland	
2. *State	
CA - California 💙	
3. *Zip	
94605	
4. Zip4	
Mailing Address Copy Physical A	<u>Address</u>
25. Street	
11850 Campus Drive	
6. City	
Oakland	
7. State	
CA - California	
8. Zip	
94619	
9. Zip4	
incipal Information	
30. *First Name	

Theresa

31. *Last Name					
Lozac'h					
32. *Job Title					
Principal					
33. *Email			The state of the s		
Theresa.Lozach@ousd.org					
34. *Phone Number					
5108795004					
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36. *Charter School Yes ◯ No ◉			,		
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2.	*County
	Alameda ∨
3.	*District
	Oakland Unified 🗸
4.	*School
	Hintil Kuu Ka CDC
5.	*School Type
	Elementary Schools (Public)
6.	*Educational Program
	Traditional
7.	*Open Date
	. 08/12/2024

8. *Estimated Enrollment

9. *Low Grade Pre-School 10. *High Grade Kindergarten 11. *Virtual Status Not Virtual 12. *Year Round Yes O No 13. *Magnet Yes O No 14. Email 15. Website 16. *Phone Number 5108798410 17. Phone Extension 18. Fax Education Code Authority 19. *Education Code © General Authorities (Select to expand)	, , , , , , , , , , , , , , , , , , , ,	• •	•	•	
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School Addresses

Physical Address		
20. *Street		
11850 Campus Drive		
21. *City		
Oakland		
22. *State		
CA - California		
23. *Zip 94619		
24. Zip4		
Mailing Address	,	
25. Street		
11850 Campus Drive		
26. City		
Oakland		
27. State		
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28. Zip		
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29. Zip4		
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30. *First Name		
Sharon		

31	. *Last Name
	Travers
32	*Job Title
	Principal
33	. *Email
	Sharon.Travers@ousd.org
34	. *Phone Number
	5108798410
35	5. Phone Extension
Ch	arter School Information

	S. *Charter School Yes ○ No ○
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	nis information will be used to provide you with a confirmation of the receipt of your application and for CDE
	aff 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
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Z	By checking this box, I declare that I am acting under the direction of the district superintendent, and I that the information contained herein is true and accurate.
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