

Side Letter of Agreement 2012-13.1

Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)

Academic Specialist Director with Additional Compensation and Extended Year Contract

For 2012-13, the District and CCFT agree to the following interim changes:

1. Under Appendix AA.4 and Article 11.5.6.4, the Children's Center Director position will be modified to become a Children's Center Academic Specialist Director. Beginning fall 2012, the Academic Specialist Director assignment will be a 100% position.
 - a. 75% of the position (e.g. 27 hours per week) involves the duties listed below.
 - b. The Academic Specialist Director directs the campus Children's Center in compliance with College policies, systems, and regulations of the California Department of Social Services. The Director will serve as the College representative for these programs, policy implementation and program leadership.
 - c. The Academic Specialist Director will receive an additional fifteen (15) days at 75% to:
 - Supervise and coordinate the Master Teachers' professional development and Children's Center planning, and
 - Assist with the overall Children's Center transition.
 - d. The methodology of determining future dates will be:
 - Ten (10) days before Flex Week at the beginning of the academic year and five (5) days after the end of the academic year
 - e. For 2012-2013, the additional fifteen (15) days at 75% have been identified as follows: August 2012: 6, 7, 8, 9, 10, 13, 14, 15, 16, 17 and June 2013: 10, 11, 12, 13, 14.
2. The remaining portion of the Academic Specialist Director assignment will be 25% and will be comprised of following:
 - a. This portion (25%) of the Academic Specialist Director will have the same extended contract (15 days) as the 75% position.
 - b. Extra days during August 2012
 - Review in detail the state and federal guidelines that regulate the grants that the Children's Center receives.
 - Meet with Academic Specialist Director to review all the applications received in the Spring to determine the families' eligibility for state and federal funding.
 - Do an audit review of all accepted applicant families that are on grants to ensure that they meet the guidelines for eligibility.
 - Meet with Academic Specialist Director and HASS DAS to review the 2011-2012 closed budget. Goal: identify areas for reduction of expenses in 2012-2013 to ensure a balanced budget.
 - Meet with Children's Center teachers to discuss the budget shortfall from 2011-2012 and set a budget for each classroom for 2012-2013. Goal: create awareness of the need to cut expenses and discuss procedures with the teachers to achieve a balanced budget.
 - c. Extra days in June 2013

- Review the end of the year budget with BSO staff, HASS DAS, and Academic Specialist Director.
 - Meet with Children’s Center teachers and Academic Specialist Director to review the end of the year budget and make projections for the following year.
 - Food and nutrition and CDE grant reporting for the summer months when the Children’s Center is closed.
3. This 100% position can be shared or split so one individual takes the 75% leadership role and a different person takes the 25% grant and fundraising role.
 4. Due to the changing and uncertain budgetary environment, this side letter will be reviewed by the end of the fall semester 2012 for the following academic year (2013-2014).

Date

Date

For Cabrillo Community College District

For Cabrillo College Federation of Teachers
(CCFT)