

**Side Letter of Agreement 2013-14.12**  
**Cabrillo Community College District (District)**  
**and the**  
**Cabrillo College Federation of Teachers (CCFT)**

Cabrillo College Children's Center

Due to the resignation of Maria "Lupe" Cortes from her Children's Center Director/Teacher position, effective March 7, 2014, Sandra Paiva, Master Teacher in the Infant Room, will perform the following Children's Center Director duties in addition to her teaching assignment:

- Directing and coordinating all aspects of the Cabrillo College Child Care Center Demonstration Lab in collaboration with the Children's Center's teachers and ECE faculty, including planning, administration, admissions and referrals, maintenance, and maintenance of confidential records and regulatory compliance
- Overseeing food and nutrition meal counts; ensuring timely submission of related State-mandated reports
- Reviewing Spring 2014 family applications to determine eligibility for state and federal funding
- Overseeing collection of child care fees, in collaboration with Business Services and the HASS Division Office, to ensure timely receipt
- Overseeing the closing of the 2013-2014 budget in coordination with the HASS Division Office

Ms. Paiva will receive two (2) teaching units at the Academic Specialist Director rate for performing these duties effective, Monday, March 10, 2014 through the remainder of the spring 2014 semester (May 30, 2014).

In addition to the above, a temporary/hourly Program Coordinator will be hired to perform the following duties to support state reporting and grant writing:

- Preparing and submitting quarterly reports and state grant reports, which are prepared in conjunction with various Cabrillo departments
- Completing of annual reports including reports for NAEYC Accreditation, CDE grants, CCAMPIS federal grant, PITC grant and preparation of applications for continued funding
- Overseeing the implementation of the CMR recommendations within the allotted 45-day period

The temporary/hourly Program Coordinator will perform the above duties effective March 25, 2014 through June 6, 2014 and will work no more than 200 hours.

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Date

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Date

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For Cabrillo Community College District

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For Cabrillo College Federation of Teachers  
(CCFT)