



**PERSONNEL COMMISSION
REGULAR MEETING**

AGENDA

December 14, 2011

4:30 P.M.

BOARD ROOM

BUILDING A

**Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2011**

OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
Dr. Allan Pogrund - Chair
Daniel P. Gooch - Vice-Chair
*Bob Ewing- Member***

AGENDA

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
WEDNESDAY, DECEMBER 14, 2011
BOARD ROOM, BUILDING A
4:30 PM

1. **CALL TO ORDER** TIME: _____
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one of its members Chair and another as Vice-Chair.

Chair: Nominee: _____
Elected: _____

(Action)
Moved: _____
Second: _____
Vote: _____

Vice Chair: Nominee: _____
Elected: _____

(Action)
Moved: _____
Second: _____
Vote: _____

5. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the November 10, 2011, Regular Personnel Commission Meeting for approval.

Page 1-2
(Action)
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the November 15, 2011, and December 6, 2011, Classified Employee Activity Lists presented to the Board of Trustees for their approval.

Pages 3-5
(Information)

8. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: (Commissioners Only).

Page 6
(Action)

Moved: _____
Second: _____
Vote: _____

A. **RECRUITMENT AND TESTING**

ELIGIBILITY LISTS:

2011 – 16 Child Care Attendant
2011 – 17 Speech & Language Aide
2011 – 18 Instructional Assistant - ABA

9. **NEW CLASSIFICATION – LEAD PRESCHOOL EDUCATOR – OAK**

Pages 7 - 12
(Action)

VIEW PRESCHOOL: Personnel Commission will receive the Interim Director's recommendation to review, discuss and approve the new classification, Lead Preschool Educator – Oak View Preschool.

Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

10. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

11. **COMMISSIONERS' REPORTS**

12. **DIRECTOR & STAFF REPORTS**

13. **ADJOURNMENT**

TIME: _____

Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1401.

"THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400."

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
November 10, 2011**

CALL TO ORDER Commissioner Daniel Gooch called the November 10, 2011, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Interim Director Lee led the Pledge of Allegiance.

ROLL CALL Commissioners Gooch and Ewing were present. Commissioner Pogrund was absent.

PUBLIC COMMENTS There were no requests from the public to address the Personnel Commission.

MINUTES OF OCTOBER 20, 2011 Motion by Commissioner Ewing to approve the minutes of the October 20, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

COMMISSION BUSINESS

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity List that was presented for approval to the Board of Trustees at the November 2, 2011, Board of Trustees meeting.

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

Eligibility Lists:

2011 – 15 Director, Food Services

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

APPROVE RECOMMENDED ADVANCED STEP PLACEMENT - RALPH A. PESCHEK, DIRECTOR, FOOD SERVICES Commissioner Gooch asked Mr. Lee for background regarding this recommendation. Interim Director Lee stated that during our recruitment efforts we were able to find a good candidate for Director, Food Service, and the request has been put forward by Administration and supported by the Superintendent and the Interim Personnel Director. He stated that the District would be well advised to offer advanced step placement to this candidate at step 5 of the Classified Management salary schedule at a salary range of M55. It will be going to the Board Tuesday, November 15, 2011, for ratification and requests that the Personnel Commission approves the step placement.

Commissioner Gooch asked Commissioner Ewing whether he had any questions or comments. He did not.

Commissioner Gooch had one comment. He stated that he had just recently been made aware of the difficulty in recruiting for this position and is very happy to see that we have found a qualified candidate. The advanced step placement is in place both as a recruiting tool, as well as an equity.

Interim Director Lee noted that an example of the new online applications submitted via Edjoin was attached to their copies of the agenda. He explained that the application screenings are based mainly by the supplemental questions that are part of the application.

Motion by Commissioner Gooch to approve the recommended advanced step placement - Ralph A. Peschek, Director, Food Services.

Seconded by Commissioner Ewing, and carried with a 2:0 vote.

**SECOND PUBLIC
COMMENTS**

There were no requests from the public to address the Personnel Commission.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reminded the Commission that we had previously discussed holding the next meeting of the Personnel Commission on Wednesday, December 14, 2011.

Commissioner Gooch mentioned that he and Mr. Lee and Mr. Mark Schiel, had met earlier in the day out of response to concerns from the Personnel staff and he is very pleased with the level of effort that was put into the meeting. A wide variety of potential options were discussed and they are pursuing some additional information on some of the topics. They will get some input from other sources and meet again and hopefully come to some resolution in the not too distant future.

In addition, Commissioner Gooch asked that the adjournment of today's meeting be made in honor of our Veterans, who are to be honored on the holiday tomorrow.

**DIRECTOR AND
STAFF REPORTS**

Interim Director Lee stated that the first ad hoc committee of the Personnel Commission met today and a wide variety of items and options were discussed. Nothing has been decided at this point but they will be meeting again in December and they will be receiving input from staff.

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the November 10 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch and carried with a 2:0 vote at 4:37 p.m.

Robert W. Lee, Interim Director, Classified Personnel

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Administrative Secretary

DATE: December 14, 2011

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the November 15, 2011, (Exhibit A), and December 6, 2011, (Exhibit B), Ocean View School District, Regular Board Meetings, the Board of Trustees received the Classified Personnel Activity Lists for approval. These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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Recommendation

Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of November 15, 2011, (Exhibit A) and December 6, 2011, (Exhibit B).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 15, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Huerta Viveros, Jonathan	Custodian	\$17.7345/hr	28.1	10/21/11
Peschek, Ralph	Director, Food Services	\$6784.00/mo	M55.5	12/01/11

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Mestro, Geraldine	Child Care Attendant	\$14.554/hr	18.3	10/11/11
Quan, Nina	Child Care Attendant	\$16.070/hr	18.5	10/10/11

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bernstein, Rachel	Instructional Assistant - ABA and Special Education	Resignation - Another job	08/30/07	10/07/11
Dangott, Muriel	School Office Clerk (Substitute)	Resignation - No longer available	12/11/98	09/21/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 6, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Gutierrez, Tom	Bus Driver (Substitute)	\$18.635/hr	32.1	11/07/11
Marchette-Conte, Dawn	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	11/10/11
McCartney, Joann	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/02/11
O'Donnell, Sharon	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/10/11
Reynolds, Cheryl	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/07/11

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Administrative Secretary
DATE: December 14, 2011
SUBJECT: Agenda Item No. 8: ELIGIBILITY LIST(S)

Background Information

The following eligibility lists are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Commissioners only).

The following are the current lists for ratification:

2011 – 16	Child Care Attendant
2011 – 17	Speech & Language Aide
2011 – 18	Instructional Assistant - ABA

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Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2011 – 16, 2011 – 17, and 2011 – 18.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Robert W. Lee
Interim Director, Classified Personnel

DATE: December 14, 2011

SUBJECT: **Agenda Item No. 9: New Classification - Lead Preschool Educator – Oak View Preschool**

Background Information

Staff has been requested to develop a job description and recommend a salary for a new classification to assist in administering Oak View Preschool. The position is required to have both education and experience in child development and early childhood education, as well as have the appropriate Certification or Permit required by the California Commission on Teacher Credentialing to supervise a preschool site in the absence of a site supervisor or Principal. Last year due to severe reductions in preschool funding the existing classification of Preschool Supervisor was not funded for the 2011-12 school year and the incumbent was laid off. Due to a change in the funding source for the Oak View Preschool and the requirements for receiving the funds it is no longer permitted to have both a Principal and another site supervisor funded. However, it is still necessary to have a qualified employee overseeing the site during times when the Principal cannot be on site. Therefore, a new lead worker classification was researched and deemed appropriate to be funded through the existing funding sources and necessary for the safe operation of the Preschool.

The position's primary responsibilities are, under the direction of the Oak View State Preschool Principal, to assist in overseeing and administering the daily operations of the Oak View State Preschool program and have the necessary credential/permit to oversee the instructional preschool activities and staff in the absence of the Principal. Additionally, the incumbent is to assist the Principal to ensure that all State Preschool grant and licensing requirements continue to be met and to formulate/develop policies, procedures, rules, regulations, programs and activities to enhance existing Preschool programs and services. The incumbent must possess a Preschool Master Teacher Permit, or higher level Preschool Permit, or BA or higher with 12 units of ECE/CD, plus 3 units in supervised field experience in ECE/CD setting.

The salary recommended for the new classification is based on internal analysis. Specifically, there should be a reasonable salary separation between a worker and a lead worker, how much is reasonable depends on the overall salary structure of the class series to which assigned as well as to that of other lead worker classes in the District. It is recommended that the Lead Preschool Educator - Oak View Preschool be assigned to CSEA Salary Range 36, \$3457 - 4210 per month.

**New Classification – Lead Preschool Educator
Oak View Preschool**

Salary Range

36	Lead Preschool Educator - Oak View Preschool
32	Preschool Educator
45	Lead Mechanic
42	Mechanic
31	Lead DTT/ABA Instructional Assistant
26	Instructional Assistant - Applied Behavior Analysis (ABA)

The four (4) Salary Range separation is deemed appropriate given the fact that in the absence of the Oak View Preschool Principal this position would be responsible for the safe daily operation of the entire preschool. Also, the requirements for possession of a substantially higher level of credential/permit justifies this salary placement recommendation.

The Lead Preschool Educator - Oak View Preschool class is to be a non-management and non-supervisory lead worker classification reporting to the Oak View State Preschool Principal and therefore, in accord with Government Code 3543 the class should be assigned to the bargaining unit selected as exclusive representative of the Ocean View classified employees, CSEA and placed into the Instructional Series of classes.

The Lead Preschool Educator class is recommended, in accord with Fair Labor Standards Act and Education Code Sections 45127, 45128 and 45131 requirements to be eligible for overtime compensation. Further, in accord with Education Code Section 45301, the probationary period for this class should be six (6) months or 130 days in paid service, whichever is longer.

Attachments: Job description for Lead Preschool Educator, dated 12/1/11
Child Development Permit Matrix – with Alternative Qualification Options Indicated

Recommendation

The Interim Director of Classified Personnel recommends the Personnel Commission review, discuss and adopt the proposed new classification of Lead Preschool Educator - Oak View Preschool. It is also recommended that the Personnel Commission recommend a salary range placement of CSEA 36, \$3457 - 4210 per month to the Board of Trustees. It is also recommended that the new class be assigned to the CSEA Bargaining unit Instructional Series of classes, be eligible for overtime compensation and subject to a 6 month or 130 days in paid service probationary period.

LEAD PRESCHOOL EDUCATOR
Oak View Preschool

DEFINITION:

Under general direction of the Preschool Principal assists in overseeing daily operations of the Oak View Preschool program; assists in planning and organizing the instructional preschool activities to promote developmentally appropriate student learning. Assists with implementation of curriculum, staff and program development activities; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The class of Lead Preschool Educator is distinguished from other preschool classes in that, in the absence of the Preschool Principal, the incumbent is responsible for overseeing daily operations of the Oak View Preschool Program, while positions in other preschool classes are responsible for daily instruction or assisting in a single preschool classroom. Under the general direction of the Preschool Principal the incumbent is expected to work with considerable independence to assist in development, implementation and overseeing Oak View Preschool Program standards and policies.

EXAMPLES OF DUTIES:

Assist with the administration, planning, and overseeing of the preschool instructional activities promoting developmentally appropriate student learning according to established guidelines and in compliance with applicable laws, codes, rules, regulations and licensing requirements; *E*

Assist the Preschool Principal with determining staffing requirements, arranging for trainings, workshops and coaching opportunities for Preschool employees; *E*

Assist the Preschool Principal with formulation and development of policies, procedures, rules, regulations, programs and activities to enhance Preschool programs and services, develop and implement plans for the preschool in areas related to special needs; *E*

Communicates with parents and follows up with families to insure that they follow school policies and procedures; *E*

Coordinate, facilitate and assist staff in developing curriculum and implementing technology to meet changing needs/requirements of the preschool program; *E*

Assist the Preschool Principal to ensure that all State Preschool and other grant requirements are met, including Licensing; *E*

Plan, prepare and teach the parent education component, including parent-child classes, of the State preschool program which includes orientations, advisory meetings, and program participation; *E*

Coordinate and schedule field trips and special events;

Coordinate required preschool student assessments;

Perform related duties as assigned.

SUPERVISION:

General direction is received from the Oak View Preschool Principal.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Oak View Preschool employees and in the absence of the Oak View Preschool Principal the incumbent oversees the daily operation of the Preschool.

MINIMUM QUALIFICATIONS:

Knowledge of:

Child growth, development and behavior characteristics of preschool age children;
Early childhood curriculum areas and appropriate methods for implementation and assessment;
State Preschool regulations, licensing requirements, laws, codes, policies and procedures;
English language development/acquisition, and cross-cultural issues;
Methods of instruction and safe practices in classroom activities;
Requirements of maintaining a children's center in a safe, clean and orderly condition;
Methods of observing, evaluating and recording child behavior;
Record-keeping and report preparation techniques;
Operation of personal computers and applicable software including word processing, spreadsheet and database applications;
Oral and written communication skills;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Health and safety regulations.

Ability to:

Administer and plan instructional preschool activities which promote developmentally appropriate student learning;
Develop, organize and implement approved curriculum for the development of children enrolled in The District Preschool program;
Interpret, apply and explain applicable laws, codes, rules and regulations;
Communicate effectively in English and Spanish both orally and in writing with staff, parents, children, the public and district personnel demonstrating poise, patience, sensitivity and understanding;
Oversee the maintenance of a variety of reports, records and files related to assigned activities;
Observe and evaluate student learning;
Demonstrate cross-cultural sensitivity and respect;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Operate office equipment including a computer;
Plan and organize work;
Establish and maintain cooperative and effective working relationships, including building and maintaining strong home-school-parent-teacher preschool relationships;
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Must have one of the following issued by the California Commission on Teacher Credentialing each of which has specific education and experience requirements (refer to current Child Development Permit Matrix for specifics)

Preschool Master Teacher Permit OR
Higher level Preschool Permit OR
BA or higher with 12 units of ECE/CD, plus 3 units in supervised field experience in ECE/CD setting.

Additionally, it is desirable to have two or more years of recent experience working at an accredited preschool program or experience working in a licensed State Preschool program. Bilingual (English/Spanish) skills are required.

LICENSES REQUIRED:

Must possess current American Red Cross CPR (Adult and Child), First Aid and California Child Care.
Preventative Health and Safety Certification.
Valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment, without direct guidance from the supervisor. Employment is contingent upon passing a physical and back evaluation test.

Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration, or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and program/supervision. You must have a minimum of three semester units or four quarter units in each of the core areas.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080.

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