

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

February 11, 2015

Legislative File	
File ID Number:	15-0139
Introduction Date:	02/11/2015
Enactment Number:	15-0187
Enactment Date:	2/11/15
By:	P.J.

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Human Resources Services and Support

SUBJECT: Application for One (1) Emergency Bilingual Spanish Variable Term Waiver

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1415-0157, for One (1) Emergency Bilingual Spanish Variable Term Waiver

BACKGROUND

The Commission on Teacher Credentialing (CTC) has the authority to issue waiver documents to allow employers to employ or assign persons who are not appropriately credentialed for a teaching and/or administrative assignment. Waivers are issued or denied based on the Commission's established criteria and factors such as an employer's continuing needs; the support the employer will provide to the applicant; or extenuating, extraordinary and unanticipated circumstances.

The District currently faces a critical shortage of teachers who are qualified to teach in Bilingual classrooms, and who can provide instruction in the primary language to Limited English Proficient students.

The District has reviewed its staffing needs, conducted a diligent search for this position, and all attempts have been made to fill this position with an appropriately credentialed candidate.

A fully credentialed candidate was not available, and diligent search was conducted to recruit candidates in this order:

- A candidate who is scheduled to complete his or her preliminary credential requirements within six months
- A candidate who is qualified to participate and to enroll in an internship program
- A candidate who qualifies to use a local assignment option
- A candidate who qualifies for the Provisional Internship Permit (PIP) or the Short Term Staff Permit (STSP)

The District has been unable to find an individual who qualifies for one of the staffing options listed above, and a Emergency Bilingual Spanish Variable Term Waiver is being requested for the most qualified candidate.

DISCUSSION

Ms. Estefana Y. Ramos is requesting a Variable Term Bilingual Language Authorization Spanish (BCLAD). Ms. Ramos holds a Preliminary Multiple Subject teaching credential with an English Language Authorization. She graduated from the University of Texas at Austin with a Bachelor's degree in Anthropology and Sociology. Ms. Ramos also holds an out of state (Texas) Bilingual Spanish K-6 Certification and passed a TEA Bilingual Spanish exam. This waiver will allow her the time to complete requirements for CSET World Languages: Spanish III, IV, V exams.

One (1) individual is being recommended for Variable Term Bilingual Language Authorization Spanish (BCLAD) Variable Term Waiver so she may work in the District for the 2014-2015 school year.

- Estefana Yvette Ramos, Emergency Bilingual Spanish Variable Term Waiver, Manzanita Community, Grades K-5

FISCAL IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1415-0157, for One (1) WV1 credential applications recommending approval for One (1) Emergency Bilingual Spanish Variable Term Waiver.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0157**

- In Support of One (1) Emergency Bilingual Spanish Variable Term Waiver -

WHEREAS, the Board of Education, may approve an application to the California Commission on Teacher Credentialing seeking an Emergency Bilingual Spanish Variable Term Waivers as may be necessary for a certificated employee of the District for a specific period of time, and

NOW, THEREFORE, BE IT RESOLVED that approval is given supporting applications to the California Commission on Teacher Credentialing for One (1) Bilingual Spanish Variable Term Waiver to be issued to the following individual so they may work in the District for the 2014-2015 school year:

- Estefana Yvette Ramos, Emergency Bilingual Spanish Variable Term Waiver, Manzanita Community, Grades K-5

Passed by the following vote:

AYES: Jody London, Roseann Torres, Shanti Gonzales, Aimee Eng, Nina Senn, Jumoke Hinton Hodge, Vice President Jody London, President James Harris

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held February 11, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT


James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education



Commission on Teacher Credentialing
 Certification Division
 ATTN: Waiver Unit
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

CTC Use Only

Email: waivers@ctc.ca.gov
 Website: www.ctc.ca.gov

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers only.

1. EMPLOYING AGENCY (include mailing address) Oakland USD 1000 Broadway, Suite 295 Oakland, CA 94607 NPS/NPA (list county code _____)	County/District CDS Code 01-61259	Contact Person: Credential Analyst Telephone #: 510-879-0202 EMail:
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2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: [REDACTED]

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Ramos Estefana Yvette
Last First Middle



(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Emergency BCLAD Waiver

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: Spanish
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44225

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08 / 22 / 2014 to 06 / 30 / 2015

Ending date of school term, track, or year: 06 / 12 / 2015

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted HIE placement centers |
| <input checked="" type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input checked="" type="checkbox"/> Internet |
- Attended recruitment out-of-state

Other Hosted Job Fairs

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify all of the following:

- Distributed job announcements
- Contacted IHE placement centers
- Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- Advertised in local/national newspaper
- Attended job fairs in California
- Attended recruitment out-of-state
- Advertised in professional journals

Other OOO recruitment to Spain and Mexico

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position?

31

How many individuals credentialed in the authorization of the waiver request were interviewed?

23

What were the results of those interviews? (Please indicate answers in numbers)

10 Applicant(s) withdrew

13 Candidate(s) declined job offer

08 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Spanish speaking, writing and reading. Academic spanish esperise, training in bilingual classroom settings.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Ramos holds a Preliminary Multiple Subject Credential with ELA. She graduated from the University of Texas at Austin with a Bachelor's Degree in Anthropology and Sociology. Ms. Ramos also holds an out of state (Texas) Bilingual Spanish K-6 Certification and passed the TEA Bilingual Spanish exam. This waiver allows her time to complete requirements for CSET World Languages: Spanish III, IV and V exams.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
CSET World Languages Exam III, IV, V	6/30/2015

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Eyana Spencer Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

- Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding Professional Fitness Explanation Form.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your document.

Do you understand:

- these instructions and;
- that you will later declare under penalty of perjury that the information you give is true and correct and;
- the Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your document if you do not disclose misconduct?

Yes

No

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?
You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprovod, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES



Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months



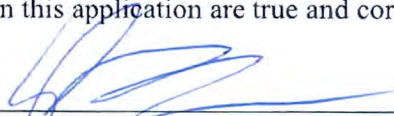
County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.



Signature of Applicant

(Sign full legal name as listed in #2)

1/22/15

Date

15. EMPLOYING AGENCY CERTIFICATION (To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature:

Bersudell

Title:

Chief Talent Officer

Date:

1/22/15



2014-2015 Statement of Intent Bilingual Authorization

Requirements: 1) CTEL exam or CTEL Program + 2) CSET WORLD LANGUAGE exams or Bilingual Program

Candidate's name (print): **Estefana Yvette Ramos**

School Site: **Manzanita Community**

I plan to take the CTEL exam

The CTEL Examination will be administered as a computer-based test. Computer-based testing will be offered at over 30 test centers in California

- CTEL Exam website: <http://www.ctel.nesinc.com/>
- CTEL Exam study guide: http://www.ctel.nesinc.com/BC_viewSG_opener.asp
- CTEL Testing will be available during the following testing windows:

Testing Period	Testing Windows						Score Report Date
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
August 2014	Aug. 15, 2014	Aug. 16, 2014	Aug. 19, 2014	Aug. 21, 2014	Aug. 22, 2014	Aug. 23, 2014	September 15, 2014
November 2014	Nov. 13, 2014	Nov. 14, 2014	Nov. 15, 2014	Nov. 17, 2014	Nov. 18, 2014	Nov. 19, 2014	December 10, 2014
February 2015	Feb. 12, 2015	Feb. 13, 2015	Feb. 14, 2015	Feb. 16, 2015	Feb. 17, 2015	Feb. 18, 2015	March 11, 2015
May 2015	May 14, 2015	May 15, 2015	May 16, 2015	May 18, 2015	May 19, 2015	May 20, 2015	June 10, 2015

I plan to complete a CTEL university online or face-to-face program.

- This list does not include all programs. For additional programs please visit: http://cig.ctc.ca.gov/cig/CTC_apm/SCC_ctel.php
- Some universities give credit for passing some sections of the CTEL exam. Contact university for details.

Program	Website	Contact	Phone	Email
UC Berkeley Extension	http://extension.berkeley.edu/spos/clad.html	Nithya Raghunathan	(510) 643-1468.	nraghunathan@berkeley.edu
Alliant University	http://www.alliant.edu/hsoe/programs-degrees/tesol-programs/tesol-ctel-clad/index.php	Ashley Carter	(858) 635-4442	acarter@alliant.edu
UC San Diego Extension	http://extension.ucsd.edu/programs/customprogram/clad-ctel.cfm	Morgan Appel	858-534-9273	mappel@ucsd.edu
University of Phoenix	http://www.phoenix.edu/programs/continuing-education/certificate-programs/education/cert-ctel.html	Steven Verhoef	800.676.6039	cte@phoenix.edu

I plan to take the CSET World Languages Bilingual Examinations

CSET WORLD LANGUAGE Exam	Bilingual Authorization: Spanish	Bilingual Authorization: Cantonese
CSET WORLD LANGUAGE Test 3: Language and Communication*	Spanish CSET WORLD LANGUAGE Subtest III (147)	Cantonese CSET WORLD LANGUAGE Subtest III (204)
CSET WORLD LANGUAGE Test 4: Bilingual Education and Bilingualism	Spanish CSET WORLD LANGUAGE Subtest IV (250)	Cantonese CSET WORLD LANGUAGE Subtest IV (250)
CSET WORLD LANGUAGE Test 5: Social and Cultural emphasis	Spanish CSET WORLD LANGUAGE Subtest V (258)	Chinese/Cantonese CSET WORLD LANGUAGE V (253)

*For Bilingual Authorization only, passage of this subtest is not required if you hold a three-year or higher degree from a foreign institution in which all instruction is delivered in the language authorized by the Bilingual Authorization you are seeking and the institution is equivalent in status to a regionally accredited institution of higher education in the United States.

I plan to complete a Bilingual university program. Here is the list of the universities with a CTC-approved Bilingual program

University Name	University Name	University Name
California State University, Long Beach	California State University, Chico	University of California, Santa Cruz
California State University, Northridge	California State University, Fresno	University of California, San Diego
California State University, Sacramento	San Diego State University	Chapman University
California State University, San Marcos	San Jose State University	Holy Names University
California State University, Stanislaus	San Francisco State University	Loyola Marymount University
California State University, Dominguez Hills	California State Polytechnic University, Pomona	National Hispanic University
California State University, Channel Islands	University of California, Davis	United States University
California State University, San Bernardino	University of California, Los Angeles	University of San Francisco
California State University, Fullerton	University of California, Riverside	

I plan to complete a combination of CSET World Language Bilingual exams and Bilingual university programs

Timeline

Your **Waiver** Bilingual Authorization will be valid from **Pending BOE approval** to **6/12/2015**. If registering for the CTEL exam, please submit proof of registration, or, if enrolling in a CTEL university course, to the Credentials office, attention: CREDENTIALS, by **May 15, 2015** (deadline).

Your Authorization to Report to Work form may be held until proof of registration or proof of enrollment is submitted.

Final Steps

Exams: Make an appointment with the Credentials office to convert the exam scores to Clear Bilingual Authorization with CTC **(Please Initial)**

University Programs: 1) Submit official transcripts demonstrating completion of the program to HR, and 2) a copy of the Bilingual Authorization printout from the CTC website

Questions

Contact: Susan Martin susan.martin@ousd.k12.ca.us (510) 879-0013 **(Please Initial)**
 Dasha LaBrie dasha.labrie@ousd.k12.ca.us (510) 879-8840
 Nancy Roque nancy.roque-cornejo@ousd.k12.ca.us (510) 879-0014

Employee And Employer Signature

By signing below, I certify that I have met with an HRSS Representative and understand the requirements and agree to earn a Clear Bilingual Authorization and submit evidence of this to HRSS by **June 11, 2015**.

Candidate's signature: _____ Date: _____

Principal's signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

cc: Personnel File, Principal, HR Staffing Analyst