

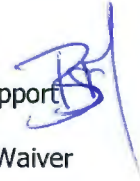
OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 9, 2014

Legislative File	
File ID Number:	14-0549
Introduction Date:	04/09/2014
Enactment Number:	14-0546
Enactment Date:	4-9-14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support



SUBJECT: Application for One (1) Pupil Personnel Services, Social Worker Variable Term Waiver

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1072, for One (1) Pupil Personnel Services, Social Worker 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.

Ms. Shah holds a New Jersey credential in School Social Worker and has applicable graduate coursework; however, the criteria for issuing a Pupil Personnel Services Social Work Credential to out-of-state applicants requires both an equivalent credential *and* a documented, supervised practicum in *school social work*. During her university studies, Ms. Shah did complete a highly competitive clinical social work practicum at University for the Child and Family, but was not in school social work. She will enroll in a post-LCSW summer intensive program at UC Berkeley.

DISCUSSION

The Board of Education, exercising the power of the Governing Board, may approve an application seeking a variable term waiver from the Commission on Teacher Credentialing as may be necessary for certain certificated employees of the District for a specific period of time, as follows:

- Kalyani K Shah, Pupil Personnel Services, Social Worker Variable Term Waiver, School Social Worker who will serve in the Temporary Alternative Placement Center, at Sojourner Truth, and as a roving substitute for Programs for Exceptional Children.

FISCAL IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1072, for One (1) WV1 credential application recommending approval for One (1) Multiple Subject with Pupil Personnel Services, Social Worker Variable Term Waiver.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 9, 2014

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1072**

- In Support of One (1) Pupil Personnel Services, Social Worker Variable Term Waiver -

WHEREAS, the Board of Education, may approve an application to the California Commission on Teacher Credentialing seeking a Pupil Personnel Services, Social Worker Variable Term Waiver 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 application to the California Commission on Teacher Credentialing for One (1) Pupil Personnel Services, Social Worker Variable Term Waiver to be issued to the following individual so she may work in the District for the 2013-2014 school year:

- Kalyani K Shah, Pupil Personnel Services, Social Worker Variable Term Waiver, School Social Worker

Passed by the following vote:

AYES: Jody London, Anne Washington, Roseann Torres, Christopher Dobbins, Vice President James Harris and President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Jumoke Hinton Hodge

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 April 9, 2014.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	14-0549
Introduction Date:	04/09/2014
Enactment Number:	14-0596
Enactment Date:	4-9-14
By:	

David Kakishiba 4-10-14

Dr. Gary Yee 4-10-14
Acting Superintendent and Secretary, Board of Education



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 Unified School District 1000 Broadway Suite 295 Oakland CA 94607 NPS/NPA (list county code <u>01</u>)	County/District CDS Code 61259	Contact Person: Suzanne Garrett Telephone #: (510) 879-4094 EMail: suzanne.garrett@ousd.k1
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2. APPLICANT INFORMATION

Social Security or Individual Tax Identification Number

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed LiveScan 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 Shah Kalyani Kalpen
Last First Middle

Former Name(s) Bhayani Kalyani Harin Birth Date 12/6/1979

Applicant's Mailing Address 1401 Red Hawk Circle Apt. I-306 Fremont, CA 94538

Credential Needed for Waiver Pupil Personnel Services, Social Worker
 (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 School Social Worker
 Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: _____
- 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: California Education Code, Section 44266

Title 5, California Code of Regulations, Sections 80049

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): 3 / 17 / 2014 to 6 / 12 / 2014

Ending date of school term, track, or year: 6 / 12 / 2014

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT

- Special Education
- Clinical or Rehabilitative Services
- Speech-Language Pathology Services
- Driver Education and Training
- 30-Day Substitute

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.

- Advertised in local/national newspapers
- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted IHE placement centers
- Distributed job announcements
- Internet

Other _____

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.

Ms. Shah holds a New Jersey credential in School Social Worker, and has applicable graduate coursework during her Master's of Social Work degree program. She is a Licensed Clinical Social Worker registered with the State of California. Her experience is extensive in providing social work services to K-12 public students within California through approved non-profit agencies including UC San Francisco, Oakland Children's Hospital, and Asian Community Mental Health Services. The criteria for issuing a Pupil Personnel Services Social Work Credential to out of state applicants requires both an equivalent credential AND a documented, supervised practicum in school social work. During her university studies, Ms. Shah completed a highly competitive clinical social work practicum at University for the Child and Family. Ms. Shah will enroll in a post-LCSW summer intensive program at UC Berkeley.

6. NON STATEWIDE LOW INCIDENCE 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 checked="" 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 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 Targeted Recruitment Events for diverse candidates.

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? 22

How many individuals credentialed in the authorization of the waiver request were interviewed? 11

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

- Applicant(s) withdrew
- 2 Candidate(s) declined job offer
- 1 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.

Please see attached position description.

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.

The applicant possesses an LCSW, denoting social work experience beyond the Master's level and a demonstrated level of clinical skill. She also has experience providing social work services in the school setting and has a cultural awareness that is critically important for this position.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements.

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
UC Berkeley Post - Master's Pupil Personnel Services Credential Program	Completion contingent on acceptance to program and approval of previous experience
SOC WEL 250 T	August 2014
SOC WEL 232	August 2014
450 Clock Hours approved practicum experience	August 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 Kelly Lo Position Licensed Clinical Social Work Supervisor

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

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

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. 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.

13. 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.



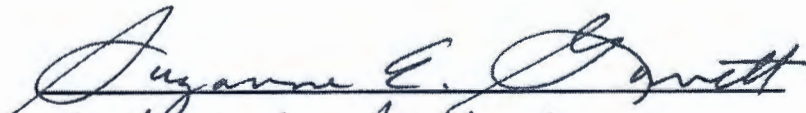
Signature of Applicant
(Sign full legal name as listed in #2)

3/11/14
Date

14. 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: 
Title: Credentials Analyst
Date: 3/11/14

Legislative File

File ID No. 14-0549
 Introduction Date: 4-9-14
 Enactment No. 14-0596
 Enactment Date: 4-9-14
 By: _____



**OAKLAND UNIFIED
 SCHOOL DISTRICT**

Position Description

TITLE:	Social Worker, Psychiatric	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Certificated Non-Administrative
FLSA:	Non-Exempt	WORK YEAR/HOURS	Per OEA Contract
ISSUED:	Created:	SALARY GRADE:	K12 T

BASIC FUNCTION: Under joint administrative and clinical supervision, the Psychiatric Social Worker provides a full range of mental health services to designated special education students assessed and approved for services by Alameda County Behavioral Health Care Services (AB3632). The Psychiatric Social Worker provides services in the District's Mental Health Special Day Class Programs to students diagnosed with serious mental health disorders.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

E = Essential Functions

Perform psychiatric social work services in assigned Mental Health Special Day Classroom on site and in the field. **E**

Develop a therapeutic milieu based on understanding the effects of human feelings, conflicts, and trauma on a students' learning ability and behavior. With the team, develop and implement a positive management/intervention system to improve student functioning and academic success. **E**

Conduct initial assessments and evaluations of mental health students' behavioral social and emotional problems and needs per Federal Special Education, Medi-Cal, and Board of Behavioral Sciences (BBS) requirements. Develop individualized mental health treatment plans that meet standards of clinical and ethical practice, referencing AB 3632 and individualized education program (IEP) goals and objectives. Maintain confidential client records per Health Insurance Portability and Accountability Act (HIPPA) regulations. **E**

Diagnose mental health conditions using the Diagnostic and Statistical Manual of Mental Disorders (DSM IV-TR) under the supervision of a Licensed Clinical Social Worker (LCSW). **E**

Complete daily progress notes and staff service logs for Medi-Cal billing. Bill for clinical services provided under Medi-Cal contract with Alameda County Behavioral Health Care Services. **E**

Participate on the IEP team and prepares IEP documentation as required. Along with the special education teacher, develop social-emotional goals and objectives and positive behavior intervention plans for each student that is consistent with his/her individualized mental health treatment plan and Alameda County AB 3632 mental health goals. **E**

Collaborate with staff to develop an appropriate level of support and plan for each student. Provide consultation to personnel about mental health diagnoses, social-emotional needs and behavioral interventions. *E*

Facilitate individual, group, and milieu therapy services under the supervision of a LCSW. Provide case-management, family intervention, support, and education. *E*

Make referrals to appropriate outside agencies. Collaborate with outside agency providers, such as psychiatrists, psychologists, probation officers, and the Department of Social Services. *E*

Provide clinical crisis intervention services to psychiatric population, per Pro-Act Guidelines including psychiatric hospitalization. *E*

Provide education and support to families about mental health diagnoses, social-emotional functioning and behavioral interventions. *E*

Provide education, counseling, and case management services to support compliance with psychotropic medication prescriptions and on-going evaluation by the psychiatrist. *E*

Participate in monthly Peer Review/Quality Assurance meetings per Medi-Cal and BBS requirements. *E*

Prepare mental health charts for required six-month Clinical Quality Review per Medi-Cal and Alameda County Mental Health contract requirements. *E*

Provide supervision and training to the classroom intervention specialists and instructional assistants, in conjunction with special education teachers. *E*

Complete and submit appropriate reports and referrals when necessary, including AB 3632 Requests for a Higher Level of Service to Alameda County Mental Health, medication evaluations, and reports to the juvenile justice system, Department of Rehabilitation, Social Security/Disability and Transition Services. *E*

Participate in weekly clinical supervision with LCSW per BBS and Medi-Cal regulations. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: graduation from an accredited four-year college or university with major course work in social work, counseling, psychology, sociology or a closely related field. An earned master's degree in Social Welfare or Social Work (MSW) from an accredited college or university.

LICENSES AND OTHER REQUIREMENTS:

Valid California Clinical Social Worker (LCSW) License or registered with the Board of Behavioral Sciences as an Associate Social Worker (ASW) currently in the process of accruing hours towards the examination process and licensure

Valid California Pupil Personnel Services Credential with School Social Work authorization

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Laws, rules, and regulations applicable to social services, including National Association of Social Workers (NASW) Code of Ethics

Diagnostic and Statistical Manual of Mental Disorders

Individuals and Disabilities Education Act (IDEA) and AB3632

Medi-Cal and Early Periodic Screening, Diagnosis, and Treatment Program (EPSDT)

Social casework principles and practices, including group work and community organizations

Interviewing, assessment, and evaluation techniques

State and federal regulations regarding ethics, treatment, clients' rights and confidentiality

ABILITY TO:

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing workscope

Communicate effectively in English orally and in writing and to speak in public

Process and make decisions quickly

Analyze situations accurately and adopt effective courses of action

Maintain accurate and confidential records

Work confidentially and with discretion

Work independently

Meet schedules and timelines

Establish and maintain effective working relationship among students, parents, District staff, and the community

Plan and organize work

Follow oral and written instructions

Compile and analyze information and prepare reports

Supervise assigned personnel

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Mental health classrooms, school sites, and office environment; home visits; field and outside agencies; driving a vehicle to conduct work; very fast-paced work; constant interruptions; work with verbally and physically aggressive individuals

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

Under principals of Pro-Act may need to verbally and/or physically redirect or restrain individuals to maintain the safety of others.



Board of Behavioral Sciences
1625 N. Market Blvd. Suite S-200
Sacramento, CA 95834
(916) 574-7830



LICENSED CLINICAL SOCIAL WORKER

License No. LCSW59892

Receipt No. 2393

Valid Until: 12/31/2014

Issue Date: 11/14/2013

KALYANI KALPEN SHAH
3217 HANCOCK PL
FREMONT, CA 94538

In accordance with the provisions of Division 2 Chapter 14 of the Business and Professions Code, the person named hereon is issued a Licensed Clinical Social Worker original license.

-----NON-TRANSFERABLE-----

-----POST IN PUBLIC VIEW-----

OBSLCS 12/31/07

2013.1115.0390-0000288-001-000023-016-0000020-1



KALYANI KALPEN SHAH
3217 HANCOCK PL
FREMONT CA 94538

BOARD OF BEHAVIORAL SCIENCES
1625 North Market Blvd., Suite S-200
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