

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

August 12, 2015

Legislative File	
File ID Number:	15-1428
Introduction Date:	08/12/2015
Enactment Number:	15-1227
Enactment Date:	8/12/15
By:	oq

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Talent Division

SUBJECT: Application for One (1) Provisional Internship Permit, Multiple Subject

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1516-0004 in support of one application to the Commission on Teacher Credentialing recommending approval for One (1) Provisional Internship Permit, Multiple Subject.

BACKGROUND

According to Title 5 Sections 80021-80021.1, the Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to hire an individual who has not yet met the subject matter competence requirement needed to enter an internship program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully credentialed teacher cannot be found.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic school, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer emergency permits may be issued one PIP as long as the employer requirements have been met. Individuals who were issued five emergency permits do not qualify for the PIP.

DISCUSSION

The Board of Education, exercising the power of the Governing Board, may approve an application seeking a Provisional Internship Permit from the Commission on Teacher Credentialing, as may be necessary for certain certificated employees of the District so they may work in the District for the 2015-2016 school year, as follows:

The current request is for One (1) Provisional Internship Permit:

- Lauren Burwell, 6th Grade CORE Teacher, Montera Middle School

Lauren Burwell graduated from the University of Illinois at Urbana with a Bachelor's Degree in Psychology and Spanish. This permit will allow her time to complete the Multiple Subject CSET exams and the requirements for a University Internship, Multiple Subject Credential.

FISCAL IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1516-0004 in support of one application to the Commission on Teacher Credentialing recommending approval for One (1) Provisional Internship Permit, Multiple Subject.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0004**

- Application for One (1) Provisional Internship Permit, Multiple Subject -

WHEREAS, the Board of Education, may approve an application to the California Commission on Teacher Credentialing seeking a Provisional Internship Permit 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) Provisional Internship Permit to be issued to the following individual so they may work in the District for the 2015-2016 school year:

- Lauren Burwell, 6th Grade CORE Teacher, Montera Middle School

Passed by the following vote:


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

NOES: None

ABSTAINED: Nina Senn

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 August 12, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT


James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see Application Instructions)

Mail application and payment
(check or money order) to:
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, California 95811-4213

Appeal: _____

Route to: _____

Commission Use Only: Fee Information		
APP	FP	Other

IHE/County/District Use Only
Oakland Unified SD CDS: 01-61259 Dasha.LaBrie@ousd.k12.ca.us Issuance <u>8.17.15</u> Date: _____ Email _____ Address: _____

1. PERSONAL INFORMATION (type or print)

CTC Use Only

Social Security or Individual Tax ID Number: [REDACTED]		Date of Birth: (mm/dd/yyyy) [REDACTED]	
Applicant's Name: Lauren		O. Burwell	
First		Middle Last	
Former/Maiden Name(s): [REDACTED]		County or District of Employment: Alameda/OUSD	
Address: [REDACTED]			
City: Oakland		State: CA	Zip: 94621
Home Phone: [REDACTED]	Work Phone: [REDACTED]	Message Phone: [REDACTED]	
Email Address: lauren.burwell@ousd.k12.ca.us			

2. CREDENTIAL TYPE (choose only one type below) OPTIONS:

Substitute Permits (PT) [REDACTED]	English Learner Authorizations [REDACTED]
Single Subject (Secondary Teaching) [REDACTED]	BILINGUAL AUTHORIZATION - Specify Language [REDACTED]
Specify Subject (If you are requesting more than one subject, enter it in Comments.) [REDACTED]	Services Credentials [REDACTED]
Specify World Language other than English (if applicable) [REDACTED]	Term [REDACTED]
<input type="checkbox"/> English Learner Authorization Term [REDACTED]	Specify Other Health Services [REDACTED]
BILINGUAL AUTHORIZATION - Specify Language [REDACTED]	Child Development Permits (PK) [REDACTED]
<input type="checkbox"/> School-Age Emphasis	Designated Subjects (PW) [REDACTED]
Multiple Subject (Elementary Teaching) PROVISIONAL INTERNSHIP PERMIT (PP) <input checked="" type="checkbox"/> English Learner Authorization Term [REDACTED]	Subject(s) [REDACTED] Term [REDACTED]
BILINGUAL AUTHORIZATION - Specify Language [REDACTED]	Supplementary Authorization(s) (PJ) [REDACTED]
Education Specialist (Special Education) (If you are requesting more than one specialty area, enter it in Comments.) [REDACTED]	Subject Matter Authorization(s) (PJ) [REDACTED]
Specify Specialty Area [REDACTED]	CTC Use Only
<input type="checkbox"/> English Learner Authorization Term [REDACTED]	
Other Specialist Credentials [REDACTED]	
<input type="checkbox"/> Added Authorizations (AASE) [REDACTED]	

3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.

DECLARATION:

I certify (or declare) that I have read the above and completed the following for this renewal of my clear credential:

I have completed N/A hours of professional growth activities

My Professional Growth Advisor is _____
Advisor's Name Advisor's Phone Number

4. PROFESSIONAL FITNESS QUESTIONS

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: You will be required to sign your application under penalty of perjury; by doing so you are also stating:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- The Commission may reject your application if it is incomplete and it will be delayed;
- 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 credential

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 reprimanded, 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

5. CHILD ABUSE AND NEGLECT MANDATED REPORTING

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

Before submitting, please review the application for completeness:

- 1) Personal information with correct SSN, date of birth, and email address filled in on page 1
- 2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
- 3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
- 4) Read and agreed to your responsibilities as a mandated reporter
- 5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.

Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission does not accept cash payments. All application fees are non-refundable.

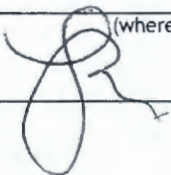
Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

6. OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date 6/25/15 City Oakland County Alameda State CA
(where you sign the form)

SIGNATURE OF APPLICANT



7. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code 01 School District CDS Code 61259

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for One-Year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Comments/Additional Subject Requests:



State Of California
Commission On Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Lauren Burwell

SSN [REDACTED]

Name of Employing Agency Oakland Unified

County/District/CDS Code 01/61259

☒ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following):

- ☒ Distributed job announcements
- ☒ Contacted college or university placement centers
- ☒ Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted California teacher recruitment centers
- ☐ Advertised in local/national newspapers
- ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

☒ **Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

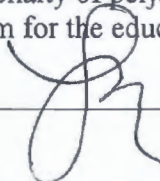
Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- ☐ I certify under penalty of perjury that I need to complete NCLB core area subject matter to enroll in an intern program for the education specialist preliminary credential

Applicant Signature _____

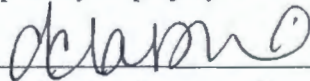


Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____



Title **Credentials Analyst**

Date **06/24/2015**