

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

August 12, 2015

Legislative File	
File ID Number:	15-1426
Introduction Date:	08/12/2015
Enactment Number:	15-1225
Enactment Date:	8/12/15
By:	ojs

TO: Board of Education

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

SUBJECT: Application for One (1) Provisional Internship Permit, Education Specialist: Moderate/Severe

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1415-1187 in support of one application to the Commission on Teacher Credentialing recommending approval for One (1) Provisional Internship Permit, Education Specialist: Moderate/Severe.

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:

- Carmen Gomez-Smith, Brookfield Elementary, K-1 with Autism

The permit will allow the candidate time to complete her final course and portfolio. This is the only requirement needed to complete the Education Specialist Moderate Severe program at Brandman University, and be recommended for the credential.

FISCAL IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1415-1187 in support of one application to the Commission on Teacher Credentialing recommending approval for One (1) Provisional Internship Permit, Education Specialist: Moderate/Severe.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-1187**

- Application for One (1) Provisional Internship Permit, Education Specialist: Moderate/Severe -

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:

- Carmen Gomez-Smith, Brookfield Elementary, K-1 with Autism

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

Issuance Date: **08/15/2015**

Email Address: **susan.martin@ousd.k12.ca.us**

1. PERSONAL INFORMATION (type or print)

CTC Use Only

Social Security or Individual Tax ID Number: _____

Date of Birth: (mm/dd/yyyy) _____

Applicant's Name: **Carmen**
First

Gomez-Smith
Last

Middle

Last

Former/Maiden Name(s): _____

County or District of Employment: **Alameda/OUSD**

Address: _____

City: **Hayward**

State: **CA**

Zip: **94541**

Home Phone: _____

Work Phone: _____

Message Phone: _____

Email Address: **carmen.gomez.smith@gmail.com**

2. CREDENTIAL TYPE (choose only one type below) **OPTIONS: I AM APPLYING FOR A NEW CONTENT AREA**

Substitute Permits (PT)

Single Subject (Secondary Teaching)

Specify Subject (If you are requesting more than one subject, enter it in Comments.)

Specify World Language other than English (if applicable)

☐ English Learner Authorization Term _____
BILINGUAL AUTHORIZATION - Specify Language

Multiple Subject (Elementary Teaching)

☐ English Learner Authorization Term _____
BILINGUAL AUTHORIZATION - Specify Language

Education Specialist (Special Education)
(If you are requesting more than one specialty area, enter it in Comments.)

PROVISIONAL INTERNSHIP PERMIT (PP)

Specify Specialty Area

MODERATE/SEVERE

☒ English Learner Authorization Term _____
Other Specialist Credentials

☐ Added Authorizations (AASE)

English Learner Authorizations

BILINGUAL AUTHORIZATION - Specify Language

Services Credentials

Term _____

Specify Other Health Services

Child Development Permits (PK)

☐ School-Age Emphasis

Designated Subjects (PW)

Subject(s)

Term

Supplementary Authorization(s) (PJ)

Subject Matter Authorization(s) (PJ)

CTC Use Only

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 reprovved, 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 05/06/2015 City Oakland County Alameda State CA
(where you sign the form)

SIGNATURE OF APPLICANT *Dr. Carmen Gomez-Suarez*

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:

TEMPORARY COUNTY CERTIFICATE FOR ALAMEDA COUNTY

REQUEST (To be completed by Applicant)

Name:

Gómez-Smith

Carmen

M.

Last

First

Middle

All Former Names:

Stephens Carmen, Armijo Carmen

Social Security Number:

Date of Birth:

Address:

Hayward, CA, 94541

Phone:

510-409-9195

Credential Being Applied for:

MODERATE/ SEVERE PIP

☐ New

☐ Renewal

Subject Area(s):

SPECIAL ED

☐ Emergency

Filed through one of the following:

☐

CTC Direct

☐

College

☐

County

Alameda

☒

District

Oakland

Date Application sent to CCTC:

Issue Date

8/15/15

EMPLOYEE AFFIDAVIT - Not to be completed by applicant if any of the following apply:

- 1) The fitness of applicant to hold this credential or any credential is currently under review by the Committee of Credentials.
- 2) Applicant has an appeal currently pending from prior denial of this credential by the Commission or Committee of Credentials.
- 3) Applicant's credentials are currently under disciplinary suspension or revocation.
- 4) Applicant is aware he/she does not meet minimum requirements for credential sought.

I certify (or affirm) under penalty of perjury that I have provided true and accurate statement of all facts relating to my professional and personal qualifications for the performance of service requiring certification; and that I have submitted my complete application for Credential Authorizing Public School Service to the California Commission on Teacher Credentialing together with the required fee. I am aware that such application may be denied on any of the grounds provided by EC§44345 or 44346, but to the best of my knowledge no reason exists way I should not be issued this certificate or permit.

Signature of Applicant:

Carmen Gómez-Smith

Date:

5-6-15

EMPLOYER AFFIDAVIT - To be completed by employing Official

I certify (or affirm) under penalty of perjury that I have made diligent inquiry into the qualifications and fitness of this applicant, and based upon his/her statements and documents, which I believe to be true and accurate, I have determined that he or she has all qualifications required by law for the performance of service requiring certification, except actual possession of a certificate, and further that he/she has submitted to the California Commission on Teacher Credentialing his/her complete application for a Credential Authorizing Public School Service, together with the required fee.

Based upon such information and belief, and by authority of my office and Section 44332 of the Education Code, I hereby authorize issuance of a temporary certificate for the purpose of authorizing salary payments to this applicant for his/her services to be performed pending issuance of a regular certificate.

Antwan Wilson

Oakland USD

Authorizing Officer

Title

School District, Charter School or Preschool Center

Superintendent

Print Contact name if Charter or Preschool

Phone #

Address of Charter or Preschool

CERTIFICATE - To be completed by County Superintendent

This is to certify that a temporary certificate for (type of certification)

Has been issued to the person named above in the applicant section under the authority of Section 44332 of the Education Code.

This certificate is valid for service in the schools of this county from _____ to _____

or until the credential applied for is either granted or denied by the California Commission on teacher Credentialing, or the application is withdrawn by the applicant.

Signature:

County Superintendent

Date

Affidavit of Criminal Record Summary

To Be Completed by Employing Agency Only

District

Has received, pursuant to Section 44332.6 of the Education Code, a criminal record summary by the California Department of Justice, prior to the request for a Temporary County Certificate for the individual named below:

Name

SS# (last four)

After reviewing the teacher's criminal record summary received by the California Department of Justice, I verify that the summary contained no information of a conviction of a violent or serious crime that would prohibit the issuance of a temporary county certificate and that our district will be provided subsequent arrest information on this individual.

(Please place a check mark in front of the statement as applicable)

- ☐ No Criminal History is Found
- ☐ This applicant has no record of a violent or serious crime as listed in section 667.5, or, 1192.7 of the Penal Code
- ☐ Notwithstanding subdivision (a) and (b), this person has obtained a certificate of rehabilitation and pardon pursuant to Chapter 3.5 (commencing with section 4852.01) of Title 6 Part 3 of the Penal Code.
- ☐ The individual named above has been continuously employed at our district and we have fingerprint information on file.

I hereby certify under penalty of perjury that all of the foregoing statements are true and correct.

Signature of district designee



2015-2016 STATEMENT OF INTENT
Provisional Internship Permit / Short Term Staff Permit
ESEA/NCLB Compliance Statement of Intent or Teacher Action Plan

Oakland Unified School District will apply for a Provisional Internship Permit (PIP) or a Short Term Staff Permit (STSP) on your behalf, given that the District has demonstrated a shortage of teachers in the subject area listed below. The Commission on Teacher Credentialing (CTC) grants these one-year permits, provided the requesting school district demonstrates a shortage of teachers, and the educator consents to serve on the assignment requested.

Before this assignment is authorized, this form must be completed, including the Principal Affidavit. Before this assignment begins, please fill out this form in its entirety, including Principal Affidavit. Personally return this completed form to the Credentialing Office, located inside Human Resources, along with a \$70.00 Money Order. Once there, you will be asked to fill out additional forms and meet with your HRSS Generalist for further instructions.

Educator Information and Affidavit

Last Name:	Gomez Smith	University Name:	CSUEB
First Name:	Carmen	Degree Major:	Liberal Arts w/Emphasis in Special Education
School Site:	Brookfield Elementar		

By signing below, I agree to the teaching assignment as described, for the 2015-2016 school year. By June 11, 2016 I agree to submit evidence, to Oakland Unified School District Human Resources Services and Support Department, of the following:

- ☐ University Internship Credential:
☐ Passing CSET Exam Test Scores:
☐ Other: Recommended for Special Ed Moderate Severe Teaching Credential

Carmen Gomez Smith
 Educator Signature

5-6-2015
 Date

ESEA/NCLB Non Highly Qualified Teacher Compliance Plan

I am confirming that I understand that I am not presently compliant under the ESEA/No Child Left Behind guidelines for Highly-Qualified Teacher (HQT) status, and that a "not highly qualified teacher" letter will be mailed to my students' parents/guardians.

For compliance purposes, the Oakland Unified School District must demonstrate that every teacher meets the following No Child Left Behind requirements: 1) have at least a bachelor's degree from an accredited institution of higher education. 2) hold a valid state teaching credential, and, 3) demonstrate subject-matter competence for each NCLB core academic subjects.

By signing below, I agree to the teaching assignment as described, for the 2015-2016 school year. By June 11, 2016, I agree to submit evidence, to Oakland Unified School District Human Resources Services and Support Department, of the following, for ESEA/NCLB Non Highly Qualified Teacher purposes:

- ☐ University Internship Credential:
☐ Passing CSET Exam Test Scores:
☒ Other: Hold Special Ed Moderate/Severe Teaching Credential

Carmen Gomez Smith
 Educator Signature

5-6-2015
 Date

Principal Affidavit

School Site			
Grade and Subject			
<p>I understand that the above-named Educator does <u>not</u> have necessary certification for the 2015-2016 teaching assignment. By signing I <u>agree</u> to provide the teacher coaching and support.</p> <p>Furthermore, I understand that the above-named teacher is not HQT for the 2015-2016, and agree to ensure that the appropriate documentation as stated above is submitted to the District's Human Resources Services and Support Department.</p>			
Signature/Authorizing Administrator		Date	

cc: Personnel File, Principal, HR Generalist