

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	24-1011
Introduction Date	5/08/2024
Enactment Number	
Enactment Date	



### Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** May 8, 2024

**Subject** Application for Provisional Internship Permit – California Commission on Teacher Credentialing – Named Employees for School Year 2023-2024

---

**Action Requested** Approval by the Board of Education of Resolution No. 2324-0180 - Application for Provisional Internship Permit – California Commission on Teacher Credentialing – Named Employees for School Year 2023-2024:

1. Caitlyn Dunn, 6<sup>th</sup> – 8<sup>th</sup> Grade Math Teacher, Claremont Middle School; and
2. Eliana Martinez, 6<sup>th</sup> – 8<sup>th</sup> Grade PE Teacher, Urban Promise Middle School.

**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, non-public 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 2023-2024 school year, as follows:

The current request for the 2023-2024 school year, a Provisional Internship Permit is being sought for the following employees:

1. Caitlyn Dunn graduated from The University of Texas at Austin with a Bachelor's in Nutrition: Nutritional Sciences. This Provisional Internship Permit will allow candidate time to complete the CSET exam and enroll in a University Intern Single Subject program.
2. Eliana Martinez graduated from California State University, East Bay with a Bachelor's in Kinesiology. This Provisional Internship Permit will allow candidate time to complete the CSET exam and enroll in a University Intern Single Subject program.

**Fiscal Impact**

None

**Recommendation**

Approval by the Board of Education of Resolution No. 2324-0180 - Application for Provisional Internship Permit – California Commission on Teacher Credentialing – Named Employees for School Year 2023-2024:

1. Caitlyn Dunn, 6<sup>th</sup> – 8<sup>th</sup> Grade Math Teacher, Claremont Middle School; and
2. Eliana Martinez, 6<sup>th</sup> – 8<sup>th</sup> Grade PE Teacher, Urban Promise Middle School.



**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2324-0180**

- Application for Provisional Internship Permit – California Commission on Teacher Credentialing –  
Named Employees for School Year 2023-2024 -

---

**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 the Board of Education approve applications to the California Commission on Teacher Credentialing for One (1) each Provisional Internship Permit to be issued to the following individuals so they may work in the District for the 2023-2024 school year:

1. Caitlyn Dunn, 6<sup>th</sup> – 8<sup>th</sup> Grade Math Teacher, Claremont Middle School; and
2. Eliana Martinez, 6<sup>th</sup> – 8<sup>th</sup> Grade PE Teacher, Urban Promise Middle School.

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

**CERTIFICATION**

We 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 on May 8, 2024.

<b>Legislative File</b>	
File ID Number:	24-1011
Introduction Date:	5/08/2024
Enactment Number:	
Enactment Date:	
By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**

---

Benjamin Davis  
President, Board of Education

---

Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education