



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.3

**Meeting Date:** October 17, 2013

**Subject:** Approve the Declaration of Need for Fully Qualified Educators for the 2013-2014 School Year

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Business Services

**Recommendation:** Adopt the Declaration of Need for Fully Qualified Educators for the 2013-2014 School Year.

**Background/Rationale:** The 2013-2014 Declaration of Need allows the district to apply for and the Commission on Teacher Credentialing to issue Emergency Crosscultural Language and Academic Development (CLAD), Bilingual Crosscultural Language and Academic Development (BCLAD), Resource Specialist, Teacher Librarian Services, Clinical Rehabilitative Services, or Limited Term Assignments for teachers.

English learners identified in K-12 public schools are required to receive services designated to meet their linguistic and academic needs based on assessments made by the school district. If it has been determined that a student requires English Learner services, the teacher providing this service must hold an appropriate English learner authorization.

The Declaration of Need indicates to the Commission on Teacher Credentialing that the district may request emergency permits for teachers who are in the process of receiving training to acquire their CLAD, BCLAD, or other appropriate certification.

**Financial Considerations:** None

**Documents Attached:**

- 1) Executive Summary
- 2) 2013-2014 Declaration of Need

<p><b>Estimated Time of Presentation:</b> 3 minutes</p> <p><b>Submitted by:</b> Ken A. Forrest, Chief Business Officer Cancy McArn, Assistant. Superintendent Human Resources &amp; Employee Compensation</p> <p><b>Approved by:</b> Jonathan P. Raymond, Superintendent</p>
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# Board of Education Executive Summary

## Business Services

Declaration of Need for Qualified Educators

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### I. OVERVIEW/HISTORY:

Title 5 of the California Code of Regulations requires school districts to submit to the California Commission on Teacher Credentialing (CCTC) an annual Declaration of Need for Fully Qualified Educators. The Declaration of Need for Fully Qualified Educators will enable the District to request Limited Assignment Permits for Multiple or Single Subject and/or Emergency Permits.

In 2001, the Office of Administrative Law (OAL) permanently approved amendments to the California Code of Regulations, Title 5, Section 80027, Declaration of Need for Fully Qualified Educators. The regulations make a number of changes to the requirements for the Limited Assignment Multiple or Single Subject Teaching Permits.

### II. DRIVING GOVERNANCE:

Title 5 California Code of Regulations, Section 80026 pertains to the General Education Limited Assignment Multiple or Single Subject Teaching Permits. Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. Section 80027 - Limited Assignment Multiple or Single Subject Teaching Permits and Section 80027.1 -Special Education Limited Assignment Teaching Permits.

### III. BUDGET: N/A

### IV. GOALS, OBJECTIVES AND MEASURES:

The school district must submit an annual Declaration of Need for Fully Qualified Educators based on the previous year's actual needs and projections of enrollment. The Declaration of Need for Fully Qualified Educators must be sent to CCTC prior to requesting the issuance of any emergency permit and/or limited assignment permit for the District.

### V. MAJOR INITIATIVES:

The Declaration of Need for Fully Qualified Educators must include the following information; 1) Estimated need shall include the title and number of each type of emergency permit and limited assignment permit which the District estimates based on previous year actual needs and projections of enrollment; 2) Efforts to recruit certificated personnel shall include a brief description of efforts that

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the District has undertaken to locate and recruit individuals who hold the needed credentials; 3) Efforts to establish alternative training options shall include the identification of the institutions of higher learning who have co-sponsored internship programs, information relative to the District's participation in a pre-internship program, the District's intention to consider developing a "plan to develop fully qualified educators" in cooperation with other districts, a stipulation of insufficient suitable applicants, and adoption of the declaration by the Governing Board.

### VI. RESULTS:

The District's estimated need for the 2013-14 school year is as follows:

<u>Emergency Permit:</u>	<u>#</u>
CLAD	20
Bilingual Authorization	3
Resource Specialist	3
Teacher Librarian Services	3
<u>Limited Assignment Permits:</u>	<u>#</u>
Multiple Subject	1
Single Subject	25
Special Education	25
Total All:	80

### VII. LESSONS LEARNED/NEXT STEPS:

Approve the Declaration of Need for Fully Qualified Educators – 2013-14 School Year.



State of California  
 Commission on Teacher Credentialing  
 Certification, Assignment and Waivers Division  
 Box 944270  
 Sacramento, CA 94244-2700

Telephone:  
 (888) 921-2682  
 E-mail: credentials@ctc.ca.gov  
 Website: www.ctc.ca.gov

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2013-14  
 Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Sacramento City Unified School District District CDS Code: 67439  
 Name of County: Sacramento County CDS Code: 34

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 10 / 17 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Jonathan Raymond</u>		<u>Superintendent</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>(916) 399-2058</u>	<u>(916) 643-9000</u>	<u>10/17/13</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>5735 47th Avenue, Sacramento, CA 95824</u>		
<small>Mailing Address</small>		
<u>jraymond@scusd.edu</u>		
<small>E-Mail Address</small>		

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_  
 Name of State Agency \_\_\_\_\_  
 Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	20
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	3
List target language(s) for bilingual authorization: <u>Cantonese, Mandarin, Hmong, Spanish</u>	
<input checked="" type="checkbox"/> Resource Specialist	3
<input checked="" type="checkbox"/> Teacher Librarian Services	3
<input type="checkbox"/> Visiting Faculty Permit	

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	25
Special Education	25
TOTAL	51

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

If no, explain. We recruit from Fortune Schools, National and CSUS

Does your agency participate in a Commission-approved college or university internship program?  Yes  No

If yes, how many interns do you expect to have this year? 30

If yes, list each college or university with which you participate in an internship program.

Fortune Schools, National and CSUS  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.  
\_\_\_\_\_  
\_\_\_\_\_