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# 1A

## Action

### *Ad Hoc Committee*

#### Interview and Selection of Members for the Committee of Credentials

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**Executive Summary:** This agenda item provides information about the selection process for the appointment of one Elementary Teacher to serve on the Committee of Credentials (COC) and the selection of possible alternates.

**Recommended Action:** To recommend to the Commission the appointment of one Elementary Teacher to the COC, and the recommendation of possible alternates.

**Presenter:** Nanette F. Rufo, Director, Division of Professional Practices

#### Strategic Plan Goal

##### *I. Educator Quality*

- ◆ Effectively, efficiently, and fairly monitor the fitness of all applicants and credential holders to work with California students.

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## **Interview and Selection of Members for the Committee of Credentials**

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### **Introduction**

The Ad Hoc Committee will interview, evaluate, and recommend appointment of one elementary teacher member and alternate(s) to serve on the Committee of Credentials (COC).

### **Background**

The procedures of the Commission relative to the COC are set forth in the Commission's Policy Manual. This item summarizes those obligations and presents information concerning the selection process for members of the COC.

The COC is appointed by the Commission to review individuals for fitness to receive and/or retain credentials. The COC is comprised of seven members appointed by the Commission and consists of one elementary teacher, one secondary teacher, one school board member, one school administrator, and three public representatives. The COC meets in Sacramento three days each month.

### **Selection Process**

Pursuant to §501 of the Commission's Policy Manual, an Ad Hoc Interview Committee appointed by the Chair in accordance with the provisions of §§400 and 410 is responsible for receiving and evaluating applications for conducting interviews as appropriate and making nominations for membership on the COC.

This process is described in §501 as follows:

(a) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.

(b) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials to the Commission according to the following factors: (1) The total membership of the Committee of Credentials should be broadly representative of the community with respect to sex, ethnic and cultural background, and geographical area of residence. (2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes. (3) Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.

The terms of members of the COC are set forth in §503 as follows:

(a) The term for each initial appointment to the Committee of Credentials shall be two years, and no member shall serve more than four successive two-year terms.

(b) At least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year.

(c) Terms of appointment shall commence on July 1 and shall expire on June 30, except that an appointment to fill an unexpired term may be made effective upon the first day that a position becomes vacant.

The Policy Manual provides in §504 that: (a) The Commission fully recognizes the unique and valuable contribution of the Committee of Credentials to the work of the Commission; and wishes to maintain a fully effective, cooperative, and cordial working relationship between the two bodies. (b) Each Commissioner is encouraged to arrange his/her calendar so as to schedule attendance at a Committee of Credentials meeting each year in order to observe the Committee functions and to become familiar with Committee procedures. (c) The Committee Chair and/or Committee will be invited to meet with the Commission from time to time to exchange views on matters relating to disciplinary and corrective measures necessary and appropriate.

The current composition of the COC, the geographic distribution and the terms of the members is set forth below:

**Committee of Credentials Members**

JANE SMITH (Yucaipa) School Board Member	06-30-2016
HELIO BRASIL (Modesto) School Administrator	06-30-2015
SHEILA RYSKAMP (Los Banos) Secondary Teacher	06-30-2015
RODONNA VAN PELT (Riverside) Public Member	06-30-2015
(Vacancy) Elementary Teacher	
MARY JANE ROBERTS (Livermore) Public Member	06-30-2016
TILLIE SOLIZ (Riverside) Public Member	06-30-2016

Katherine Pavidis (elementary teacher member) indicated that she was no longer available after September 17, 2014, as a result of her acceptance of a new job.

On September 2, 2014 the vacancy was advertised. A final filing date of September 24, 2014 was set as the deadline for the submission of applications.

The list of candidates and the applications for the elementary teacher position is attached.

**Recommendation**

That the Ad Hoc Committee recommends to the Commission the appointment of one Elementary Teacher to the COC and the selection of qualified alternate(s) for the Elementary Teacher position.

**Lisa Erixon**



APPLICATION FOR APPOINTMENT TO THE COMMITTEE OF CREDENTIALS OF THE COMMISSION ON TEACHER CREDENTIALING

A. IDENTIFICATION:

1. Name Erixon Lisa G.
2. Address [Redacted]
City Roseville Zip Code 95747
3. Business Phone: [Redacted] Home Phone: [Redacted]
4. E-Mail Address [Redacted]

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

[X] Elementary Teacher. Must be a full-time certified classroom teacher in the public elementary schools with not less than five years of classroom experience.

C. EDUCATION AND EXPERIENCE:

High School Graduate Yes [X] No [ ]
Passed High School Equivalency Tests Yes [X] No [ ]

Table with 4 columns: Name and Location of College or Univ., Course of Study, Completed (Semester/Quarter), Date Completed. Rows include CSU, Sacramento - Business Administration (5/84), Multiple Subject Credential I, and Administrative Credential.

2. Business, Correspondence, Trade, or Service Schools Course of Study

n/a

3. Currently valid certificates of professional or vocational competence, licenses, and expiration dates.

1) Multiple Subject Teaching Credential, Clear; #130192701  
(expires 1/1/19)

2) Certificate of Eligibility for the Administrative Services Credential, #030183947, (Valid 5/23/03)

3) CCLAD Certificate, # 960113286; (Valid 7/5/96)

4. Membership in professional associations. Please include dates of membership.

California's Teacher's Association } 2/89 - 6/96;  
National Education Association } 8/00 - present  
Dry Creek Teacher's Association, Site Rep.  
for Olive Grove; 2011 - present

5. Evidence of recent educational involvement, i.e., committees/commissions. Please include dates of membership.

2013 - present; Reading/Language Arts Team (RLAT)

2010 - 2013; Lead Team, 3rd grade rep.

2005 - 2007; " " , 5th grade rep.

2001 - 2006; Standards and Leadership Team (SALT)

#### D. ADDITIONAL ACHIEVEMENTS:

Please summarize your accomplishments and involvement in community service which you believe would contribute to your value as a member of the Committee of Credentials:

My past community service includes six years as District 1 Neighborhood Watch Coordinator for the Sacramento County Sheriff's Dept. Neighborhood Watch Program. I also served on the Woodcreek Little League Board of Directors for two years. School service includes a combined twenty years of service in Conflict Management and Student Council.

E. ADDITIONAL BACKGROUND:

The work of the Committee of Credentials requires sensitivity to or experience with community standards of behavior as applied to certificated persons. It also requires an ability to analyze evidence as it relates to such behavior and the circumstances and conditions under which certificated persons are employed. What skills/experiences do you have that will assist the work of the Committee?

As an educator, I hold professional, ethical standards in high regard. Everyday, I try to exemplify the behavior standards I expect from my students and colleagues. I feel my analytical mind, honest approach to situations, and my ability to decipher facts/data would benefit the Committee of Credentials of the CTC.

F. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?

Yes  No

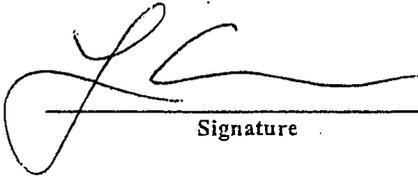
(If yes, attach explanation)

G. LETTERS OF RECOMMENDATION

All applicants must provide at least two (2) letters of recommendation. These letters must be submitted with your application.

VERIFICATION BY APPLICANT

I hereby certify that all statements made in this application are true and correct. I understand that if I am selected for appointment I must execute an Oath of Office and abide by the laws and rules applicable to officers of the State of California.

  
\_\_\_\_\_  
Signature

9/17/14  
\_\_\_\_\_  
Date

You may attach a resumé and other materials you wish the Commission to consider.



9707 Cook Riolo Road  
Roseville, California 95747  
Phone (916) 770-8800 | Fax (916) 771-0650

"Excellence in Education Since 1876"

Superintendent  
Brad Tooker

Board Members  
Jeffrey Holland  
Diane Howe  
Scott Otsuka  
Tracy Pittman  
Jeff Randall

September 19, 2014

To Whom It May Concern:

I am writing this letter on behalf of Lisa Erixon as she pursues an evaluator position with your organization. Ms. Erixon has been a teacher leader for many years in the Dry Creek Joint Elementary School District.

Ms. Erixon has taken on many leadership roles over the last several years. I know that she has been Teacher In Charge for many years in the absence of site administration. As Teacher In Charge, Ms. Erixon is tasked with managing the day to day operations of the school site, attending to disciplinary issues, running assemblies, contacting parents and monitoring recess and lunch times, safety procedures and drop off/dismissal. As a SALT member for our district, Ms. Erixon helped to shape our district assessments as new standards were rolled out. She has taken the lead at her school site, acting as Grade Level Leader for both her 3<sup>rd</sup> and 5<sup>th</sup> grade teams. This role requires helping to introduce and implement site and district initiatives, create and monitor SMART goals, create and analyze common assessments, run PLC meetings and various other leadership responsibilities. Currently, Ms. Erixon is a member of our Reading and Language Arts Team, which is tasked with creating our Common Core aligned district summative assessments, monitoring their implementation and serving as a guiding team for Common Core curriculum development.

I find that Ms. Erixon has the ambition, dedication and love of education. She has a positive attitude and is a great team member. Her experience, personal and professional qualities should make her a qualified candidate for your evaluator position. If you have any questions, feel free to call me at [REDACTED].

Sincerely,

Sara Wegner  
Director, Curriculum & Staff Development



September 19, 2014

To Whom It May Concern:

Please consider this letter as a recommendation for Lisa Erixon. For the past 7 years, I have worked with Lisa as her immediate supervisor. As a classroom teacher, she effectively provides whole class, small group and individual instruction. Mrs. Erixon has also been a leader on campus and regularly volunteers to work with students in clubs and other school-based programs before and after school.

Lisa's lessons are based upon research and are scaffolded to transfer learning to students. She promotes individual problem-solving, autonomy, and choice. During her lessons, Lisa uses teacher modeling, guided and independent practice, and assessment. Mrs. Erixon works collaboratively with administration, teachers, and other school staff. On a weekly basis, Lisa works with the grade level team to analyze student assessment data to better inform instruction and plan interventions for students still struggling. Lisa shares ideas and asks questions. She establishes rapport and strives to build a partnership in each student's education.

Lisa has worked successfully as a grade level leader working with other teachers to plan calendars, organize curriculum, and design instruction. Lisa has also worked as a Teacher-in-Charge as the site administrator in my absence. During these times, Lisa has managed the daily operations of the school, conducted student discipline, and ensured the safety of staff and students.

I feel Lisa to be a very experienced educator with good problem solving skills. I believe Lisa would be a good addition to any educational program, and I recommend her for employment. If you have any further questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to be 'AG', with a long horizontal line extending to the right.

Andy Giannini  
Principal  
Olive Grove Elementary

**Heidi Swenson Chipman**



3. Currently valid certificates of professional or vocational competence, licenses, and expiration dates.

Multiple Subject Teaching Credential—01/01/2119

Certificate of Completion of Staff Development EL/CLAD/BCLAD

Instructor Credential Office Services and Administration Community College--Life

Community College Supervisor Credential--Life

4. Membership in professional associations. Please include dates of membership.

NEA 1980-Present

CTA 1980-Present

American Association of University Women 2014

5. Evidence of recent educational involvement, i.e., committees/commissions. Please include dates of membership.

CTA Liaison Committee 2014-present

CTA/Institute for Teachers 2010-present

Panelist for Commission on Professional Competence 2010-present

Placentia Yorba Linda USD Teacher Advisory Committee 2006-present

CTA/ABC committee member 2006-2014 CTA state council member Communications Committee Chair 2000-2009

**D. ADDITIONAL ACHIEVEMENTS:**

Please summarize your accomplishments and involvement in community service, which you believe would contribute to your value as a member of the Committee of Credentials:

As National Honor Society advisor I mentor students to become educational and community leaders. Our service projects are designed to connect with faculty and community and make a change for the better in our community and school. Additionally, my peers have honored me as a recipient of the county and state "We Honor Ours" award. This award recognizes teachers who promote public education and the protection of human and civil rights. I am also a speaker/presenter for CTA on topics, which promote a better understanding of human rights. The presentations are statewide and attended by members of the education community.

**E. ADDITIONAL BACKGROUND:**

The work of the Committee of Credentials requires sensitivity to or experience with community standards of behavior as applied to certificated persons. It also requires an ability to analyze evidence as it relates to such behavior and the circumstances and conditions under which certificated persons are employed. What skills/experiences do you have that will assist the work of the Committee?

As a life-long learner and professional educator I am committed to providing leadership for the improvement and quality of public education. During my BTSA and supervising teacher assignments I not only provided new teachers with important pedagogies but provided examples that reflected community expectations and guidelines of professionalism. My life experiences have presented me with a variety of opportunities, which have given me the ability to understand multiple perspectives. As a representative of the educational community I am frequently called upon to contribute to forums on professionalism, accountability, curriculum and instruction. I am able to analyze and communicate effectively and understand the importance of confidentiality. Throughout my career I have maintained the values and integrity of the profession and the love and passion for teaching young people.

**F. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?**

Yes  No

(If yes, attach explanation)

**G. LETTERS OF RECOMMENDATION**

All applicants must provide at least two (2) letters of recommendation. These letters must be submitted with your application.

**VERIFICATION BY APPLICANT**

I hereby certify that all statements made in this application are true and correct. I understand that if I am selected for appointment I must execute an Oath of Office and abide by the laws and rules applicable to officers of the State of California.

  
\_\_\_\_\_  
Signature

9/21/2014  
\_\_\_\_\_  
Date

You may attach a resumé and other materials you wish the Commission to consider.

*Curriculum Vitae*

**Heidi Swenson-Chipman, ED.D**

[REDACTED]  
Yorba Linda, CA 92886

Home [REDACTED] Cell [REDACTED]  
[REDACTED]

**EDUCATION**

- **ED.D Education Leadership**, California State University, Fullerton, CA, 2014  
**DISSERTATION:** Does Today's Union Fit Tomorrow's Educator, a Millennial Perspective
- **M.ED. Administration**, California State University, Fullerton, CA, 1982
- **Credential, Ryan Multiple Subject**, Chapman University, Orange, CA, 1980
- **BA Speech Communication**, California State University, Fullerton, CA, 1978

**CREDENTIALS**

- K-12 Ryan Multiple Subject
- ESL- Clear Certificate of Completion of Staff Development
- Instructor -Office Services and Administration-Life
- Community College- Supervisor -Life

**TEACHING EXPERIENCE**

**K-12**

**Placentia-Yorba Linda Unified School District**

1982-1984 1988-Present

**Parkview School K-12**

- Multiple Subjects Elementary levels
- NHS/NJHS advisor

**Kraemer Middle School**

- Remedial Reading (CARE), History, Language Arts, AVID

**Golden, Glenknoll, Rio Vista and Brookhaven Elementary School**

- Grades 2, 3, 5 and 6 GATE Magnet

**Anaheim Elementary School District**

1980-1982

**John Marshall Elementary**

- Grades 5 and 6
- student council speech and debate advisor

**College**

**North Orange County Community College District**

Fall 1986 Cypress Community College

- Keyboarding and Vocabulary Building

## ADMINISTRATIVE EXPERIENCES

### Barclay Career Schools, Allied Education- Costa Mesa National Director of Education

1984-1986

- Designed implemented curriculum
- Trained, evaluated and supervised teachers
- Placed students in career concentrations
- Coordinated accreditation with Association of Independent Colleges

## PROFESSIONAL ACCOMPLISHMENTS AND QUALIFICATIONS

Title I/SLIP Coordinator	GATE Coordinator
AVID Coordinator	Mentor Teacher
BTSA Support Provider	Academic Coach
Leadership Team	Curriculum Council
Textbook Adoption Committees	PAR Joint Panel
Student Teacher Supervisor (CSUF)	Teacher Advisory Committee

## TRAINING EXPERIENCE

Language!	Shared Literacy	Advanced Writing Strategies
Project Read	Project Write	Step up to Writing
RTI	Linda Mood Bell	Common Core
History Alive	Accelerated Reading	Expository Reading/Writing
AVID	Active Inspire	UCI Writing Project
PBIS	CSUF History Project	DBQ
	Professional Learning Communities	

## PRESENTATIONS AND TRAININGS

State Trainer Human and Civil Rights California Teachers Association

- Women's Issues
- Gay Lesbian Bisexual Transgender
- Teen Suicide

National Trainer Human and Civil Rights National Education Association

- Women's Issues

California League of Middle Schools

- Never Too Old for Picture Books

### State/Local Union Leadership Positions

- CTA Commission on Professional Competence panel member
- Institute for Teachers
- Elected statewide CTA/ABC committee member 2006-2014
- Orange Service Center Steering Member
- San Gregornio Service Center Steering Member
- Editing Committee Educator Magazine/CTA
- CTA state council Chair Communications Committee 2000-2009
- Delegate NEA Representative Assembly 15 years
- Summer Institute Planning Committee

## **MEMBERSHIPS**

Women's Caucus  
Alpha Chi Omega Alumni  
American Association of University Women

## **HONORS and AWARDS**

Recipient CTA state and county "WHO" (We Honor Ours) award 2008 1999  
Teacher of the Year Anaheim Elementary School District 1982

## **REFERENCES**

Provided upon request.



# PARKVIEW SCHOOL

*Placentia-Yorba Linda Unified School District*



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**Kathie DiRocco, Principal**

Committee of Credentials  
Re: Dr. Heidi Chipman  
September 22, 2014

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Dr. Heidi Chipman for the Elementary Teacher position on the Committee of Credentials. I have worked professionally with Heidi for a year and a half as her principal at Parkview School. This year her assignment is a fourth /fifth grade combination class.

Heidi has taught a variety of grade levels over her thirty-one years in education. Each experience and environment has provided her with numerous skills. Besides her work with elementary students, Heidi has supported other teachers as well. She was a mentor teacher and has been a BTSA support provider, as well as a PAR support provider. Dr. Chipman has also supervised new elementary teachers through the Cal State University, Fullerton teacher credential program.

Heidi has worked with a variety of students and understands their needs and how a teacher can support a diverse student population. She is also good at seeing the big picture of learning goals, from the individual student level to the overall school and district level. Her work as the school's Title I coordinator, English Learner Advisory Committee (ELAC) and School Site Council (SSC) Coordinator for multiple years has given her great perspective in professional development, budgets, and curriculum. She is currently continuing as the SSC Coordinator for Parkview School.

Dr. Chipman is always willing and eager to help in any way possible. She works closely with staff members, always looking for a better way to improve Parkview's programs. She truly enjoys being a team player. For these reasons and others I recommend her to you for the position she has applied. Please contact me if you have any questions or I can be of help with this process in any way.

Sincerely,

Kathie DiRocco

2189 North Kraemer Boulevard, Placentia, CA 92870 Phone (714) 986-7050 FAX (714) 993-6518  
[www.parkviewpylusd.org](http://www.parkviewpylusd.org)



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Ms. Mary Sandy, Executive Director  
California Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

**Re: Letter of Recommendation for the position of elementary school  
member of The Committee of Credentials**

Dear Executive Director Sandy:

Please consider this a letter of recommendation for Heidi Swenson-Chipman for the position of elementary school member of the Committee of Credentials. I am informed by her building Principal Kathy DiRocco, Ms. Chipman's assignment this year is a fourth/fifth grade combination class.

Heidi Chipman is a very experienced, dedicated and knowledgeable teacher. Ms. Chipman has served in a number of positions in CTA with distinction. Most notably as Chair of the Communications Committee of our State Council of Education. She has a great deal of experience demonstrating the qualities needed for such a position which required a broad knowledge of community standards, hard work, dedication, and ability to maintain a fair and impartial attitude without bias or prejudice.

Her ability to work with and communicate with others is an additional asset she would bring to the committee. I am pleased to recommend her without reservation.

Sincerely,

Dean E. Vogel, President  
California Teachers Association

DEV:KB