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# 1A

## Action

### *Ad Hoc Committee*

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

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**Executive Summary:** This agenda item provides information about the selection process for the appointment of one Public Member 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 Public Member to the COC, and the recommendation of possible alternates.

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

#### Strategic Plan Goal

##### *I. Educator Quality*

- d) 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 public member and may select an alternate 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 §511 of the Commission's Policy Manual (rev. April 2015), 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 §511 as follows:

- (a) Placing in nomination the names of qualified persons for each position to be filled. Alternates 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 gender, diverse ethnic and cultural backgrounds, 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 §512 as follows: (a) The term for each initial appointment to the Committee of Credentials shall be two years. 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.

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

**Committee of Credentials Members**

Name	Current Term
JANE SMITH (Yucaipa) School Board Member	06-30-2016
HELIO BRASIL (Modesto) School Administrator	06-30-2017
SHEILA RYSKAMP (Los Banos) Secondary Teacher	06-30-2017
(Vacancy) Public Member	06-30-2015
MARIO MOYA (Los Angeles) Elementary Teacher	06-30-2016
MARY JANE ROBERTS (Livermore) Public Member	06-30-2016
TILLIE SOLIZ (Riverside) Public Member	06-30-2016

The term of Rodonna Van Pelt (public member) expires on June 30, 2015. Ms. Van Pelt has indicated that she is no longer available after June 30, 2015.

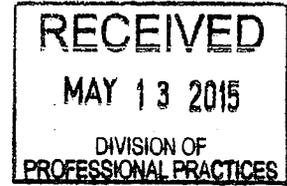
On December 17, 2014 the vacancy was advertised. A final filing date of May 29, 2015 was set as the deadline for the submission of applications.

The list of candidates and the applications for the public member position is attached.

**Recommendation**

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

**Laura Amstead**



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

A. IDENTIFICATION:

- 1. Name Amstead, Laura Lee (Last, First, Middle)
2. Address Tehachapi 93561 (City, Zip Code)
3. Business Phone: Home Phone:
4. E-Mail Address

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

- [X] Public Member. Must be a representative of the public and have not been employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education within the five (5) years prior to the date of appointment.

C. EDUCATION AND EXPERIENCE:

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

1. Name and Location of College or Univ. Course of Study Completed Semester Quarter Degree Date Completed

Pasadena College Elementary Education B.A. 1965
University of La Verne Ed. Leadership MA. 1978
Point Loma Nazarene College " Ed.S. 1992
Northern Arizona Univ. Ed. Leadership Ed.D. 1994

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

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

Standard Elementary Credential (Life)  
Administrative Services Credential (Dec. 2018)

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

International Literacy Association (2016)  
ASCD (2016)

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

Teachers Association Board Member and School  
Representative (Saddleback Valley Ed. Assoc.)

**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:

Saddleback Valley Education Foundation (Board)

**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?

Evaluated Faculty as part of my administrative  
responsibilities  
Evaluated adjunct faculty as a Program Director  
Evaluates student teachers during clinical  
practice

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

Yes  No

(If yes, attach explanation)

You must be eligible for a Certificate of Clearance. (See instruction sheet for further information)

**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.

Laura Amstead  
Signature

May 11, 2015  
Date

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

# Vita

LAURA KELLEY AMSTEAD

Tehachapi, CA 93561

## Education

Ed.D. Northern Arizona University, 1994  
Educational Leadership

### Identification of Processes and Products of Exemplary Portfolio Users

Ed. S. Point Loma Nazarene College, 1992  
Educational Leadership

M.A. University of La Verne, 1978  
School Management

B.A. Pasadena College, 1965  
(Now Pt. Loma Nazarene University)  
Elementary Education

## Credentials

Administrative Service Credential (December 2018)

Standard Elementary Credential (Life Credential)

## Teaching Performance Training

Foundation/Orientation completed  
Calibrated on Subject Matter Pedagogy, Designing Instruction, Assessing Learning,  
Culminating Teaching Experience

## Professional Employment

1997 - Present, Point Loma Nazarene University, School of Education  
Pasadena, Arcadia, Bakersfield, Corona, Mission Valley Centers  
Adjunct, Associate and Full Professor

1971 - 1998, Saddleback Valley Unified School District  
Mission Viejo, California  
Administrator, Mentor Teacher, Teacher Grades K, 2-6

1967 - 1971, San Joaquin Elementary School District  
Irvine, California - Teacher Grade 4

1965 - 1967, Pasadena Unified School District  
Pasadena, California

## Selected Experience

### University Experience

Associate and Full Professor  
Writer of English Language Transition Plan for University Interns  
Writer of Program Review for Reading Literacy Added Authorization  
Reading Certificate Coordinator and Co-Writer of Reading Literacy Added Authorization  
Director Arcadia Regional Center 2011-2013  
Intern Coordinator and Region 5 Member  
CCTC BIR trained  
University Faculty Nominating Committee  
Contributor to *Setting Sail* a PLNU monograph  
TPA Coordinator for Arcadia, Corona, and Bakersfield Regional Centers  
BTSA Coordinator and reader for program review  
Pre-Intern Coordinator  
Writer of successful CCTC Intern Grant  
Pre-Intern Subject Matter Workshop Organizer  
California Formative Assessment Support System Training  
Pre-Intern Coaches Trainer  
Los Angeles Area Pre-Intern and Intern Councils  
Consultant for the development of a "Professional Teaching Portfolio"

### County Experience

Program Quality Review Consultant - New Program Model  
State Trained School Improvement Evaluator and Plan Reader  
University of California Intern Council

### District Experience

Coordinator Special Projects  
Coordinated State Compliance Review for all categorical programs  
Supervised grant writing including Federal Blue Ribbon Application  
Completed State Consolidated Application for categorical funding  
Represented SVUSD on Regional Occupational Board  
Submitted Carl D. Perkins Vocational Education Grant  
Submitted \$2,000,000 + in proposals  
Edited successful restructuring grant for \$400,000 for Intermediate School  
Mentor Teacher 1986-1995 for Academic Excellence, New Teacher  
Writer and trainer of *Experience Literature* an integrated language arts program  
Member and writer of District Reading Continuum 1985, 1995  
Elementary/Intermediate Language Arts and Mathematics Adoption Committees  
Portfolio Project - Elementary Group Leader & Summer Portfolio Committee  
Member of Spelling Research and Text Leveling Committees  
Committee member and writer of K-8 Core Literature Recommendations List  
District organizer of writing contest for 10,000+ elementary students  
Governing Board presentations of student writing contest winners  
Worked with education foundation to publish children's award winning books  
Internet Training and Study Group Member  
Report Card Revision Committee

**School Level Experience, Both Administrative and Teaching**

Writer and editor of two successful State Distinguished School Applications  
Writer and editor of a successful Blue Ribbon Award for Del Cerro Elementary  
Acting principal at two elementary schools  
Teaching assistant principal  
Summer school principal and assistant principal for K-5 program  
School Improvement Coordinator, including budget development and monitoring, supervision of plan writing, self-study for Program Quality Review and Coordinated Compliance Review  
Student Council Advisory, supervised fund raising and student leaders  
Professional Development Program Trainer  
School Site Council Member  
Parent Teacher Associate Board Member (Auditor, Parliamentarian)  
School Gifted and Talented Coordinator and teacher  
Teacher of Grades K, 2-6  
Combination Teacher of Grades 2/3, 4/5, 5/6, and 4/5/6  
Outdoor Science Teacher  
Yearbook Advisor

Professional Experiences

CCTC Trained BIR

Association of California School Administrators  
Elementary Administration Academy

Partnership Academy Assessment Center  
California State University, Fullerton

California School Leadership Academy, Southern Region  
Orange County Department of Education

University of California Writing Project, Open Program

Professional Memberships

Institutional Representative of American Association of Colleges for Teacher Education  
(AACTE)

Past Member of the Association of California School Administrators

Past President, South Orange County Chapter, Phi Delta Kappa

Association for Supervision and Curriculum Development

International Literacy Association

Community Involvement Past and Present

Educational Associates (EDUCAP) of PLNU, Board Member, President, Treasurer  
Sunday School Teacher for Tehachapi Church of the Nazarene  
Developmental Education Assistance Program (D.E.A.P) tutor training  
Saddleback Valley Education Foundation  
Board Member and Children's Ministry Director, Capistrano Church of the Nazarene  
President and Board Member, West Point Parents' Club of Orange County  
Board Member and Officer, Del Cerro School Parent Teacher Association  
Junior and Silver Troop Leader, Girl Scouts of America  
Parent Volunteer, Boy Scouts of America

Conference Presentations

WASC Accreditation Assessment Presentation, 2012  
National Association for Alternative Certification, 2002  
"Portfolios for Alternative Certification"  
Saddleback Valley Language Arts Conference 1995, 1997  
"Enhancing Language Arts Instruction Through Portfolios"  
"Experience Literature"

Awards and Honors

Vredevoe Award Winner, 2005  
Education Associates, Alumni of PLNU  
Phi Delta Kappa, Golden Triangle Award, 1996  
South Orange County Chapter  
Education Associates (EDUCAP) Lighthouse Award 1993  
Point Loma Nazarene College  
Listed in Jim Trelease's *ReadAloud Handbook*  
"As an outstanding literature teacher!"

Monograph

*Setting Your Sail, Vocational Life Stories from Wesleyan Faculty*, Point Loma Press, 2006.



May 6, 2015

To the California Commission on Teacher Credentialing,

Please accept my letter of recommendation on behalf of Laura Amstead as she applies for membership to the Committee of Credentials of the California Commission on Teacher Credentialing. As Laura retires from full-time faculty responsibilities and leadership work at the university, she has experience and expertise that would contribute to the efforts of this committee.

I am the Associate Dean in the School of Education at Point Loma Nazarene University and have worked with Laura Amstead for the past 8 years. Laura and I have worked together to design, administer and teach in both initial and advanced credential programs to include the Multiple Subject Preliminary and Clear, the Single Subject Preliminary and Clear, and the Reading and Literacy Added Authorization. In every case, Laura was a part of designing these programs based on the standards as well as teaching within these programs and has deep understanding of the program components and implementation standards.

Before serving at Point Loma Nazarene University, Laura had a successful career as a teacher, mentor, and district office and site administrator. During her time in the Saddleback Valley Unified School District, she also served as a Teachers' Association Board Member and Building Representative. Now with 17 years experience in higher education building and implementing credential programs for candidates, I feel she would be an effective and positive addition to the Committee of Credentials.

Most Sincerely,

Dr. Conni Campbell  
Associate Dean, School of Education  
Point Loma Nazarene University



Bakersfield Regional Center

To Whom It May Concern:

May 6, 2015

I am writing this letter to recommend Dr. Laura Amstead as a member of the Commission of Credentials for the California Commission on Teacher Credentialing. I have had the pleasure of working with Dr. Amstead in several capacities over the many years that I have known her. Dr. Amstead served as a professor, led an academic program, led a regional center and was as an esteemed colleague. In each of these situations, Dr. Amstead has exhibited consummate professionalism, knowledge and commitment to quality.

As an instructional leader, Dr. Amstead possesses many skills. Her classroom teaching experience at several grade levels as well as a professor give her a unique perspective in understanding the outcomes of credentialing as well as the nuances of the credentialing process itself. She is a caring individual, and this will also aid her in making good decisions to ensure high quality instruction for the students of California.

Because she has been involved in education in various capacities, Dr. Amstead has an excellent understanding of the content, delivery and leadership necessary to service both credentialing candidates and their students well. This positions her well for this leadership role.

It is rare for me have the opportunity to recommend a candidate for service as highly as I recommend Dr. Amstead. She is an outstanding individual who is well prepared for this position. Her professionalism, enthusiasm and commitment to the profession have already benefited our profession in a powerful way, and I believe that this role would allow her to continue that service to the educational community.

If you have any further questions, please feel free to contact me at 661-321-3487.

Sincerely,

Jill Hamilton-Bunch  
Associate Dean for Teacher Education  
Director, Bakersfield Campus

Phone: (661) 321-3480  
Fax: (661) 321-3489

bakersfield@pointloma.edu  
www.pointloma.edu/bakersfield

5080 California Avenue Ste 104  
Bakersfield, CA 93309

**Virgil County**



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

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

**\* California Funeral Director's Association 2000 to 2004**

**\* National Funeral Director's and Morticians Association 2000 to 2006**

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

**\*Past Advisory Board Member of Cypress College Mortuary Science Department 2000 to 2004**

**\* Past Advisory Committee member for the California Department of Consumer Affairs/Cemetery and Funeral Bureau 2002-2006. Participated on advisory committee to ensure that Bureau rules, regulations and legislation was appropriate and adequate to ensure consumer protection in the death care industry.**

#### **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:

**\* Past Board Member (Hospice of the Conejo) 2004 to 2006**

**Participated as a board member of a non-profit hospice organization. This work was extremely gratifying being involved in supporting an organization dedicated to assisting dying individuals and their families and friends during their last days.**

**\*Member of the Pico/Union Neighborhood Community Coalition 2006 to Present**  
**The purpose of this organization is to improve the quality of life of the residents and businesses of the area, and to develop and enhance dialog among the diverse ethnic groups in an attempt to foster cohesiveness.**



**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?

**I am currently employed by the Los Angeles Unified School District (LAUSD) as a Senior Investigator. I am charged with conducting comprehensive administrative investigations whenever LAUSD certificated or classified staff members are accused of sexual misconduct upon a child. These investigations are typically extremely sensitive and complex in nature. I am responsible for conducting thorough and objective investigations in a timely manner that are respectful of the accused employees' due process while mindful of student safety. Additionally, I am a retired Los Angeles Police Department (LAPD) officer with over 10 years of investigative experience including homicide, sex crimes and internal affairs investigations involving LAPD personnel being accused of serious misconduct.**

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

Yes  No

(If yes, attach explanation)

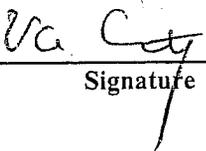
You must be eligible for a Certificate of Clearance. (See instruction sheet for further information)

**G. LETTERS OF RECOMMENDATION**

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

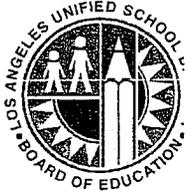
**VERIFICATION BY APPLICANT**

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

05/06/2015  
\_\_\_\_\_  
Date

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



## *Los Angeles Unified School District*

OFFICE OF THE GENERAL COUNSEL  
STUDENT SAFETY INVESTIGATION TEAM  
333 S. Beaudry Avenue, 14<sup>th</sup> Floor, Los Angeles, CA 90017  
TELEPHONE (213) 241-7073; FACSIMILE (213) 241-8402

**RAMON C. CORTINES**  
*Superintendent of Schools*

**DAVID HOLMQUIST**  
*General Counsel*

**VIVIAN K. EKCHIAN**  
*Chief Labor Negotiator*

**JOSE R. CANTU, ED.D.**  
*Director*

May 6, 2015

To Whom It May Concern:

I am writing to express my interest to serve as a Public Member on the Committee of Credentials of the California Commission on Teacher Credentialing (CTC). I am currently employed as a Senior Investigator with the Los Angeles Unified School District (LAUSD) where I am charged with conducting comprehensive administrative investigations when LAUSD certificated or classified employees are accused of sexual misconduct wherein the victim is a child. These investigations are typically extremely sensitive and complex in nature.

I am confident that the combination of over 10 years of prior investigative experience I have as a former Los Angeles Police Department detective coupled with my current position as a Senior Investigator with the LAUSD would be a tremendous asset to the CTC Committee of Credentials.

In conclusion, I have demonstrated exceptional administrative, organizational and time management skills which are essential to being a successful investigator. I always conduct each and every investigation in a professional, tenacious and thorough manner consistently mindful of the safety of the alleged victims and the rights of the accused employees. If I can provide you with any additional information concerning my background and qualifications, please let me know. I can be reached via email at [virgil.county@lausd.net](mailto:virgil.county@lausd.net), or telephone at (213) 241-7509.

Thank you for your time and consideration. I look forward to speaking with you about this exciting employment opportunity.

Sincerely,

  
Virgil A. County



## *Los Angeles Unified School District*

OFFICE OF THE GENERAL COUNSEL  
STUDENT SAFETY INVESTIGATION TEAM  
333 S. Beaudry Avenue, 14<sup>th</sup> Floor, Los Angeles, CA 90017  
TELEPHONE (213) 241-7073; FACSIMILE (213) 241-8402

RAMON C. CORTINES  
*Superintendent of Schools*

DAVID HOLMQUIST  
*General Counsel*

VIVIAN K. EKCHIAN  
*Chief Labor Negotiator*

JOSE R. CANTU, ED.D.  
*Director*

May 6, 2015

To Whom It May Concern:

It is with great pleasure that I submit this letter of recommendation for Mr. Virgil County, a skilled Senior Investigator for the Student Safety Investigation Team.

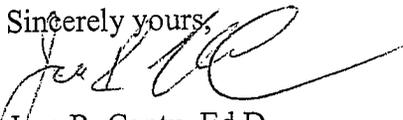
As the director for the last two years, I have had the opportunity to witness many effective investigations conducted by Mr. County, and I am more than pleased to submit that his investigations have led to many informed decisions by senior staff regarding employee misconduct.

Mr. County can be seen from early in the morning to late afternoons working on his cases, contacting law enforcement, speaking to witnesses or writing reports. He is constantly improving his investigative skills, always willing to learn more about how to meet the needs of our diverse LAUSD population while at the same time focusing on the individual needs of each employee and/or student witness or victim.

Mr. County's personal and professional life far exceed the standard in that he is always well prepared, appropriately dressed, articulate, exhibits real pride in work, volunteers enthusiastically, highly competent, extremely resourceful, expresses kindness, gentleness, and joy; but more importantly, he expresses an appreciation for our employees and/or students representing diversity, cultural differences, customs, and in particular those who need understanding.

Needless to say, I am more than thrilled over Mr. County's pursuit for any position he desires. Any institution that has Mr. County will be very fortunate, just as we at Student Safety Investigation Team can attest to.

Sincerely yours,

  
Jose R. Cantu, Ed.D.  
Director



May 1, 2015

California Commission on Teacher Credentialing  
Division of Professional Practices  
Sacramento, CA 95811-4213  
1900 Capitol Avenue

Re: Letter of Recommendation for Virgil County

To Whom It May Concern:

I am pleased to write this letter of recommendation for Virgil County. I have known Mr. County for more than 10 years. Mr. County is a retired Los Angeles Police Officer who is very dedicated to serving the Community. In fact, Mr. County has assisted me in many projects aimed at improving the quality of life for residents of the Pico-Union Neighborhood of Los Angeles and protecting consumers.

Mr. County has a generous spirit and is a loyal and positive individual. He is also the "go-to" guy as people continually turn to him for extra help both personally and professionally. His strong work ethic has helped him achieve a number of successes in his career, but he still remembers where he came from and the people of his community. That is a quality I have always admired. He has gained my utmost trust and over the many years I have known him he has always been reliable and has never let me down.

For all these reasons, I highly recommend Mr. County for a position on the Committee of Credentials of the California Commission on Teacher Credentialing. Please call me if you need more information.

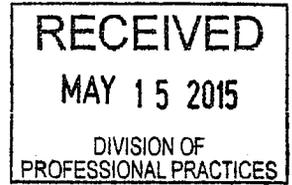
Sincerely,

James Ahn, President

AHC 1A-19

June 2015

**Kathi Garcia**



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

A. IDENTIFICATION:

1. Name Garcia Kathi Dietz
Last First Middle
2. Address
Number Street
City Angels Camp Zip Code 95222
3. Business Phone: Home Phone:
4. E-Mail Address

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:



Public Member. Must be a representative of the public and have not been employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education within the five (5) years prior to the date of appointment.

C. EDUCATION AND EXPERIENCE:

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

Table with 7 columns: Name and Location of College or Univ., Course of Study, Completed Semester, Completed Quarter, Degree, Date Completed. Rows include Calif State University, Sacramento; Columbia Community College; American River College.

2. Business, Correspondence, Trade, or Service Schools Course of Study
New Horizons - 16 one and two day courses for Microsoft Office Applications (Word, Excel, Access)

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

Animal Services Officer I, Calaveras County Animal Services (Extra Hire)

Microsoft Office User Specialist - Word 2000 Expert (received July 12, 2001)

IC3 - Internet and Computing Core Certification (Certiport, received January 9, 2009)

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

California State Retired Association - Unit 3 - Teachers Union 2004 - current

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

Currently employed with Calaveras County Animal Services as an "Extra Hire" - Animal Services Officer I

Volunteer with Calaveras County Humane Society at the local animal Shelter

**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:

Recently expired Teaching Credentials:

Vocational Education Teaching Credential, Information Technology, expired 3/1/15

Vocational Education Teaching Credential, Business and Finance, expired 3/1/15

Vocational Education Teaching Credential, Manufacturing and Product Development, expired 3/1/15

Tuolumne County Historical Society - participated with a data entry program, helping my students learn the value of community service.

**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?

Negotiations Management Team for 10 years with the California Department of Corrections & Rehabilitation-  
Attended monthly training sessions and scenarios along with specific training:  
POST Sexual Assault for First Responders - October 2004  
Cultivating Winning Attitudes - April 2002  
Human Immunodeficiency Virus Test Counselor - January 1998  
Advanced Negotiations Management Academy - May 1997  
California Association of Hostage Negotiators - May 1997  
Negotiations Management Team Basic Academy - February 1996  
Conflict Management - April 1996

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

Yes  No

(If yes, attach explanation)

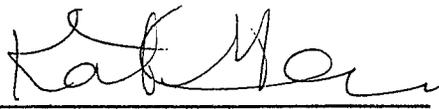
**You must be eligible for a Certificate of Clearance. (See instruction sheet for further information)**

**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

5-17-15  
\_\_\_\_\_  
Date

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

# Memorandum

Date: August 1, 2007

To: Kathi Garcia, Vocational Instructor  
Education Department

From: Sierra Conservation Center, Jamestown, CA 95327

Subject: EMPLOYEE OF THE MONTH - AUGUST 2007



In recognition of your outstanding performance, integrity, and dedication to duty, you have been selected as Sierra Conservation Center's Employee of the Month for August 2007.

You started your career in 1982. In 25 years of service, you have held a variety of positions. In July of 2004, the Sierra Conservation Center Adult School was fortunate to have you begin your career as an Office Services Instructor.

You have a desire to help your peers in time of crisis. For nine years you were a member of the Negotiations Management Team and the Employee Post Trauma Team.

The Director's Plaque Program is under your supervision. This program completes an average of 50 plaques per month for the 33 institutions. Under your guidance, each plaque is completed with the highest quality workmanship.

You have excellent organizational and communication skills. You have volunteered to facilitate all of the Vocational Program entries in the California State Fair. There have been 24 entries in the last two years, and each entry has received an award.

In May of 2007, you received the Outstanding Teacher Award for Sierra Conservation Center Adult School. You desire every student in the Education Department to have modern technology be a part of their educational process. With your knowledge and dedication, you have formulated the latest technology and have put countless hours in ordering equipment for the Education Department.

You are an individual who enjoys what you are doing and who seeks out ways to improve your students' opportunities for learning and individual success. You possess the qualities that make you a valuable educator, and you are an asset to the success and continued operation of the Sierra Conservation Center Adult School. *Love Here!*

Kathi, you are a valuable employee to the institution and to the Department of Corrections and Rehabilitation. Congratulations on your selection as Sierra Conservation Center's Employee of the Month for August 2007.

  
I. D. CLAY  
Warden (A)

*Just - you rock! Congratulations.*  
*Shel*

APPROVED FOR PLACEMENT IN PERSONNEL FILE

Ms. Kathy Garcia  
Sierra Conservation Center School  
5100 O'Byrnes Ferry Road  
Jamestown, CA 95327

March 20, 2007  
Brad Olson, P.M.  
Soulsville, CA 95372

Dear Ms. Garcia,

Congratulations upon being selected for the Public School Excellence in Teaching Award. As is customary, the East Belt-Tuolumne Masonic Lodge #8 will be holding a ceremony in your honor, along with the other recipients of this esteemed recognition.

This year's ceremony will be held on Tuesday, April 17, 2007 at the East Belt-Tuolumne Masonic Lodge #8, located at 16 South Washington Street, Sonora, CA. (Next door to Hammond Shoes). The dinner will begin at 6:30 p.m. The Sonora High School Band will be providing the entertainment. A good time is guaranteed for all. As our guest your meal will be complimentary. You are welcome to invite as many guests as you choose. The cost for guest dinners is \$10.00 each.

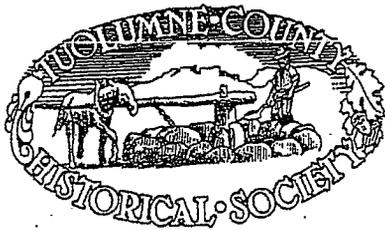
We hope that you will honor us with your presence. Please RSVP to Steven Webb, HP# (209) 532-5532, CP# (209) 743-1111, and let him know how many guests including yourself, that will be attending. Please leave a message if Mr. Webb is not immediately available. Please do not call the Masonic Lodge with this information, as messages are not checked that frequently. We need to let the caterer know how many dinners to prepare, so please RSVP no later than April 11, 2007.

Looking forward to meeting you and your guests. Remember, there are no strangers at our lodge. Only friends we haven't met yet.

Cordially,



Brad Olson, P.M.  
Ambassador to Public Schools



## Tuolumne County Historical Society

P.O. Box 695  
Sonora, CA 95370-0695  
(209) 532-1317  
www.tchistory.org

September 19, 2006

Kathi Garcia, Vocational Instructor  
Office Services & Related Technology  
Sierra Conservation Center  
5100 C'Byrnes Ferry Road  
Jamestown, CA 95327

Dear Kathi Garcia:

Thank you for helping us with our data entry project. The skills that your students are gaining with our data entry project will help them with future employment in many different ways. It is desirable and critical to have current technology hardware and software in an educational environment such as yours. Businesses and industries are more and more requiring basic computer skills and knowledge in computer applications, as well as software certifications in MOS (Microsoft Office Specialist), and IC<sup>3</sup> (Computing Core Certification) programs.

Students obtaining the skills and certification through Microsoft® prior to their parole will be more qualified, enabling them to compete in the work force more effectively. These skills will assist them in obtaining gainful employment in a variety of job markets. Certified skills in basic computing and the applications allow students to be more effective in all areas of study, helping them to succeed in today's technology-driven economy.

Sincerely,

Lamont "Monty" Youngborg, Volunteer  
Tuolumne County Historical Society  
P.O. Box 695  
Sonora, CA 95370  
(209) 588-9632

# Memorandum

Date: August 11, 2004

To: Kathi Garcia  
Vocational Instructor, Office Services and Related Technology  
Sierra Conservation Center

From: Department of Corrections  
Pelican Bay State Prison, P.O. Box 7000, Crescent City, CA 95532-7000

Subject: LETTER OF APPRECIATION

I would like to thank you for all of your hard work in assisting us in setting up our two computer labs at Pelican Bay State Prison. This involved loading programs onto 24 computers so that inmates could not access critical components in the programs. Without your expertise and assistance, the activation of the two computer labs would not have happened.

I was deeply impressed with you overall computer knowledge and your ability to accomplish this task in such a short period. We are eager to enhance our education programming through the activation of these two labs.

As always, it was a great pleasure to work with you. Should you need my assistance or support, please do not hesitate to contact me at (707) 465-1000, extension 7913.

*Ted Roberts*

TED ROBERTS  
Supervisor of Correctional Education Programs

cc: Bill Sarkison, Supervisor of Vocational Instruction  
K. Rapisura-Boodt  
R. Romero, Assistant Chief of Education, Northern  
D. Seifert, Supervisor of Correctional Education Programs  
S. Ornoski, Warden ✓

Approved For Placement  
in Personnel File

Warden  
*[Signature]*

Approved For Placement  
in Personnel File  
Warden

# Memorandum

Date : September 22, 2000

To : Mike Sullivan  
Supervisor of Correctional Education Programs  
Sierra Conservation Center  
5100 O'Byrnes Ferry Road  
Jamestown, Ca 95327

Subject: LOAN APPRECIATION

Dear Mr. Sullivan:

I wish to extend my grateful appreciation to the Sierra Conservation Center for allowing Kathi Garcia, Materials and Stores Supervisor 1, to be able to assist us in our operations within the Computer Refurbishing Program.

This special project involved inventorying a large quantity of donated equipment at our Central Office warehouse. The equipment will now be delivered to several of our refurbishing sites and will ultimately provide additional resources when distributed to California public schools.

Ms. Garcia should be commended for her timelines and for her efforts on behalf of the Computer Refurbishing Program. Once again, Ms. Garcia's commitment to the program is self-evident and it becomes obvious why the program at Sierra Conservation Center is so successful

Sincerely,



Ray Kirkpatrick  
Supervisor of Vocational Instruction  
Education and Inmate Programs Unit

cc: Jerry Underwood  
Ted Roberts  
Kathi Garcia

State of California

## Memorandum

Date : July 31, 1997

To : Kathi Garcia  
Materials and Stores Supervisor I

From : Sierra Conservation Center, Jamestown, CA 95327

Subject: EMPLOYEE OF THE MONTH-AUGUST 1997

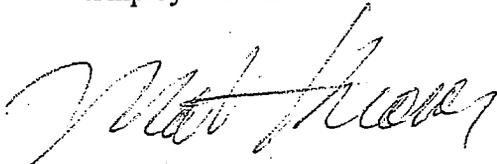
I take great pleasure in announcing that you have been selected as Employee of the Month for Sierra Conservation Center.

You have continually displayed a most remarkable work ethic. Your work habits and initiative in your daily duties are beyond reproach. In your capacity as the Materials and Stores Supervisor for the Computers for Schools Program, you are required to interact with school principals, teachers, headquarters staff and members of the Detwiler Foundation on a daily basis. You have demonstrated superb people skills while representing the institution in a most professional manner.

Kathi, you have a "can do" approach to your daily assignments. You are continually striving to implement more efficient methods of receipt, refurbishing and delivering of the finished computer units. You work closely and effectively with your co-worker in the program and motivate the inmate workers to produce a high quality product and meet departmental quotas.

For the past two years you have been a member of the institution's Negotiation Management Team; another example of your remarkable range of abilities.

Kathi, you have proven to be a valuable, dedicated employee with outstanding abilities and an excellent attendance record and I congratulate you on your selection as the SCC Employee of the Month.



MATTHEW C. KRAMER  
Warden

**DEPARTMENT OF CORRECTIONS**SIERRA CONSERVATION CENTER  
P.O. BOX 497  
JAMESTOWN, CA 95327-0497

December 4, 1996

KATHY GARCIA  
M & S S I**LETTER OF COMMENDATION**

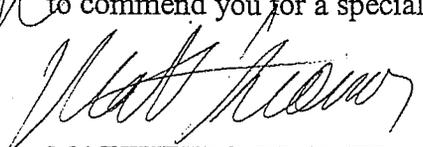
This letter is to commend you for your participation and devotion to Sierra Conservation Center's Negotiations Management Team.

Since you became a member of our team, you have amassed hundreds of hours of official Departmental Training in many aspects of Emergency Operations. You have also contributed countless hours of your own time to train and improve your skills.

Your dedication and commitment has been demonstrated by your unselfish giving of yourself and your time for the benefit and safety of all institutional staff. You are trained and stand ready to respond to an emergency situation at a moments notice. Additionally, the professionalism you have exhibited when providing post trauma counseling to staff members that experienced a traumatic event is acknowledged and commended.

As a member of the Negotiations Management Team, your contribution to the Department of Corrections and Sierra Conservation Center is above and beyond the requirements of your job assignment.

*Thank* I thank you for your participation in the Disturbance Control Program. It is my privilege to commend you for a special assignment well done.



MATTHEW C. KRAMER  
Warden  
Sierra Conservation Center

## Memorandum

Date : August 25, 1994

To : KATHI CARCIA  
Office Assistant

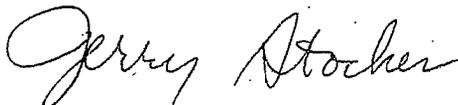
From : Sierra Conservation Center, Jamestown 95327

Subject: LETTER OF APPRECIATION

I am taking the opportunity to commend you for your superior job performance from July 8, 1994 to the present. As a new Office Assistant (Permanent Intermittent Employee) to Sierra Conservation Center, you were assigned to the Camp Office.

The Camp Office position is a complex one, demanding the assimilation of large amounts of information from 20 individual camps and over 200 staff. You quickly learned the procedures and displayed your ability to juggle the changing priorities of a busy office. During the two week absence of the other office clerical staff, you performed her duties and supported the clerical needs of both the Associate Warden and me.

I am very impressed with your positive attitude, your skills and intelligence. In addition to your excellent typing, editing and general office skills, you are professional and pleasant. I will be pleased to provide a positive reference for you should the occasion arise. Thank you for your strong support and assistance during your assignment to Camp Operations.



JERRY STOCKER  
Program Administrator  
Central Camps

cc: N. Gorham, IPO

# Murphys Historic Hotel & Lodge



PO Box 329 ☼ 457 Main Street  
Murphys, California 95247  
209/728-3444 ☼ 800/532-7684

July 1, 1994

To whom it may concern:

Kathi Dietz Garcia has been employed at the Murphys Historic Hotel and Lodge since July 31, 1986. During this time she has worked in all phases of our Dining Room operation, the last four of which have been as Dining Room Supervisor.

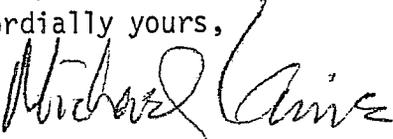
She has been a loyal, hardworking, honest and effective employee. She is well liked and respected by her employees, fellow staff members and our guests.

Kathi's managerial skills are superior. She was my strongest supervisor and able to plan, execute and evaluate programs. She obtained results with her leadership.

We wish her the best with future endeavors.

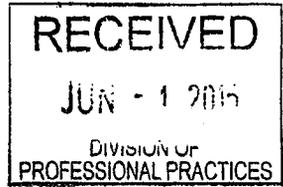
Kathi is eligible for rehire at anytime and most certainly in any capacity.

Thank you for this opportunity.

Cordially yours,  


Michael Laine  
General Manager

**Cheryl Hightower**



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

A. IDENTIFICATION:

1. Name Hightower Cheryl Elaine  
Last First Middle
2. Address \_\_\_\_\_  
Number Street  
 City Hayward Zip Code 94542
3. Business Phone: ( \_\_\_\_\_ ) Home Phone: ( \_\_\_\_\_ )
4. E-Mail Address \_\_\_\_\_

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

- Public Member.** Must be a representative of the public and have not been employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education within the five (5) years prior to the date of appointment.

C. EDUCATION AND EXPERIENCE:

- High School Graduate Yes  No
- Passed High School Equivalency Tests Yes  No

1. Name and Location of College or Univ.	Course of Study	Completed		Degree	Date Completed
		Semester	Quarter		
Cal-State University Hayward	Sociology			BA	1969
University of San Francisco	Education			MA	1976
University of Southern Calif	Policy Planning & Administration			ABD	

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

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

Standard Elementary Credential (Life)  
Administrative Services Credential (Life)

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

Calif Teachers Association 1974-1985  
Association of Calif. School Administrators 1987-2009  
Curriculum Instruction Steering Committee 1992-1997  
Calif County Superintendents Educational Services Association 1997-98  
Calif Bilingual County Coordinators Network 1992

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

Curi Odyssey, Board of Trustees 2006-present  
A-Z Educational Consultants Inc. CEO 2006-present  
Inglewood School District Consultant: Implementation of the year 2  
ELEVATE (teacher evaluation process) 2014-present  
San Bernardino City USD Provided Targeted Assistance to teachers 2013-1  
McClymonds HS, 100 year Committee OUSD 2014-present

#### 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:

During my long career in education, I have had the opportunity to work with students, teachers, administrators, parents & community members. I have served in many different capacities; group counselor, teacher, adjunct faculty, co-director Teachers as Leaders Certificate Program Associate Supt, Instruction, Deputy Supt (Business & Facilities) Cabinet Member Oakland Mayor's Cabinet. I have also had the opportunity to work in a variety of Educational Institutions including juvenile hall, public schools, districts County Offices, University as well as the private sector. All required a knowledge of and a willingness to engage the 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 the Deputy Superintendent in Oakland USD, I was in charge of complaints. This required me to analyze <sup>the</sup> evidence presented, understand issues & make every effort to resolve complaints before they escalated to the Board. OUSD also had 13 Bargaining Units. As a member of several bargaining teams including OEA (Oakland Education Association) I was required to understand circumstances under which teachers & other staff were employed, work conditions*

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

Yes  No

(If yes, attach explanation)

You must be eligible for a Certificate of Clearance. (See instruction sheet for further information)

**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.

*Cheryl Hightower*  
\_\_\_\_\_  
Signature

*5/28/15*  
\_\_\_\_\_  
Date

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

# Cheryl Hightower

Hayward, California 94542

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## Education

Present	University of Southern California	Doctoral Candidate Major: Policy Planning and Administration
1976	University of San Francisco	MA Degree Major: Education
1969	Cal State University, Hayward	BA Degree Major Sociology

## Credentials

Standard Elementary (Life)  
Administrative Services (Life)

## Professional Experience

- 2006-Present      **CHIEF EXECUTIVE OFFICER, PARTNER**  
A2Z Educational Consultants, Inc.
- Design and deliver workshops for Administrators, Teachers, Classified Personnel and Parents
  - Supervise workshop presenters and Associates
  - Analyze school and community needs
  - Develop programmatic proposals
  - Develop and monitor budgets
  - Negotiate contracts with clients
  - Develop strategic, operational and work plans
  - Monitor and evaluate programs, classes and collaborative efforts
- 2004-2006      **CHIEF ACADEMIC OFFICER, PARTNER**  
EDEquity, Inc., Fresno California
- Developed and/or supervised the development of EDEquity, Inc. curriculum such as Shared Governance and Decision Making, Strategic Planning, Coaching For Results, Data Driven Decisions, Equity Walks (Protocol for assessing school and classroom equity practices) and Culturally Responsive Pedagogy
  - Designed and Delivered workshops for Administrators, Teachers, Classified Personnel and Parents
  - Supervised Workshop Presenters and EDEquity Associates
  - Developed Programmatic proposals
  - Developed and monitor budgets
  - Negotiated contracts with clients
  - Developed strategic, operational and work plans
  - Monitored and evaluated EDEquity programs, classes and collaborative efforts
- 2000-2004      **INSTRUCTIONAL ACCOUNTABILITY ASSOCIATE**  
The Pulliam Group, Redlands, California
- Designed an Instructional Review System for use in evaluating schools and districts
  - Developed & implemented standards-based professional development institutes.
  - Acted as External Evaluator for schools and districts.
  - Facilitated school communities to develop data based improvement strategies.
  - Coordinated the alignment of school budgets to program and student needs.
  - Designed and delivered California High School Exit Exam workshops
  - Designed and delivered workshops for administrators, teachers, classified personnel & parents

1998– 2000

DEPUTY SUPERINTENDENT

Oakland Unified School District, Oakland, California

- Served as Operations Chief supervising Business and Facilities, Curriculum and Technology, Human Resources and Research Development and Assessment Departments.
- Participated with Union and District Leadership to develop and implement Interest Based Bargaining
- Ensured and monitored effective planning, implementation and assessment of educational programs and services.
- Assisted in the initiation and administration of new district-wide programs.
- Monitored and evaluated District's charter schools.
- Identified, allocated and supervised senior staff assignments.
- Acted as Interim Superintendent and Board Secretary.
- Supervised and monitored Board Committees and the development of Board Packets.

1997 – 1998

SUPERINTENDENT

Alameda County Office of Education, Hayward, California

- Served as Chief Executive Officer for the Alameda County Office of Education.
- Served as Secretary to the Alameda County Board of Education
- Planned and set goals for internal operations and contract negotiation policies.
- Supervised all operations for the management of the County Schools including Juvenile Court Schools, Community Schools, School Age Mothers Programs and the Infant Programs.
- Monitored and approved school district and community college district budgets.
- Provided educational leadership, coordinated community and business support, and provided a myriad of services to Alameda County Districts.
- Worked with county, regional, state and national agencies and businesses to review and establish policies and systems that enhanced the quality of education for students in Alameda County.

1994-1997

ASSOCIATE SUPERINTENDENT, CURRICULUM AND INSTRUCTION

Alameda County Office of Education, Hayward, California

As a member of the Executive Management Team:

- Developed and implemented fiscal and program policy.
- Served as Internal Facilitator for the ACOE's Strategic Plan.
- Monitored various regional, state and federal grant programs.
- Served as staff to the Board of Education and provided reports on a variety of topics and issues.
- Served as a member of ACOE's Budget Committee.
- Acted as Deputy Superintendent in the absence of the Superintendent.
- Participated on the Collective Bargaining Team

As Division Chief for Curriculum and Instruction

- Supervised and monitored the creation and implementation of the Curriculum & Instruction Division's strategic and operational plans.
- Developed and managed the Curriculum & Instruction Division budget.
- Supervised and evaluated Curriculum & Instruction Division Directors.
- Coordinated countywide assistant superintendent meetings.
- Reviewed and interpreted Curriculum & Instruction Division policies, frameworks and standards for schools, school districts and the general public.
- Served on a variety of state, regional and local boards and committees

- 1992-1994 ASSISTANT SUPERINTENDENT, CURRICULUM AND INSTRUCTION  
Alameda County Office of Education, Hayward, California
- Developed and managed the Curriculum & Instruction Division budget.
  - Served as staff to the Board of Education
  - Coordinated Region IV Assistant Superintendent meetings.
  - Served as a member of ACOE's Budget Committee.
  - Supervised and evaluated staff.
  - Served on a variety of state, regional and local boards and committees.
  - Facilitated all Cabinet and Leadership Team meetings
- 1989-1992 DIRECTOR OF EDUCATIONAL SERVICES  
Alameda County Office of Education, Hayward, California
- Directed the work plan of all coordinators and specialists in the educational Services Section of the Curriculum and Instruction Division.
  - Supervised and evaluated all coordinators and specialists.
  - Facilitated school, district, and community meetings.
  - Developed and monitored Educational Services budget.
  - Monitored categorical programs.
  - Served as a member of superintendent's cabinet.
  - Facilitated Leadership Team Meetings.
- 1988-1991 CO-DIRECTOR, TEACHERS AS LEADERS CERTIFICATE PROGRAM  
California State University, Hayward, California
- Developed and taught courses for master teachers, mentor teachers, and other teacher leaders.
  - Produced Teachers as Leaders Informational Material.
  - Evaluated education courses.
- 1987-1989 COORDINATOR, EDUCATIONAL SERVICES  
Alameda County Office of Education, Hayward, California
- Developed and coordinated ACOE's New Teacher Support Programs.
  - Coordinated with California State University to create systems of support for teacher candidates
  - Provided technical assistance to schools and districts.
  - Coordinated with Institutions of Higher Education to provide professional growth activities and programs.
  - Coordinated curricular and instructional activities with the State Department of Education.
  - Developed and coordinated professional development courses for Alameda and Contra Costa Counties through brochure and contract classes.
  - Worked with universities to provide classes and/or academic or CEU credit for classes
  - Conducted Self Study Coordinated Planning training of trainers.
- 1983-1985 PROGRAM MANAGER  
New Haven Unified School District, Union City, California
- Provided for the development and monitoring of the School Plan.
  - Organized, implemented, and coordinated staff development activities.
  - Provided clinical supervision to teachers and aides.

- Supervised volunteers and paraprofessionals.
- Coordinated all activities of the School Resource Team and the School Site Council.
- Assisted in the development of the SIP budget and supervised all of its expenditures.
- Assisted in the supervision and discipline of students.

1980-1982      ADJUNCT FACULTY SCHOOL OF EDUCATION  
 California State University, Hayward, California

- Coordinated summer student teaching experiences for intern teachers.
- Supervised intern teachers' school and community experiences.
- Evaluated intern classroom performance.
- Taught university courses in the Department of Educational Leadership.

1979-1981      TEACHER CORPS TEAM LEADER  
 New Haven Unified School District, Union City, California

- Coordinated all activities involving Teacher Corps Interns.
- Supervised and evaluated interns' student teaching and community activities.
- Interpreted the Teacher Corps program at state and regional meetings.
- Provided staff development to interns, teachers, aides, and administrators.
- Lead the districts' Elementary and Secondary Program Review Teams

1974-1979      ELEMENTARY TEACHER  
 New Haven Unified School District, Union City, California

- Taught one through four grades.
- Served on School Site Council, Teacher Corps Coordinating Council, Differential Standards Committee, Report Card Revision Committee, and the Plan Writing Committee.

1973-1974      ELEMENTARY TEACHER  
 Franklin McKinley School District, San Jose, California

- Taught third and fifth grades.

1969-1970      GROUP COUNSELOR  
 Youth Guidance Center, San Francisco, California

- Supervised all daily activities of delinquent and non-delinquent youth.
- Counseled youth.
- Supervised the Volunteer Grandparents Program.

Consultation Topics

Coaching For Results  
 Strategic Planning  
 Problem Solving and Consensus Building  
 Shared Decision Making  
 School Accountability  
 School Culture and School Change  
 Equity Walks and Audits

Focus on Standards  
 Instructional Data Management  
 Facilitation Processes and Skills  
 Intervention and Extra Curricular Programs  
 Formative and Summative Assessment  
 Using Data to Improve Instruction  
 Culturally Responsive Pedagogy

**Past and Present State, Regional, and Local Boards**

- A2Z Educational Consultants, Inc., President
- CurioDessey Board of Trustees
- EDEquity Inc. Partner
- Bay Area School Reform Collaborative Trustee
- State Chair, Curriculum & Instruction Steering Committee
- State Chair, California Staff Development Council
- President, Phi Delta Kappa
- California Roundtable Mathematics Task force
- California Bilingual County Coordinators Network
- Oakland Mayor's Education Cabinet
- Hayward Mayor's Policy Coalition

May 27, 2015

Dr. Mary V. Sandy, Executive Director  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, California

Dear Dr. Sandy,

It is with great pleasure that I offer this letter of recommendation for Cheryl Hightower as she seeks a position on the Committee of Credentials for the California Commission on Teacher Credentialing. Cheryl's background and experience make her an excellent addition to this panel that plays such an important role in maintaining the integrity of the teaching profession in California.

Cheryl has sat in almost every seat one can hold in public education: teacher, administrator, district superintendent, and county superintendent, but I would submit to you that it is her years of experience as a small businesswoman, working to improve the quality and effectiveness of public education that best qualifies her for this position.

The Committee constantly deals with the question of "what was the misconduct?", and having the depth and breadth of background Cheryl has will help her to make the very best judgment in these matters. I know Cheryl to be a woman of sound judgment, open to considering all sides of a matter, and able to speak her mind in a collaborative way.

I would also advocate for her urban experience. As a former superintendent in the Oakland USD, Cheryl understands very deeply the plight of minority students, students of poverty, and how the educational experience of these students and their teachers may be different from others.

It is without qualification that I commend Cheryl Hightower to the Commission for this very important task.

Sincerely,

*Jane D. Smith*

Jane D. Smith  
Member of the Committee of Credentials, and  
President of the Board of Trustees for the Yucaipa-Calimesa Joint Unified School District



SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION

Anne E. Campbell • County Superintendent of Schools

May 26, 2015

To Whom It May Concern:

- I am pleased to provide Cheryl Hightower with my highest recommendation to serve on the California Commission on Teacher Credentialing.

I had the distinct personal and professional honor of working with Cheryl at the San Mateo County Office of Education in her role as Association Superintendent of Instructional Services. Through my work in San Mateo County, and recently as 2014 Chair of the statewide Curriculum and Instruction Steering Committee of the California County Superintendents Educational Services Association, I have had the opportunity to work with a wide range of the top instructional leaders across the state. I can enthusiastically say that Cheryl is one of the very best of these leaders that I have had the privilege to work with.

Cheryl is visionary. She holds a strong and clear vision of what schools can and should be in order to serve all children. What is more, she is a skilled, collaborative, and courageous leader who knows how to motivate and inspire a team to excellence. She has served in just about every role from schools to district offices to county offices of education in her stellar career, including serving as the Alameda County Superintendent of Schools prior to her leadership of the instructional services division at the San Mateo County Office of Education.

She has experience and knowledge of the private sector as well. In fact, I would be hard-pressed to name anything about schools or their successful operation in which Cheryl is not an expert. She has worked successfully in program improvement schools and districts as well as with some of the highest achieving schools in California.

Cheryl is a consummate professional. She knows instruction, teachers, and the systems that are necessary to operate effective schools and districts. She is politically astute and a skilled communicator and facilitator. Cheryl is a rare brand of visionary, courageous leader that is second to none in California. I give her my very highest recommendation and know that she would be value added to the Commission on Teacher Credentialing.

I am happy to provide any further information that might be of assistance.

Sincerely,

Gary Waddell, Ed.D.  
Deputy Superintendent

**Ellen Gervase**

RECEIVED  
MAY 18 2015  
DIVISION OF  
PROFESSIONAL PRACTICES



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

A. IDENTIFICATION:

1. Name Gervase Ellen Lynn  
Last First Middle
2. Address \_\_\_\_\_  
Number Street  
City Hacienda Heights Zip Code 91745
3. Business Phone: ( ) N/A Home Phone: \_\_\_\_\_
4. E-Mail Address \_\_\_\_\_

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

- Elementary Teacher.** Must be a full-time certified classroom teacher in the public elementary schools with not less than five years of classroom experience.
- Secondary Teacher.** Must be a full-time certified classroom teacher in the public secondary schools with not less than five years of classroom experience.
- School Administrator.** Must be a certified practicing administrative employee in the public schools.
- School Board Member.** Must be a member of the governing board of a school district. No person who is or has been employed in a certificated position in the public schools within the preceding five (5) years shall be appointed as a school board member.
- Public Member.** Must be a representative of the public. No person who is or has been employed in a certificated position in the public schools or who is or has been a member of any governing board of a school district or county board of education within the five (5) years prior to the date of appointment shall be appointed as a public member.

C. EDUCATION AND EXPERIENCE:

- High School Graduate Yes  No
- Passed High School Equivalency Tests Yes  No

This Application Form May Be Duplicated

1. Name and Location of College or Univ.	Course of Study	Completed		Degree	Date Completed
		Semester	Quarter		

State University of NY	Exceptional Edu.			BS	1969
California State University	English			MA	1973

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.

Standard Elementary Education Credential	life
Standard Secondary Education Credential-English	life
Learning Handicapped Teaching Credential	life
Resource Specialist Certificate	clear
Specially Designed Academic Instruction	
in English certificate	clear

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

California Teachers Association-Retired 2009-present  
CARS+ Organization for Special Educators 2000-present  
California League of Schools 2007-present

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

Secondary Literacy Partnership Committee 2007-present  
part-time work for WestEd 2012-present  
State Performance Plan Technical Assistance Program  
at Napa County office of Education 2009-2011  
CA Modified Assessment-ELA standard setting 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:

Board member, Hacienda Heights Improvement Assoc -  
research and present information, evaluate proposals  
Inland Valley Humane Society-donate supplies and financial aid  
Habitat Authority-trail volunteer and monitor  
Friends of the Library-donate books and volunteer  
Operation Healthy Hearts-donate time, money, supplies

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?

I am acutely aware that the work of the Committee of Credentials is very important. Due process embedded in a transparent and fair system is critical to the career and livelihood of the employee. I will be able to provide independent thought to analyze evidence presented as well as to formulate an objective opinion in a timely manner. I am fair minded and open to negotiation after considering viewpoints of others. Whereas CoC is a commitment with responsibility, I look forward to the challenge.

F. Have you ever been convicted of a felony or misdemeanor?

Yes

No

(If yes, attach explanation)

You must be eligible for a Certificate of Clearance. (See instruction sheet for further information)

G. LETTERS OF RECOMMENDATION

All applicants must provide at least two (2) letters of recommendation and a letter from their current employer granting time off each month for Committee work. 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.

Ellen Herwase  
Signature

May 15, 2015  
Date

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

## **Ellen L. Gervase**

**Hacienda Heights, CA 91745**

### **Education**

BS Exceptional Education State University of New York at Buffalo (1969)  
MA Education California State University at Los Angeles (1973)  
Standard Elementary Education Credential (1972)  
Standard Secondary Education Credential-English (1972)  
Learning Handicapped Teaching Credential (1981)  
Resource Specialist Certificate of Competence (1983)  
Specially Designed Academic Instruction in English certificate (1998)

### **Teaching Experience-Pomona Unified School District**

Marshall Middle School-Educable Mentally Retarded grades 7-9 (1969-74)  
Roosevelt Elementary-Educationally Handicapped grades K-6 (1974-81)  
Simons Middle School-Resource Specialist Program grades 6-8 (1981-96)  
Pomona Alternative School-Independent Study all subjects for Special Ed and  
Community Day School (expelled students) grades 7-12 (1996-2007)  
Park West Continuation-cake decorating to teen parents grades 9-12 (1996-01)  
Pomona High School-ninth grade English 50% and Teacher Specialist for Secondary  
Transformation 50% (2007-2009)  
Pomona High School-ninth grade English teacher (2009-2010)  
Coordinator for CELDT assessments, Pomona High (2008-2010)

### **Professional Development Provider**

Presented over 75 professional development sessions to teachers, administrators, and teacher leaders on IDEA '97, IDEA '04, Accommodations and Modifications for Special Needs Students, Providing Instruction for All Students, Special Education Update, Response to Intervention, Common Core Standards and Students with Special Needs

Presented training sessions at Good Teaching Conference North, Good Teaching Conference South, Urban Issues Conference, Equity and Human Rights Conference, Rural Issues Conference, Secondary Literacy Summit, Student CTA State Conference (SCTA), CA League of Middle Schools Conference, CA League of High Schools Conference, Pomona Unified Diversity Celebration, San Diego Leadership Training, Orange Fall Leadership Conference, CA League of Schools Summer Institute

## Professional Experience

Pomona Unified School District Teacher of the Year (2001-02)  
Support Provider for Peer Assistance and Review Program (1995-2005)  
Pomona Special Ed ABCD Award (Above and Beyond the Call of Duty) (1999)  
Lead Trainer for CTA Special Education Cadre (2001-2010)  
Trainer of Trainers for CTA Special Education Cadre (2003-2009)  
Trainer of Trainers for CTA Summer Institute at UCLA (2004)  
CTA Special Education Committee (2003-2010)  
Vice chair CTA Special Education Committee (2007-2009)  
Chair, CTA Special Education Committee (2009-2010)  
Chair of Special Education Current Issues sub-committee (2006-07)  
Chair of Special Education Policy subcommittee (2004-2006)  
Associated Pomona Teachers Board of Directors (2003-2010)  
Pomona Unified Special Education Caucus (2003-2010)  
Part-time work with WestEd: Tucson Unified School District (AZ) providing  
Collaboration and Co-teaching coaching (2012); Charlotte-Mecklenburg School District  
(NC) providing IEP review (2013); Downey Unified and Hacienda-La Puente Unified  
providing professional development and coaching for middle school teachers in  
Collaboration and Co-teaching practices (2012-present)

## Appointments

State Advisory Panel-High School Exit Exam for Pupils with Disabilities SB 964 (Burton)  
(2004-05)  
CTA High School Restructuring Task Force (2004-2008)  
LRE (Least Restrictive Environment) Resources Project based at WestEd (2006-2008)  
Chair Response to Intervention Committee Pomona Unified (2007-2010)  
Good Teaching Conference Committee (2006-2010)  
Quality Education Investment Act Workgroup SB1133 (2006-2009)  
Quality Education Investment Act Alternative High Schools Summit (2008)  
CTA liaison to CARS+ (CA Association of Resource Specialists Plus) (2003-2009)  
High Performing High Schools Task Force (2007)  
Special Education Teacher Retention Focus Group-Dr. Ken Futernick, CSU  
Chancellor's office (2006)  
Response to Intervention Summit (2006)  
CTA liaison to CDE Advisory Commission on Special Education (2008-09)  
CA Modified Assessment (CMA) standard setting for English-language arts 6-8 (2009)  
State Performance Plan Technical Assistance Program at Napa County Office of  
Education (2009-2011)  
Secondary Literacy Partnership Committee (2007-present)

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## Orange Grove Middle School

14505 ORANGE GROVE AVENUE • HACIENDA HEIGHTS, CALIFORNIA 91745

(626) 933 - 7000 OFFICE • (626) 855 - 3837 FAX

www.orange-grove.hlpusd.k12.ca.us



*Edna B. Moore, Principal*  
*Kevin Maldonado, Assistant Principal*

May 6, 2015

To Whom it May Concern:

I am very pleased to write this letter of recommendation for Ellen Gervase for a position on the Committee of Credentials of the Commission on Teacher Credentialing. I have known Mrs. Gervase for more than twenty years and have worked with her in many capacities both as a volunteer and professional educator. When our own children were in high school, we served on the Los Altos Band Booster board and organized many events for thousands of people. I enjoyed working with Ellen in this capacity because she is very organized and thorough. She is extremely dependable and follows through with the task at hand. In other words, she was a "dream volunteer!"

Mrs. Gervase volunteers in her community extensively. She is involved in the Friends of the Library, Habitat Authority, LA County of Public Works, LA County Zoning Enforcement, Operation Healthy Hearts, and serves on the board of the Hacienda Heights Improvement Association. She is a concerned citizen making sure her community voice is heard.

When I became the principal of Orange Grove Middle School, Mrs. Gervase volunteered to train my staff on the benefits of inclusion, collaboration and co-teaching. It was so successful that we hired her this year to continue the training and implement the co-teaching model for our 7<sup>th</sup> and 8<sup>th</sup> grade special education students. She has been training, observing, and giving feedback to teachers to since August of 2014. She collects and analyzes data from the observations to help the teams implement this program. She has been able to work with teachers in a very positive but direct way to achieve results. Mrs. Gervase attends some of the PLC's with the teachers to facilitate collaboration and planning, and the teachers like and trust her. She has been a very valuable asset to our school this year.

I believe that Mrs. Gervase has the credentials, temperament and knowledge to be a very valuable member of the Committee of Credentials of the Commission on Teacher Credentialing. I highly recommend her for this position.

If you have any questions, please don't hesitate to call me at (626) 933-7002.

Sincerely,

A handwritten signature in cursive script that reads "Edna B. Moore".

Edna B. Moore  
Principal

*Vision Statement:*

**T**he Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

To Whom it May Concern

May 8, 2015

It is a pleasure to write this letter of recommendation for Ellen Gervase for consideration as a public member for the Committee of Credentials for the California Commission on Teacher Credentialing. I have known and worked with Ellen for the past twelve years as an esteemed colleague in a variety of mutual endeavors that have focused on working with teachers in developing effective instructional practices with a focus on students with disabilities. During this time Ellen has proven herself as highly knowledgeable in regards to evidence-based teaching practices as well as special education policies and specialized instructional practices. Ellen has been a teacher trainer with the California Teachers Association in a variety of professional development capacities and has also served as a co-teaching coach providing professional learning as a WestEd Consultant in the Downey Unified and Azusa Unified School district under my supervision for the past two years. Ellen has a clear understanding of the skills necessary for effective collaborative special education and general education instruction.

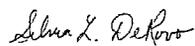
Ellen has exhibited strong leadership abilities and her deep knowledge of special education policies and issues in California serving on a number of critical policy projects for special education teachers and their students including the SB 964 CAHSEE Committee, the CDE Standards Based IEP Field Reviewer committee, the Special Education Teacher Retention Focus Group, and has an ongoing leadership role in the Secondary Literacy Partnership.

Ellen demonstrates the expertise and first-hand knowledge of special education law as well as practice making her an excellent candidate as a public member of the Committee of Credentials. She is persistent, has a passion for excellence and a commitment to leadership and change that supports improving results for students with disabilities through effective instructional practices. In addition to wearing many leadership hats, she has also been a highly esteemed special educator herself, being named the Pomona Unified Teacher of the Year during her teaching career. Ellen's many skills, vast knowledge of state education issues, and her expertise and practical insight into the teaching profession make her the ideal candidate to do the work of the committee in investigating, interviewing and identifying viable credential candidates.

Her clear understanding of current and changing special education issues, her unique long-standing California leadership, and her ongoing work with teachers, make Ellen the ideal candidate for the Committee.

If you have any further questions with regard to Ellen Gervase's qualifications, please do not hesitate to contact me.

Sincerely,



Silvia L. DeRuvo  
Senior Program Associate  
WestEd Learning Innovations  
National IDEA Data Center – IDC  
National Center for Systemic Improvement – NCSI  
(916) 642-5554  
[sderuvo@wested.org](mailto:sderuvo@wested.org)