
1A/2H

Action

Ad Hoc Committee/General Session

Interview and Recommendation of Members/Alternates to the Secondary Teacher Position for the Committee of Credentials

Executive Summary: This agenda item provides information about the selection process for appointments to the Committee of Credentials. Applications submitted to the Commission prior to the posting of this item are attached. Any additional applications will be brought in as an insert on the day of the meeting.

Recommended Action: To recommend to the Commission appointments to the Committee of Credentials.

Presenter Ani Kindall, Attorney, 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.

Interview and Recommendation of Members/Alternates to the Secondary Teacher Position for the Committee of Credentials

Introduction

The Ad Hoc Committee will interview, evaluate, and recommend appointments to 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 Members. The COC meets in Sacramento three days each month.

Selection Process

Pursuant to §511 of the Commission's Policy Manual, an Ad Hoc Interview Committee appointed by the Chair 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, 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 §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

VACANT Secondary Teacher	
DANA MORELINI (Sebastopol) Elementary Teacher	06-30-2020
ELLEN GERVAIS (Hacienda Heights) Public Member	06-30-2021
WADE "STEVE" THORPE (West Sacramento) Public Representative	06-30-2020
SCOTTY "CAMERON" BYRD (Oakland) Public Representative	06-30-2020
DARREL WOO (Sacramento) School Board Member	06-30-2020
JACOB GUTHRIE (Los Angeles) School Administrator	06-30-2021

A vacancy was declared for the Secondary Teacher position at the November 29-30, 2018 Commission meeting, the Committee of Credentials Recruitment Bulletin was advertised and a member was selected April 17, 2019; however, the member was unable to fulfill the time requirements of the position and resigned.

The current list of candidates and the applications are attached for filling the Secondary Teacher vacancy.

Staff Recommendation

That the Ad Hoc Committee recommend to the Commission the appointment of a Secondary Teacher to the COC.

JULIA KNOFF



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

A. IDENTIFICATION:

1. Name Knoff Julia Webster
Last First Middle

2. Address [REDACTED]
Number Street

City San Diego Zip Code 92129

3. Cell Phone: [REDACTED] Business Phone: [REDACTED]
NA

Home Phone: ()

4. E-Mail Address [REDACTED]

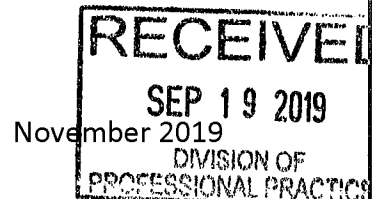
B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

Secondary Teacher. Must be a full-time certified classroom teacher in the public secondary schools with **not less than five (5) years of classroom experience.**

C. CURRENT AND FORMER EMPLOYMENT:

List your current and former employment for the past ten (10) years. Please include dates of employment.

San Diego Unified School District: 9/1992 to Present, Secondary Social Science Teacher



D. EDUCATION AND EXPERIENCE:

1. Name and Location of College or Univ.	Course of Study	Completed		Degree	Date Completed
		Semester	Quarter		
National University,	Masters in Teaching and Learning				2007
San Diego State University,	Teaching Credentials: Social Science, Introductory English, Journalism				1991
San Jose State University,	BA in Public Relations- minor in Social Science				1986

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.	
Credentials: Social Science, Introductory English, Journalism	Expire: 2/2022
NCLB Certificate of Completion-Highly Qualified Teacher	Expires: No expiration
GATE (Gifted and Talented Education) Certification	Expires: No expiration
SDAIE (SB 395) Certification	Expires: No expiration

4. Membership in professional associations. Please include dates of membership.	
San Diego Education Association (SDEA)	1995 - Present
San Diego Labor Council	2014 - 2016
CTA (California Teacher's Association) State Council	2015 - 2017 Political Action Committee

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

Scripps Ranch High School: Instructional Leadership Team 2009-2018, Site Governance Team (SGT) 2009-2018

WASC Focus Team and Team Leader 1997, 2003, 2008, 2013, 2018

AVID Site Coordinator and AVID Site Team Leader 1997- 2005 and 2009 - 2015

E. ADDITIONAL ACHIEVEMENTS:

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

Please see attachment for further information.

F. 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?

Please see attachment for further information.

G. PROFESSIONAL FITNESS QUESTIONS

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

Yes No

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes No

(If yes, attach explanation)

3. Are you currently the subject of an inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes No

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes No

(If yes, attach explanation)

5. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

6. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

You must obtain fingerprint clearance as part of the appointment process.

H. 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

9.16.19

Date

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

Julia Knoff – application supplement page 1

E. Additional Achievements:

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 a member of the Site Governance Team (SGT) in the purview of my position as site union representative, my job was to work within the committee made up of parents, students, teachers, and administration to ensure that decisions made within the committee would not violate our union contract. I have extensive knowledge of the contract with a deep understanding of how it applies to our school. I also worked collaboratively with said members to make decisions regarding elimination of bargaining unit positions, the site budget, the student discipline plan, changes in the instructional program, and various other campus issues. It required collaboration, the ability to ensure the contract was followed in the face of opposition, help decide what teaching positions had to be eliminated in the face of a reduction of staff on the basis of campus need rather than other more emotional decisions. Much of what we voted on was sensitive and private in nature. Strict confidentiality was followed to ensure people's privacy

As a member of the Instructional Leadership Team (ILT), I served as the site union representative, to work collaboratively with other site leaders to make decisions about campus calendars, discuss scheduling issues, campus issues that might occur during testing, and general campus information. I was also there to make sure that decisions made in ILT did not violate our union contract.

As a member of the WASC Focus Team and a Team Leader for two of the cycles, it was our job to investigate and provide evidence of the teaching practices at Scripps Ranch High School. The school received a six year accreditation for all of the cycles except for one. The WASC Accreditation Team gave us a two year accreditation with a review. At that review, the school was given a four year clear accreditation.

As the AVID Site Coordinator and AVID Site Team Leader, it was my job to implement the AVID program on our site, set up all of the AVID curriculum, and guide students from the 9th grade through their senior year to ensure that they would be four year college ready and earn a four year college acceptance. We had a 100% success rate of senior acceptance to the four year college of their choice. It involved teaching study skills, coordinating and supervising both adult and student tutors, counseling students on school and classroom behavior, teaching students how to be organized and successful in school, and guiding students to a more and more rigorous curriculum to give students the best chance of success when throughout their college experience.

F. 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?

The depth of my pertinent achievements and additional background are within my experience with my union, the San Diego Education Association (SDEA). I have been deeply involved as both the site union representative and the Board of Directors, simultaneously for the majority of my time involved directly in leadership. I am still involved, though not with direct leadership.

As the site union representative for six years, I worked with teachers and administrators to resolve issues and meet the requirements of the contract and the teaching profession. I often worked with teachers on sensitive issues regarding their employment and discipline from administration. This also involved collaborative work with the union organizer regarding grievances. The majority of information that I worked with was sensitive and private regarding teacher's job performance and/or professionalism. It required discretion, but also honesty toward the teacher involved and expecting accountability from them for contractual violations. I have directly worked with issues from minor violations that were resolved informally to teachers who lost their job due to lack of professionalism and egregious contractual violations. I have directly worked with issues from minor violations that were informally resolved, teachers who lost their job due to lack of professionalism and egregious contractual violations, and teachers that were given multi-day suspensions for both egregious violations of the contract and committing a crime outside of school.

As a union board member and treasurer for five years, we worked collaboratively on union issues that included making decisions on grievances filed by the union for the member against the school district. These were often issues that might result in the loss of a position or their job as an educator if the grievance went to an arbitrator or straight to dismissal. It required discretion, but also an honest discussion regarding the situation at hand.

My school leadership and union experience has prepared me to serve on the Committee of Credentials. My experience throughout my union career specifically showcases the skills, experience, knowledge, and abilities the Committee is seeking.

Julia Knoff



Dear Selection Committee:

With over six years of union leadership experience in SDEA (San Diego Education Association, the second largest teacher union in the state), I have worked closely one-on-one with members who minimally want to file a grievance against an administrator extending to members who have been arrested and convicted of a crime and are in danger of losing their job as a teacher. This was done in the capacity of the school site union representative. I also have extensive experience with union leadership through the Board of Directors as a member and as the treasurer. In one part of my work with the board, I collaborated with other board members to hear grievances that had the capacity to go to arbitration. As such for both, I was privy to private information that was confidential in nature and maintained confidentiality. I take that responsibility very seriously.

I take pride in the fact that I was honest, fair, and kept members information private. I made sure that members knew their rights, but was also honest with them regarding the consequences of some of their choices. I consistently made sure that every thing that happened followed the contract, but also applied sound judgment regarding allegations of misconduct and unfitness to teach.

I also have had extensive leadership positions on my school site, including SGT (Site Governance Team) and ILT (Instructional Leadership Team). Both teams worked collaboratively on school issues that were often complex and sometimes had to focus on confidential information regarding staff.

I am interested in this position and I feel that I am uniquely suited for it. I have both the knowledge and the ability to work within the committee to make decisions that are sensitive to the community and the right decision for all concerned.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Julia Knoff".

Julia Knoff

Julia Knoff

Education

Masters in Teaching and Learning, 2007 National University

Bachelor of Arts, San Jose State University, 1986

Public Relations

Minor: Social Science

Credentials and Certifications

California Single Subject, San Diego State University, 1991

Social Science, Introductory English,
Journalism

GATE Certification, 2009

University of California, San Diego

SDAIE Certification (SB 395), 2000

San Diego Unified School District

National Teacher's Exam, 1990

Social Science

Experience

Scripps Ranch High School, 1995-Present

Government and Economics , 1996-2002, 2015-Present

AVID, 1997-2005, 2009-2015

United States History, 1995-1997, 2003-2015

World History, 1995 and 2003-2005

San Diego High School, 1992-1995

Various Social Studies courses, various English courses, High School Diploma program

Leadership

SDEA (San Diego Education Association)

Board of Directors Treasurer, 2016-2018

Board of Directors member, 2013-2016

Contract Advisory Committee, 2015-Present

Association Representative, 2012-2018

California Teacher's Association State Council, 2015-2017

SDUSD-SDEA Joint Employee Welfare Benefits Trust Board, 2015-2017

Leadership Academy Presenter, 2019

Trainer for New Association Representatives, 2019

Scripps Ranch High School

Instructional Leadership Team, 2009-2018

Site Governance Team (SGT), 2009-2018

AVID Site Team Leader and Coordinator, 1997-2005, 2009-2015

WASC Focus Team and Team Leader, 1997, 2003, 2008, 2013, 2018

Supervisor teacher for multiple student teachers

Hired, trained, and supervised AVID tutors for the AVID Program



September 12th, 2019

Dear Selection Committee,

It is my pleasure to write this letter of recommendation on behalf of Julia Knoff for the position of Secondary Teacher on the Committee of Credentials. Over the past two years, I have worked very closely with Ms. Knoff in her role as an area representative for the San Diego Education Association and feel strongly that her experience with representing and assisting teachers, combined with her vast knowledge of educational policy and procedures, makes her an ideal candidate for this position.

In November of 2017, I accepted the position of principal at Scripps Ranch High School. Prior to my arrival at Scripps, Ms. Knoff went out of her way to meet with me to review key elements of the San Diego Education Association (SDEA) contract as well as the current school culture and climate. Her insight into the needs of the campus and staff were crucial to my transition into a new role and within a new district. I very much appreciated her honesty, candor, and willingness to speak with me on her own time to ensure that I understood the campus I would be leading.

Since that time, Ms. Knoff and I have worked very closely on several employee cases that were of an extremely confidential nature and required delicate conversations amongst employer, employee and area representative. At all times and in all situations, Ms. Knoff has been a consummate professional and has never let personal feelings cloud her judgement. Ms. Knoff diligently follows the SDEA contract and educates not only the employee but also the administration on how to properly follow the contract policies and procedures. I have called on Ms. Knoff numerous times to assist me with the interpretation of contract language and rely heavily on her expertise to ensure I am not violating the rights of any certificated employee. Ms. Knoff is fair, transparent, and collaborative, characteristics I feel would be invaluable for this position.

Ms. Knoff is also a very experienced teacher who implements lessons and activities that engage students at all levels. She has strong classroom management skills and a positive relationship with her peers. I hope that after reading this letter, you will seriously consider Ms. Knoff for the position of Secondary Teacher on the Committee of Credentials. Her ability to examine situations without personal bias, establish strong relationships, and draw upon past experiences would benefit both the committee and the teaching profession. If you have any further questions about this candidate, I can be reached at (619) 417-8222 or via email at ndewitt@sandi.net.

Sincerely,

A handwritten signature in blue ink that reads "Nicole DeWitt".

Nicole DeWitt
Principal



September 10, 2019

To Whom It May Concern,

My name is Dr. Matt Lawson and I am the Vice Principal at Scripps Ranch High School. I am a graduate of the University of California, San Diego and obtained my doctorate in Educational Leadership from San Diego State University. It is with great enthusiasm that I recommend Mrs. Julia Knoff for the Secondary Teacher position on the Committee of Credentials with the Commission on Teacher Credentialing. I have worked with Mrs. Knoff for the past five years in several capacities such as a social science teacher, a teacher's union association representative (AR), a member of School Site Government (SSG) and as a member of the Instructional Leadership Team (ILT). In my experience, Mrs. Knoff is an educator with an extraordinary skillset who will be an asset to the CTC.

Mrs. Knoff is a distinguished teacher who holds a Bachelor of Arts from San Jose State University and a Master's Degree in Teaching and Education from National University. She has been a Social Science and AVID teacher at Scripps Ranch High School since 1995. She has taught United States History (both honors and college prep), World History, Government/Economics, and AVID. On numerous occasions I have had the pleasure to observe Mrs. Knoff's passion for her students as well as her exceptional teaching prowess. Her instructional style is one that is student centered and consists of structure and clear expectations. She is very strategic in her teaching, being able to use different teaching modalities with fluidity in response to diverse student needs. During her tenure at Scripps Ranch High School, Social Science scores, as measured by state mandated testing (up to 2015) as well as district benchmarks and semester grade data, improved immensely. Her efforts increased graduation rates and propelled Scripps Ranch High School to be voted one of the best high schools in California by U.S. News.

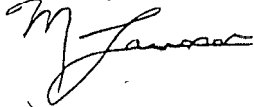
Not only is Mrs. Knoff's teaching style impressive and effective, her ability to build rapport and relationships with her students is second to none. Her classroom climate is one of respect and excellence. I would describe her major strength as building relationships with students by making connections through humor and accountability. On frequent occasions I hear compliments from both students and parents regarding how much they enjoy Mrs. Knoff as a teacher. She truly cares for each and every one of her students and continuously works to see that they achieve their potential.

In addition to Mrs. Knoff being an exceptional teacher, she is also a standout leader both on campus and within San Diego Unified School District. She has served as Scripps Ranch High School's AR representative since 2012, was the San Diego Educator's Association (SDEA) Treasurer from 2016 – 2018, served as an SDEA board member from 2016-2018, served on the SDEA Contract Advisory Committee from 2015 – present, served on School Site Governance, Instructional Leadership Team, and was the AVID Site Coordinator as well as the Avid Site Team Leader for several years. Mrs. Knoff's leadership experiences have allowed her to acquire the skills to successfully serve as a Secondary Teacher for the CTC. She is an expert at evaluating allegations of misconduct and unfitness to teach. She and I have worked together on numerous investigations of teacher misconduct and each time she has maintained nothing but professionalism and integrity. She examines these cases without bias and sticks to honoring and interpreting the contract as written. She is an excellent communicator to all parties and maintains the privacy of the constituents

involved. A norm on campuses may be that an administrator and an AR rep may "butt heads" or have conflicts on occasion due to the complex relationship between the roles of evaluator, evaluatee, Human Relations intermediary, etc. While this may be the case on other campuses, the opposite has been true at Scripps Ranch High School. Personally, my experience with Mrs. Knoff has been full of professionalism and quality communication. I have nothing but respect for the way Mrs. Knoff handles sensitive HR issues and difficult conversations. I value her input and opinions and enjoy working with her to find resolutions to complex matters. One item that will always stand out to me was during my third year at Scripps Ranch High School. At the conclusion of this school year, there were several teachers who retired due to incentives. During each of the teachers' retirement speeches, they referenced and thanked their "fearless leader" Julia Knoff for all she had done for them and the Scripps Ranch High campus. The repeated references show what an impactful leader Mrs. Knoff is.

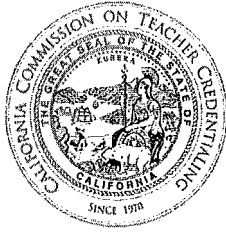
In summary, Mrs. Knoff is a dedicated and talented professional, one who is highly qualified and motivated, and she is the perfect candidate for the Secondary Teacher position at the CTC. She has impeccable communication and organizational skills and will be a valuable asset to your organization. Please contact me if you need any additional information. Thank you.

Sincerely,



Dr. Matthew Lawson
Vice Principal
Scripps Ranch High School
858-621-9020
[REDACTED]

JANNIS WILSON



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

A. IDENTIFICATION:

1. Name Wilson Jannis Annette
Last First Middle
2. Address [REDACTED] Street
City Carlsbad Zip Code 92009
3. Cell Phone: [REDACTED] Business Phone [REDACTED]
Home Phone [REDACTED]
4. E-Mail Address [REDACTED]

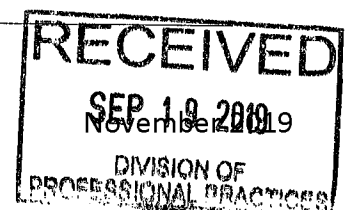
B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

- Secondary Teacher.** Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

C. CURRENT AND FORMER EMPLOYMENT:

List your current and former employment for the past ten (10) years. Please include dates of employment.

Escondido Union High School District
Dates: August 2006 to Present



D. EDUCATION AND EXPERIENCE:

- | 1. Name and Location of
College or Univ. | Course of Study | Completed | | Degree | Date
Completed |
|---|--|-----------|---------|---------------|-------------------|
| | | Semester | Quarter | | |
| • University of California, San Diego | Educational Leadership | | | | |
| 105 | Quarter Units | | | Degree: Ed.D. | June 2015 |
| • Alliant University, San Diego | Educational Leadership/
Administration MA | | | | |
| 45 | Quarter Units | | | | June 2001 |
| • San Diego State University, San Diego | BCLAD Teaching
Credential | | | | |
| 34 | Semester Units | | | | May 1993 |
| • San Diego State University, San Diego | | | | Degree: BA | |
| 134 | semester Units | | | | May 1992 |

2. Business, Correspondence, Trade, or Service Schools

Course of Study

None

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

Single Subject BCLAD Teaching Credential -
Social Science, Spanish Exp: 2023
Preliminary Administrative Services Credential -
Certificate of Eligibility Exp: N/A

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

ASCD 2017, 2019
CTA 1993 to Present

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

Induction Coordinator 2013- Present
California State University San Marcos - Lecturer 2019
EL Coordinator - San Pasqual High School 2012-2013
Distinguished Teacher in Residence, CSUSM 2010-2012
WASC Visiting Committee Member 2009-2011
WASC Leadership Team, Valley High School 2006-2009

E. ADDITIONAL ACHIEVEMENTS:

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

Serving as the coordinator for the English Learner
Advisory Committee helps understand the needs of parents &
students that are emergent bilinguals. Serving as a Distinguished
Teacher in Residence helps prepare new teachers. Serving as a
WASC VC member in a variety of communities helps schools
engage in reflection & continuous improvement.

F. 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?

- Demonstrated leadership in biliteracy with a standards-aligned
writing program. Success in creating and implementing
professional development to support emergent bilinguals.
- Training in Cognitive Coaching and Instructional Coaching
- Completion of the ProEthics course based upon the
Model Code of Ethics for Educators
- The skill of mentoring by coaching, collaborating
and consulting, and the appropriate times to
use each approach.

G. PROFESSIONAL FITNESS QUESTIONS

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

Yes No

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes No

(If yes, attach explanation)

3. Are you currently the subject of an inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes No

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes No

(If yes, attach explanation)

5. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

6. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

You must obtain fingerprint clearance as part of the appointment process.

H. 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.

Jannis Wilson
Signature

Sept 18, 2019
Date

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

JANNIS A. WILSON

Professional Objective: To be a highly effective Credentials Committee member

EDUCATION

- 2015 **Doctor of Education-** Educational Leadership
University of California, San Diego
and California State University, San Marcos
Area of research: Cultural Competency and Long-Term English Language Learners
- 1997 **Master of Arts in Educational Administration**
Alliant University, San Diego, California
- 1992 **Bachelor of Arts in Social Sciences. Minor in Spanish.**
San Diego State University. San Diego, California

CREDENTIALS

- 2001 **Preliminary Administrative Services Credential- Certificate of Eligibility**
Alliant University, San Diego, California
- 1993 **Bilingual Crosscultural, Language and Academic Development Teaching Credential (BCLAD)**
San Diego State University, San Diego, California
Authorizations Include: Social Science
 English Language Development
Supplementary Authorization: Spanish

PROFESSIONAL EXPERIENCE

- 2013 to Present **Teacher on Special Assignment-** Induction Coordinator and Mentor,
Escondido Union High School District
- Support and mentor teachers that have a preliminary teaching credential through the two-year induction process of earning a professional clear credential. Duties include meeting with, mentoring, coaching, collaborating and consulting with teachers to assist them in demonstrating growth towards mastery of the California Standards for the Teaching Profession.
- 2012 to 2017 **Teacher**, San Pasqual High School, Escondido Union High School District
(Split Assignment)
- 2012 to 2013 **English Learner Coordinator/ Teacher**, San Pasqual High School,
Escondido Union High School District.
- Responsible for coordinating services for site English Learners including the development, implementation, and monitoring of site EL plan. Coordinated EL monitoring team. Collaborated with content-area "sheltered" teachers to create language-based lessons and implement SDAIE strategies.

JANNIS A. WILSON

2010 to 2012

Distinguished Teacher in Residence, California State University San Marcos

Faculty member within the School of Education. Duties included teaching in the Single Subject and Multiple Subject Teaching Credential Programs, supervising and evaluating teaching credential candidates and serving on faculty committees. Specific focus on adolescent literacy, co-teaching, multicultural, multilingual education and technology resources for the classroom.

2006 to 2010

Teacher- Valley High School- A Model Continuation High School. EUHSD

Duties included serving as a WASC leadership team member, Emergency Response Crisis Management chair, Safe School Ambassadors co facilitator, ELD/ELA chairperson, ELD curriculum writing team member, Professional Learning Communities site lead, Advanced SDAIE strategies team member and Project WRITE lead trainer. Teaching duties included English Language Development, World Cultures, Government, AVID, Connections and Spanish.

2004

Teacher- San Marcos Middle School, San Marcos, CA

1994 to 2000

Teacher -L.R. Green School, Escondido, California

ADDITIONAL EXPERIENCE

2019

Lecturer, California State University San Marcos
Instructor for Teaching Candidates in the Single Subject Teaching Credential Program

1999 to 2011

Core Adjunct Instructor- National University, School of Education

Duties included providing instruction to and evaluating Master's Degree candidates and K-12 teaching credential candidates in educational philosophy, methods, models of teaching, SDAIE strategies, working with diverse populations, educational technology and communicating effectively with parents and guardians of students.

2000 to 2003

Curriculum Technology Specialist- EDmin.com, Inc. San Diego, CA

PROFESSIONAL ACTIVITIES

2018

Cognitive Coaching Foundations Training

2016

ProEthica course for Teachers

2014

Instructional Coaching, Participant, University of Kansas

2014

Symposium on Teacher Induction

2012

Presenter at Learning Forward Summer Conference- Motivating and Engaging Second Language Learners

2009, 2010, 2011, 2012

WASC visiting team member.

JANNIS A. WILSON

2011, 2012	Cultural Proficiency Institute- attendee
2009	AVID Summer Institute
2008, 2009	Project WRITE Leadership Institute
2008	On My Honor: Civics Institute for Teachers- CSUSM
1997 to 2000	Human Relations Director, Facilitator and Trainer National Conference for Community and Justice. Los Angeles, CA
1996 to 1999	Gifted and Talented Education Certificate (GATE)

AWARDS/ RECOGNITION

2010	Leadership in Biliteracy Award , San Diego County Office of Education
2000	Freedom's Foundation at Valley Forge Academic Scholarship
1997	Human Relations Training Recognition



Escondido Union High School District

BOARD OF EDUCATION

District Service Center

302 North Midway Drive • Escondido, CA 92027-2708
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Anne L. Staffieri, Ed.D., Superintendent

Bill Durney
Christi Knight
Jon Petersen
Tina Pope
Dane White

September 18, 2019

To Whom It May Concern:

It is my pleasure to write this letter of recommendation on the behalf of Dr. Jannis Wilson for the position of Secondary Teacher on the Committee of Credentials.

Currently, Dr. Wilson serves as a Mentor Teacher and Coordinator in our new teacher induction program. Over the past three years that I have worked with her, Dr. Wilson has provided mentorship and coaching to numerous newly credentialed teachers in all content areas. As a Mentor Teacher, she is knowledgeable about the CSTPs, Mentor Practice Standards, Induction Pre-Conditions and Standards, Cognitive Coaching, Instructional Coaching, and more. As the Coordinator of the induction program, she is knowledgeable about both district and CDE policies and procedures, including the requirements needed to obtain preliminary and clear teaching credentials.

Prior to assuming the Coordinator and Mentor Teacher roles, Dr. Wilson was a Spanish teacher in our district for many years. With her experience as a secondary classroom teacher coupled with her induction roles, Dr. Wilson is a wealth of information. So much so, that she currently is serving as an adjunct faculty member at the local university, California State University San Marcos, in their School of Education as an instructor in their Teacher Candidate program.

In my work with Dr. Wilson, it is evident that she develops quality relationships with all types of people. When she works with our newest teachers, her conversations are purposeful, data-driven, and designed to push a new teacher to reflect on their practice. She is an effective communicator who projects empathy, honesty, and credibility – all characteristics that put people at ease.

Along with her effective communication skills, Dr. Wilson possesses a tireless work ethic, is detailed-oriented, organized, and a quick learner. She is collaborative, and overall, is an utmost professional. I have no doubt that Dr. Wilson would be a worthy selection to fill the vacancy of Secondary Teacher on the Committee of Credentials.

If you have any questions, please do not hesitate to contact me at ckirpalani@euhsd.org or 760-291-3282.

Sincerely,

Charan Kirpalani
Director, Human Resources
Escondido Union High School District



January 29, 2015

TO WHOM IT MAY CONCERN:

It is with great pleasure and confidence that I write a letter of recommendation and support for an outstanding educator and professional of the highest integrity, Jannis Wilson. She demonstrates the qualities of scholarship, leadership, care and dedication to all students, and a passion for education. I feel lucky to have had the opportunity to be a direct professional colleague with Ms. Wilson in her capacity as Distinguished Teacher in Residence at CSUSM, and now as a site level participant in our teacher preparation program.

Ms. Wilson is recognized as a leader and a supportive and knowledgeable professional. Her background in a variety of educational arenas is valued by all and she generously shares her expertise. Ms. Wilson is appreciated for her direct approach and coaching skills as she mentors BTSA participants and teaches her students. She easily establishes rapport with professional colleagues and students of all levels as she guides them through the process of developing their skills, knowledge and attitudes in various classroom settings. As an exceptionally talented instructor she motivates students and always uses research based methodologies. Her experience and background working with English Learners, and coordinating services and staff development, gives her a valuable perspective on the needs of students we serve in Southern California. She is currently in a leadership role as an Induction Support Provider, and some of her other talents include an in depth knowledge of technology as well as being bilingual. Because of her varied experiences, she has also been instrumental in building, maintaining and improving partnerships with various sites, districts and institutions of higher education.

As a collaborator and leader herself, Ms. Wilson has demonstrated her desire for, and application of, department, interdisciplinary and vertical teaming and other best practices. She consistently demonstrates her ability to work with colleagues at the site, district and university level. She responds quickly, follows through on responsibilities, is an excellent team member and always keeps the big picture in mind. In each of these settings Ms. Wilson has distinguished herself not only as a leader, but also as someone who readily collaborates, supports and contributes in numerous ways. She helps create a sense of teamwork and enthusiasm. Her passion for teaching and compassion for kids is evident in each of his roles.

Ms. Wilson is very aware of the issues facing education today and is proactive, positive and committed to the philosophy of continuous improvement. She holds a variety of credentials, including the Preliminary Administrative Services Credential and is currently pursuing her doctorate demonstrating her commitment to life-long learning, research and professional preparation. She exhibits the best qualities and models the characteristics of educators who help establish professional learning communities in our schools and create successful environments for our students. Ms. Wilson will be a tremendous asset to any district -- she is a superstar! I recommend her without reservation.

Sincerely,

Julie Rich

Julie Rich

AHC 1A/GS 2H-26

November 2019

CAROL MCKEE MARQUE

Carol McKee Marque



August 29, 2019

Kyle Tabler

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

Dear Mr. Tabler,

Attached is my application for appointment to the *Committee of Credentials, Secondary Teacher* along with three stellar letters of recommendation.

I think you will find that my references, my skills & education, and the sum total of my experiences fit the criteria of what you are looking for.

My experiences in education are wide and rich. I am currently serving on the **Redwood City School District Committee on Electives and Special Assignments** held under the auspices of our school district's Assistant Superintendent. I have extensive experience in teacher associations, both local and statewide with the *California Teachers Association (CTA)*. I am a delegate for **CTA's State Council** as well as a three time **delegate** for the **National Education Association Representative Assembly (NEA-RA)**. For two years now, I have been an *Executive Board member* on the *Redwood City Teacher Association*. In 2013-2014, I was awarded an *English Language Fellowship* by the **US Department of State** and sent to **Kazakhstan** for a year to conduct English teacher trainings throughout the country as well as teach English at a local university. This required a great deal of professionalism, expertise and sensitivity. For all of the aforementioned, I have attached letters of recommendations that I believe more than just confirm my ability to serve on your committee.

With my great enthusiasm and sincerity, I hope you consider my candidacy. I would be honored to serve on your committee and look forward to hearing from you.

Thank you.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Carol McKee Marque".

Carol McKee Marque

AHC 1A/GS 2H-28





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

A. IDENTIFICATION:

1. Name McKee Margue Carol J
 Last First Middle

2. Address [Redacted]
 City [Redacted]

3. Cell Phone: [Redacted]
 Home Phone: [Redacted]
 4. E-Mail Address: [Redacted]

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

Secondary Teacher. Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

C. CURRENT AND FORMER EMPLOYMENT:

2016- Present	Redwood City School District Redwood City, CA	5th Grade teacher- Hoover School Middle School teacher Language Arts-Clifford School
2014- 2016	SEA Charter High School Los Angeles County Office of Education , Los Angeles, CA	Language Arts teacher in a continuation high school
2013-2014	American School of Tampico Tampico, Tamaulipas, Mexico	High School AP English and World Literature teacher
2013-2014	US Department of State Kazakhstan-American Free University Oskeman, Kazakhstan	English Language Fellowship University English Teacher and teacher trainer
2010-2013	TED Istanbul K-8 Koleji Istanbul, Turkey	Language Arts Teacher Grade 7 Bilingual K-8 public school

D. EDUCATION AND EXPERIENCE:

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

BA > Stockton University: Studies in the Arts: BA 1977
 Teaching credential > San Francisco State University: Secondary teaching credential 2009
 M.Ed < Grand Canyon University: Masters in Teaching English to Speakers of Other Languages (MA-TESOL) 2011

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

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

Exp date 1/1/2023 { SINGLE SUBJECT }
 Secondary English - California Certification
 Health Sciences " "
 Masters in Teaching English to Speakers of Other Languages
 CLAD

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

- 1) Redwood City Teachers Association - Executive Board Member
Corresponding Secretary 2018 - present
- 2) CTA State Council Delegate 2018 - 2021 (currently serving)
- 3) National Education Association
Representative Assembly (NEA-RA) Delegate { 2017, 2018, 2019 }
Three years

FOR MORE BACKGROUND GO TO MY LinkedIn page Carol McKee Margue

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

June 2019-
present
(ongoing) Committee on Electives and Assignments (this is a committee newly formed working with the superintendant and principals to address California Ed Code 44258.7(c&d) ensuring compliance within our district. Basically it's checking that each teacher is qualified to teach the elective they have chosen to teach.

I believe the combination of my experience on the Executive Board of our local teacher's union, the *Redwood City Teacher Association*, as well as being a delegate to both the *California Teacher Association- (CTA) State Council* and the *National Education Association- Representative Assembly (NEA-RA)*, has given me significant insight and experience into what constitutes appropriate and acceptable professional behavior for educators. As a union representative, I have counseled teachers undergoing disciplinary measures ever necessitating my discretion and sensitivity. My more recent experience working with the *Redwood City School District's Assistant Superintendent* on the *Committee on Electives and Assignments* has taught me how to analyze Ed Codes and how to gain district-wide compliance.

All of these experiences have developed in me a sense of responsibility, integrity and professionalism that I can bring to the Committee.

My ability to read, analyze, write and communicate are assets that will serve me well on the committee. As an English teacher, I have had to learn to speed-read many documents and student papers that will make me a valuable committee member.

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?

Through my tenure on the Executive Board of our local teachers union, I have seen many teachers disciplined for a variety of reasons, some legitimate, some not. I know how to remain impartial and look at the facts and not allow my feelings or bias to cloud my judgement.

I also know the importance of keeping sensitive information private. In the distant past, I worked in hospitals maintaining the records of patients and the gravity and importance of HIPAA compliance or protected health information.

G. PROFESSIONAL FITNESS QUESTIONS

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

Yes No

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes No

(If yes, attach explanation)

3. Are you currently the subject of an inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes No

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes No

(If yes, attach explanation)

5. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

6. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

You must obtain fingerprint clearance as part of the appointment process.

H. 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



Date

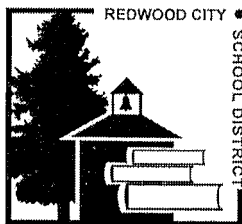
You may attach a resumé and other materials you wish the Commission to consider.

REDWOOD CITY SCHOOL DISTRICT

750 Bradford Street • Redwood City • CA 94063 (650) 423-2200 FAX: (650) 423-2204

Board of Education

Dennis McBride, President
Janet Lawson, Vice President
Alisa MacAvoy, Clerk
María Díaz-Slocum
Cecilia I. Márquez



Superintendent

John R. Baker, Ed.D

Re: Carol Marque

August 23, 2019

To whom it may concern,

I have had the pleasure of knowing Carol Marque for the past three years as a 5th grade and middle school teacher in the Redwood City School District.

Carol is a conscientious teacher. She seeks information when she is unclear. She has vast experience working with English Learners, special education students, low Socio-economic and high achieving students.

Carol understands the middle school mind and embraces the turbulence of teaching students in this age range. She is targeted in her instruction, is able to pull small groups for specific targeted work on a frequent basis. Her lessons are meaningful and differentiated. I am most impressed with the engagement of student learning that occurs in her classroom.

Carol also volunteered on the Local Committee on Special Assignments so that elective courses could be properly aligned to credentials. Carol learned the differences among credentials, emergency credentials and coursework. She analyzed teacher credential information and asked great questions to determine if a teacher had the appropriate background needed to teach the course after analyzing transcripts and course syllabi. She was fair and impartial in her analysis. She communicated to other teachers about the Committee's work and maintained great relationships with those on the Committee although sometimes people differed in their opinions.

Carol has an open mind and seeks to learn from others. During the Committee meetings she asks great questions to further her understanding.

I would highly recommend Carol Marque for consideration for a placement on the Credential Committee.

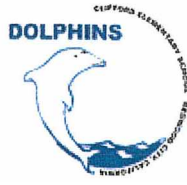
Sincerely,

A handwritten signature in cursive script that reads "Wendy M. Kelly".

Wendy M. Kelly

Assistant Superintendent of Human Resources and Educational Services grades 6-8





Clifford Elementary School

225 Clifford Avenue, Redwood City, California 94062 (650) 482-2402; fax (650) 367-4354

Principal-Leslie Crane
Office Manager-Jessenia Linares

Assistant Principal- Mr. Jude Noyes
Office Assistant-Maria Stockton

June 21, 2019

To Whom it May Concern:

It is with pleasure I recommend Carol McKee Marque. Carol joined the Redwood City School District in 2016 and came to work under my principalship at Clifford School as an English Language Arts teacher in our middle school.

One of Carol's big strengths is the enthusiasm and sense of delight she brings to her job. She enjoys her work, the students, and the material she teaches. She is highly creative, a team player and provides her students with a great variety of fun activities to enrich the online curriculum she is required to use. In my drop-in to visits to her classroom, the students are engaged, enthusiastic and responsive, despite the challenging, mandated curriculum. She regularly supplements her curriculum with online group games like Kahoot, Quizlet and Jeopardy to assess learning as well as other non-conventional methods of assessment, like art projects, and dramatic reenactments. One example of the latter is on following a unit on the reading of the Declaration of Independence. Carol recreated an actual debate of the Continental Congress about declaring independence from England, with her playing John Hancock and the class as the various delegates. Carol purchased tricorne hats and other costumes to bring the activity to life. On another occasion, Carol taught the kids computer art skills, having them create their own stunning digital book covers for papers they wrote on Frankenstein. They were displayed at Open House and drew much admiration from the parents and other students. In addition, the majority of the papers that were written demonstrated high school readiness. It was clear the students had worked hard and learned a lot. In sum, Carol knows how to make Language Arts fun.

Carol has an ability to relate to her highly diverse student body- racially, ethnically and skill-wise. Carol has juggled the needs of many SPED students and worked closely with our RSP teacher to ensure their success. The students like and trust her but more importantly, she has garnered their respect. She rarely sent misbehaving students to the office, dealing instead with them with a variety of classroom management strategies including positive behavior interventions.

Under Carol's tutelage, her student's test scores have reflected a very healthy growth. In the two years that she has been teaching 7th and 8th grade ELA, her students personal achievement and that of the school's SBAC data have helped to support a blue rating in the area of ELA for our school.

I strongly recommend Carol for whatever teaching position or any other endeavor in education she wishes to pursue. She will be an asset to any organization she serves. If you need to discuss her candidacy, please do not hesitate to contact me. I am happy to sing her praises to you.

Sincerely,

A handwritten signature in blue ink that reads "Leslie Crane".

Leslie Crane



Regional English Language Office
Embassy of the United States of America
Astana, Kazakhstan

March 14, 2014

To Whom It May Concern:

I am pleased to recommend Carol Marque for an English language teaching position. I have known Ms. Marque since September 2013 as a participant in a ten-month fellowship in Oskemen, Kazakhstan sponsored by the U.S. Department of State. The English Language Fellow Program is an exchange program administered by Georgetown University that places talented, highly-qualified English language teachers in developing countries to contribute to the professional teaching and learning community. As an English Language Fellow in Kazakhstan, Ms. Marque reports to me as the Regional English Language Officer for Central Asia. In this capacity, I have had the pleasure of observing her facilitate small group discussions, taking part in a seminar she led for her peers, and participating in her workshops for teachers at a regional conference. In addition, I am Ms. Marque's key point of contact at the U.S. Embassy; she regularly submits reports and highlights of her activities to my office. From my observations of Ms. Marque in small group settings and professional development workshops, I am pleased to recommend her for any teaching position which she may wish to pursue. She is an enthusiastic teacher and a TESOL professional committed to providing quality learning opportunities for her students and the wider community.

Of Ms. Marque's greatest strengths are her enthusiastic attitude and flexible approach. In her community in Oskemen, Ms. Marque goes above and beyond the expectations of her Fellowship by facilitating theatrical clubs for students, leading seminars with the local teachers' in-service training institute, and convening professionals together as a community of practice. In a difficult and resource-starved educational environment, Ms. Marque is upbeat and optimistic about work at her host institution, even when responsibilities shift at the last minute or institutional decisions affect her teaching plans. Not only does Ms. Marque have the flexibility to succeed in a culture where advance planning is difficult, she does so with a solid approach to teaching and a strong commitment to learning from mistakes so she can better address student and institutional needs in the future.

More than a consummate professional, Ms. Marque goes out of her way to share her expertise with students and teachers. When she learned about the English Access Microscholarship Program, a U.S. Department of State program for disadvantaged teens to learn English while also becoming young leaders, she volunteered to work with the program

in developing personal skills through theatre. Applying her own background in drama, she coached students in producing their own work and performing it for a local audience. Ms. Marque not only provided these young people with an exciting learning experience; she also provided their teachers with an opportunity to co-plan and gain from the collaboration. Again and again in this project and others, Ms. Marque has demonstrated her role as a collaborator—she manages to make compromises without sacrificing the integrity of her teaching philosophy, the outcome of the project, or the trust and admiration of her peers and colleagues.

Most of Ms. Marque's Fellowship in Oskemen has been conducted independently and more than a thousand miles away from the Regional English Language Office. She was the only English Language Fellow in Oskemen, and she successfully managed her project as well as the technical aspects of financial and program reporting. Ms. Marque has fine judgment and demonstrates a driven sense of purpose in the work she does as an educator.

Carol Marque has been a wonderful English Language Fellow. If possible to keep her for a second year in the region, I would gladly retain her talents. Without any reservations, I strongly recommend Ms. Marque for this teaching position or any other which she decides to pursue. If you would like to discuss Ms. Marque's candidacy for this position, please do not hesitate to be in touch either via email uhlcrjl@state.gov or phone (202) 630-9510.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Uhler', with a long horizontal flourish extending to the right.

Jennifer Uhler
Regional English Language Officer
U.S. Embassy Astana, Kazakhstan