



## CODED CORRESPONDENCE

---

**DATE:**

February 4, 2020

**NUMBER:**

20-01

**TO:**

All Individuals and Groups Interested in the Activities  
of the Commission on Teacher Credentialing

**FROM:**

Mary Vixie Sandy  
Executive Director  
Commission on Teacher Credentialing

**SUBJECT: Changes to Assignment Monitoring Based on the Provisions of Assembly Bill  
(AB) 1219**

---

**Summary:**

The provisions of Assembly Bill (AB) 1219 (Chap. 782, Stats. 2019) require annual assignment monitoring and the inclusion of charter schools in the assignment monitoring process.

**Key Provisions:****1. Annual Assignment Monitoring**

Effective beginning with the 2019-20 school year, all California schools are monitored on an annual basis. This includes public non-charter and charter schools, including alternative schools. Monitoring will also include any other Local Education Agencies (LEAs) (e.g. district offices or Special Education Local Plan Areas) that employs educators in certificated positions. Monitoring activities are required by statute to be completed by each Monitoring Authority, as outlined below:

- **County Offices of Education (COEs):** COEs serve as the Monitoring Authority for any School Districts within their purview. As well, COEs serve as the Monitoring Authority for any Charter Schools authorized by the County.
- **School Districts:** Districts are identified as the Monitoring Authority for any District-authorized Charter Schools. This includes both directly funded independent Charter Schools and indirectly funded Charters.

With the passage of Assembly Bill 1219, the authority for determining misassignments rests with an LEA's Monitoring Authority. A Monitoring Authority has the responsibility to review

documentation submitted by a local education agency under their purview and determine any potential misassignments and vacant positions. Relevant statutes and regulations should be reviewed at the local level in order to determine the appropriateness of certificated assignments. As always, the Commission will continue to provide guidance to Monitoring Authorities, however, the final determination for misassignments is made at the local level by the Monitoring Authority. Please see [Addendum A](#) for additional information on the monitoring responsibilities of the Commission on Teacher Credentialing (Commission), County Offices of Education, and School Districts.

### **Automated Assignment Monitoring**

Provisions of this bill allow data sharing between the California Department of Education (CDE) and the Commission for the purposes of partially automating the monitoring process. Interfacing CDE's educator assignment data with the Commission's credential data produces a list of assignments that are not authorized by the documents the educator holds and are potential misassignments. Because of this initial screening, monitoring can shift from a paper driven process primarily aimed at finding misassignments to one in which questionable assignments are identified prior to monitoring. LEAs will be able to view the potential misassignments and determine if they are otherwise legally authorized.

This process relies on LEAs submitting accurate assignment information through the California Longitudinal Pupil Achievement Data Systems (CALPADS) Professional Assignment Information Form (PAIF) reporting. Please defer to [CDE guidance](#) when reporting assignment data in CALPADS.

### **California Statewide Assignment Accountability System (CalSAAS)**

The Commission has been developing the CalSAAS as an interface to display the identified questionable assignments. Though the system is still in development, the Commission has created various resources to assist in navigating the new monitoring process.

Resources on time frames, user roles, and system details can be found at [CalSAAS Information](#). Access to these resources are password protected. Employers may access them using the following user name and password:

**User name:** cig2011

**Password:** ctcguide

Please note that resources and training materials will be posted or revised as the launch of CalSAAS approaches. Commission staff will provide additional guidance on these documents in-person during the [2020 CCAC Spring Regional Meetings](#). Furthermore, field-testing will occur prior to system launch and LEAs that are unable to participate in testing will be granted system access prior to 2019-20 monitoring.

### **2019-20: Non-Consequential Year**

Though monitoring will take place within the CalSAAS system during the 2019-20 school year, the results will only be reported to CDE for informational purposes. County Offices of Education and LEAs will be able to view their monitoring results within CalSAAS. The intent of this year is

to: 1) allow all participating entities to learn the new system, 2) identify areas where CALPADS reporting is inaccurate at the local level, and 3) address any institutional assignment issues prior to the following consequential year.

Beginning in 2020-21, monitoring results will be made publicly available on the Commission's website.

## 2. Inclusion of Charter Schools

The provisions of this bill apply to charter schools, and all charter schools will be monitored on an annual basis beginning with the 2019-20 school year. Furthermore, [Coded Correspondence 20-02](#) provides that teachers employed in charter schools are required to hold the Commission certificate, permit, or other document appropriate for the teacher's certificated assignment. This requirement includes teachers serving English learners and students with special needs.

### **Monitoring Hierarchy**

Charter school authorizers are responsible for annual monitoring of their charter schools. This means that:

- 1) County authorized charter schools are under the jurisdiction of the County Office of Education;
- 2) District authorized charter schools are under the jurisdiction of the authorizing district; and
- 3) The Commission is the monitoring authority for any state authorized charters.

Though a district is ultimately responsible for assignments at charter schools that it authorizes, commencing with the 2020-21 school year, districts serving as a monitoring authority for a charter school may ask the County Office of Education in their geographic location for technical assistance in monitoring. Because of this, CalSAAS allows counties to view, but not edit, questionable assignments in district-authorized charters.

### **Educators Employed at Charter Schools During the 2019-20 School Year**

Provisions in AB 1505 (Chap. 486, Stats. 2019) allow teachers already employed in charter schools during the 2019-20 school year up to five additional years to obtain the credential required for the teacher's certificated assignment. These educators must earn the appropriate credential for their assignment by July 1, 2025.

Please note that while this provision allows educators to stay in positions for which they have not earned the appropriate credential authorizations for their positions; this provision does not correct the misassignment of these un-credentialed educators.

### **Service Assignments**

This legislation excludes service assignments at charter schools from assignment monitoring. Examples of service assignments include Administrative, Pupil-Personnel, Teacher Librarian, and School Nurse Services positions. As a result, service assignments in charter schools will not appear in CalSAAS during monitoring.

### 3. Responsibilities Outside of Annual Monitoring

Though assignment monitoring will happen for a fixed period during each year, school site administrators, including principals, school boards, and superintendents are mandated to employ only educators that are legally authorized for their assignment during the entire year. Education Code §44830 provides that: “The governing board of a school district shall employ for positions requiring certification qualifications, only persons who possess the qualifications for those positions prescribed by law.” Additionally, Education Code §35035(g) provides that it is the duty of the superintendent of each school district to assure that each certificated employee holds the appropriate credential authorizations.

#### **Misassignments Must be Corrected within 30 Calendar Days**

The provisions of AB 1219 require an employer to correct a misassignment within 30 calendar days of discovering the misassignment. If a misassignment is discovered through the CalSAAS, the employer will have 30 calendar days from the date in which the monitoring results are finalized in the system to make the correction. If a misassignment is identified outside of the CalSAAS, the employer must correct the misassignment within 30 calendar days of discovery.

#### **Employee Complaints**

AB 1219 also includes language requiring monitoring authorities to address the concerns of employees who believe they are not appropriately assigned. These employees may contact their monitoring authority if the employing LEA has not adequately addressed the assignment. The monitoring authority has 15 business days to address these complaints. If the employee is misassigned, as noted above, the employing LEA has 30 calendar days to correct the assignment. During the period of the misassignment, no adverse action can be taken against the employee. This protection applies to both employees that have and have not attained permanent status. Additionally, any performance evaluations from the period of misassignment shall be nullified.

### 4. Preparation for the 2019-20 Monitoring

To facilitate monitoring during the 2019-20 school year, LEAs should collect information and documentation for any educator who is assigned based on a Local Assignment Option, Core Assignment, alternate placement aligned with an Individualized Education Program (IEP), and/or Short-Tem Waiver. Any misassignments that are not corrected within 30 days should also be noted.

#### **Important Dates:**

- All changes are effective January 1, 2020.
- The 2019-20 school year is non-consequential, and final misassignment numbers will only be reported to CDE for informational purposes.
- Chartering authorities may request technical assistance from the County Office of Education in which it is located commencing in the 2020-21 school year.
- The Commission will make annual misassignment and vacancy data publicly available commencing with the 2020-21 school year.

**Background:**

Historically, assignment monitoring was carried out in a four-year cycle, guaranteeing that only one-quarter of California’s non-charter schools were monitored each year. It also required annual monitoring of schools identified through the Academic Performance Index (API) as Decile 1, 2, or 3. *The Budget Act of 2018* authorized the Commission to share data with the CDE, and allocated funds with the intent that the Commission create a streamlined and partially automated assignment monitoring system that could allow annual monitoring of all schools. AB 1219 (2019) builds upon this legislation by aligning the assignment monitoring process with the capabilities of the new system and mandating that monitoring be completed for all schools on an annual basis.

**Sources:**

- [Coded Correspondence 20-02: Changes to the Credential Requirements for Charter School Teachers Based on the Provisions of Assembly Bill \(AB\) 1505](#)
- [CalSAAS Information](#)
- [CalSAAS Frequently Asked Questions](#)
- [California Longitudinal Pupil Achievement Data System \(CALPADS\)](#)

**References:**

Education Code sections 44230.5, 44253.10, 44253.11, 44258.3, 44258.10, and 44258.9

**Contact Information:**

Questions regarding Assignment Monitoring and the CalSAAS system should be submitted via email to the Commission’s Assignment Monitoring Unit at [CalSAAS@ctc.ca.gov](mailto:CalSAAS@ctc.ca.gov).

If your inquiry involves CALPADS reporting, please contact the CALPADS operations office at [calpads@ctc.ca.gov](mailto:calpads@ctc.ca.gov).

**Addendum A**  
Assignment Monitoring Responsibilities

<b>Responsible Party</b>	<b>Action</b>
<b>County Office of Education</b>	<ol style="list-style-type: none"> <li>1. Annually Monitor Assignments through CalSAAS               <ul style="list-style-type: none"> <li>• All non-charter schools located within the county’s geographical area</li> <li>• Any LEA with certificated positions in schools located within the county’s geographical area</li> <li>• Any County Authorized Charter Schools</li> </ul> </li> <li>2. Year-Round Assignment Review               <ul style="list-style-type: none"> <li>• Review that any misassignments are corrected within 30 calendar days of identification</li> <li>• Advise educators about the legality of the assignment within 15 working days of their complaints</li> </ul> </li> <li>3. Assistance and Training               <ul style="list-style-type: none"> <li>• Assist in District efforts to ensure employees have appropriate credentials for their certificated positions</li> <li>• Provide technical assistance and training on topics of interest</li> <li>• Commencing in the 2020-21 school year, provide technical assistance to district chartering authorities monitoring charter schools</li> </ul> </li> <li>4. Report               <ul style="list-style-type: none"> <li>• Submit Final determinations on monitored assignments through CalSAAS</li> </ul> </li> </ol>
<b>District <i>without</i> district authorized charter school</b>	<ol style="list-style-type: none"> <li>1. Review Assignments through CalSAAS               <ul style="list-style-type: none"> <li>• Certificated positions at all LEAs within the district</li> </ul> </li> </ol>
<b>District <i>with</i> district authorized charter school</b>	<ol style="list-style-type: none"> <li>1. Annually Monitor Charter Assignment through CalSAAS               <ul style="list-style-type: none"> <li>• Any district authorized charter schools</li> </ul> </li> <li>2. Year-Round Assignment Review               <ul style="list-style-type: none"> <li>• Assure any misassignments at district authorized charters are corrected within 30 calendar days of the identification</li> <li>• Advise charter educators about the legality of the assignment within 15 working days of their complaints</li> </ul> </li> </ol>

<b>Responsible Party</b>	<b>Action</b>
	<ol style="list-style-type: none"> <li>3. Assistance and Training                             <ul style="list-style-type: none"> <li>• Assist in charter efforts to ensure employees have appropriate credentials for their certificated positions</li> <li>• Provide technical assistance and training to charter schools authorized by the district</li> </ul> </li> <li>4. Review assignments through CalSAAS                             <ul style="list-style-type: none"> <li>• Certificated positions at all LEAs within the district</li> </ul> </li> <li>5. Report                             <ul style="list-style-type: none"> <li>• Submit Final determinations on district authorized charter school assignments through CalSAAS</li> </ul> </li> </ol>
<b>Charter School</b>	<ol style="list-style-type: none"> <li>1. Review Teaching Assignments through CalSAAS                             <ul style="list-style-type: none"> <li>• Provide determinations on teaching assignments at charter school</li> </ul> </li> </ol>
<b>Commission on Teacher Credentialing</b>	<ol style="list-style-type: none"> <li>1. Annually Monitor Assignment through CalSAAS                             <ul style="list-style-type: none"> <li>• Of the seven single district counties in California</li> <li>• Of all State Board of Education authorized charters</li> </ul> </li> <li>2. Assistance and training                             <ul style="list-style-type: none"> <li>• Provide technical assistance and training on assignment monitoring practices and emerging issues</li> </ul> </li> <li>3. Report                             <ul style="list-style-type: none"> <li>• Make results of monitoring publicly available</li> </ul> </li> </ol>