



## Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 322-6253 Fax (916) 445-0800 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Office of the Executive Director*

### MEMORANDUM

DATE: June 16, 2011

TO: Commission Stakeholders

FROM: Patty Wohl and Teri Clark, Acting Executive Directors

RE: Introducing New Acting Executive Directors  
BSA Audit Update  
Announcing Discipline Process Webinar

As most of you are aware, we have been appointed Acting Executive Directors of the Commission until the Commissioners can meet and appoint a single Interim Director. Currently, the Commissioners are planning to hold a closed session meeting in July which will give them the opportunity to appoint an Interim Executive Director while they continue the recruitment for a permanent Executive Director. The Commission expects to appoint a permanent Executive Director this fall. Applications are being accepted for the Executive Director position through June 30, 2011.

We hope to provide continuity of leadership during this time. We are committed to our stewardship of the Commission in the coming weeks until an interim can be found. In that spirit, we are continuing the tradition of providing information to the field to keep you apprised of our progress towards meeting the Bureau of State Audits' (BSA) recommendations. We take very seriously the issues raised by the auditor and are working hard to restore the public and legislature's trust in the Commission.

Many of you have worked with us over the years in our roles as Director of Certification and Director of the Professional Services Division. For those of you who have not yet met us, let's get acquainted!

**Patty Wohl**, Director, Certification Division, has worked for the State of California at a variety of Departments including the California State Teachers' Retirement System, the Integrated Waste Management Board, the Bureau for Private Postsecondary and Vocational Education and most recently the Commission on Teacher Credentialing. She has held management positions in state government for over 25 years and has been instrumental in improving production and service delivery systems through process reengineering and automation. Patty holds a Bachelor of Arts degree in Economics from UC Davis. Contact Patty directly at: [pwohl@ctc.ca.gov](mailto:pwohl@ctc.ca.gov)

**Teri Clark** has worked at the Commission on Teacher Credentialing, Professional Services Division in a variety of capacities since 1999 as Consultant, Administrator of Accreditation and most recently as the Director of the Professional Services Division.

Prior to joining the Commission, Teri taught in the Davis Joint Unified School District for twelve years and directed the local Beginning Teacher Support and Assessment (BTSA) Program for two years. Teri holds a Multiple Subject teaching credential, a Master's of Science in Child Development and a Bachelor's degree in Human Development all from the University of California, Davis. Contact Teri directly at: [tclark@ctc.ca.gov](mailto:tclark@ctc.ca.gov)

### **BSA Audit Update**

Monday, June 6 was the due date for our 60-day response to the auditor. We submitted the response on time and arranged to meet with the BSA staff the following day to walk them through our packet of information. We took this opportunity to introduce ourselves and assure them we are working closely with the project team focused on implementing the eleven recommendations in a timely manner. We were able to report to the Audit staff progress on the following:

- In March, 2011, the Commission developed a process to notify the Department of Justice when there is no further need to receive RAP sheets on specified individuals because they no longer hold credentials. This action will begin to reduce the number of unnecessary RAP sheets received by the Division of Professional Practices (Division). The Commission has developed a work plan to implement further changes in the database to eliminate subsequent reports for persons no longer holding credentials. (Audit Recommendation 1)
- On May 2, 2011, the Commission requested a legal opinion from the Attorney General to determine whether the Committee of Credentials (COC) may delegate to the Division staff the authority to close investigations. Until this opinion is received, effective May 1, 2011, at each meeting the COC will review an electronic consent calendar of cases recommended to be closed which has been prepared by the Commission's legal staff. (Audit Recommendation 4)
- On May 6, 2011, Division staff completed comprehensive written procedures including revised standards of service to ensure consistency and conformity by staff in processing and analyzing reported misconduct. On May 25, 2011, Division staff participated in training based on the new procedures. (Audit Recommendation 6)
- In April 2011, Division and technology staff developed an automated workload report to monitor the progress of all cases for reports to the Commission. (Audit Recommendation 8)
- On June 1, 2011, Commission Human Resources (HR) staff completed development of a comprehensive Hiring Handbook, with assistance from the State Personnel Board. This

Hiring Handbook has been circulated to managers and supervisors. (Audit Recommendation 10)

- On May 9, 2011, HR staff developed and circulated to all agency staff a revised Equal Employment Opportunity policy. (Audit Recommendation 11)
- Division staff developed a "[Teacher Discipline Improvement Initiative \(TDII\)](#)" detailing the Commission's plans for improving its discipline function for distribution to the Joint Legislative Audit Committee at its hearing on May 10, 2011.

### **TDII Webpage Available**

As a reminder, all Commission notifications concerning the BSA Audit, including archived Memos to the Field, are available on the TDII Webpage on the Commission's website: <http://www.ctc.ca.gov/audit/default.html>

### **Discipline Process Webinar:**

#### ***California's Educator Discipline Process—Laws and Current Commission Procedures***

At the request of the Commission at the June 2011 meeting, staff plans to present a webinar on the history of the COC the morning of July 12, 2011. This webinar, available to stakeholders, staff and Commissioners, will feature: the history of the COC; the process of preparing cases; laws governing the discipline process; and how the Committee works. The webinar will be recorded and archived for future viewing and can be accessed from this webpage: <http://www.ctc.ca.gov/live.html>.

### **Thank you!**

We'd like to thank all of you for your continued support and the work you do every day that contributes to ensuring integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. We are committed to keeping this agency moving forward.