



**DATE:** May 15, 2024

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve the Declaration of Need for Fully Qualified Educators for the 2024-2025 School Year

**PRESENTED BY:** Mike Shepherd, Executive Director of Human Resources

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### **ACTION REQUESTED**

Approve the revised Declaration of Need for Fully Qualified Educators for the 2024-2025 School Year

### **BACKGROUND INFORMATION**

Educators who serve in public schools are required to hold an appropriate credential and/or authorization for their teaching or service assignment. Education Code (EC) 44300 authorizes the Commission to approve a school district's request for the assignment of credentialed individuals who are less than fully prepared if the school district certifies it has implemented in policy and procedures a process for conducting a diligent search for a fully credentialed educator. By annual resolution of the governing board, the board must verify that it has made diligent efforts to recruit a fully prepared suitable teacher for the assignment.

The Declaration of Need for Fully Qualified Educators (DON) is an annual form submitted to the Commission by California employing agencies as required by statute. The DON form contains the estimated number of emergency and limited assignment teaching permits that will be requested during the school year. In addition, the DON requires verification by the LEA that policies for conducting diligent searches to recruit fully credentialed individuals have been implemented.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Tichelle Criswell, Administrative Assistant, for Mike Shepherd,  
Executive Director of Human Resources

Attachment: 2024-2025 Declaration of Need for Fully Qualified Educators