



**DATE:** June 23, 2021  
**TO:** Board of Education  
**FROM:** Mrs. Carmen Ghysels, Superintendent Chief Learning Officer  
**SUBJECT:** Approve the Declaration of Need for Fully Qualified Educators for the 2021-2022 School Year  
**PRESENTED BY:** Joan Zappettini, Director of Human Resources

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### **ACTION REQUESTED**

Approve the Declaration of Need for Fully Qualified Educators for the 2021-2022 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.

TTUSD uses this authorization, when needed, in four areas. Those areas are English Learner Authorization, Bilingual Authorization, Resource Specialist (Special Education) and Teacher Librarian Services.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Dana Walton-Smith for Joan Zappettini

Attachment: 2021-2022 Declaration of Need for Fully Qualified Educators