

MEMORANDUM

DATE: January 30, 2023
TO: Board of Directors
FROM: Sabrina Bow, Executive Director 
SUBJECT: Notice of Intent to Employ under a Provisional Internship Permit (PIP)

This Notice of Intent to Employ under a Provisional Internship Permit is hereby given to the Encore Education Corporation Board of Directors based on the following considerations:

1. As a public charter school, Encore (“the School”) offers courses that enable students to meet the UC/CSU A-G requirements.
2. Biology is a course that fulfills, in part, the “D” requirement for laboratory science.
3. The School’s most recent biology teacher abruptly resigned in early January.
4. The School wishes to hire a permanent teacher to fill the biology vacancy.
5. The School’s search to fill the biology vacancy has been unsuccessful due to the national teacher shortage.
6. The School has identified a candidate Sue Hitselberger, who meets the criteria to teach biology/biological sciences under a Provisional Internship Permit issued by the California Commission on Teacher Credentialing.

The School’s administration will be taking the appropriate steps to work with the candidate to submit the PIP application as soon as possible, and upon board approval of this Notice.