

Manor Independent School District

Board of Trustee Meeting Agenda Item

April 21, 2025

CONSENT ITEM SHEET

RE: School District Teaching Permit for Noncore Academic CTE Teachers

Supporting Documents:

1. SDTP Application
2. CTE Teacher List of Qualifications

This item relates to Policy/Code: TEC §21.005

District Goals:

Goal 1: ACADEMIC ACHIEVEMENT GAPS- By 2026, 100% of Manor ISD scholars will graduate prepared for college, career, trade, and/or military services based upon their individual goals.

Goal 4: EQUITY & INNOVATION- By 2026, 100% of Manor ISD scholars, staff, campuses, and school communities will have equitable access to innovative academic, human, financial, capital, technological, and all other necessary resources and supports.

Goal 6: STAFF DEVELOPMENT- By 2026, Manor ISD will attract, develop, and retain highly effective staff through an environment of equitable opportunity, growth, & innovation.

Bottom of Form

Background Information:

Texas state law requires the district to notify the commissioner of education when the district has issued a SDTP to teach courses only in noncore academic career and technical education (CTE) based on qualifications certified by the superintendent of the school district and issued by authority of the local district board of trustees (TEC §21.055 (d-1)). A "noncore academic CTE course" is a CTE course that is not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.

TEC §21.005. (a) As provided by this section, a school district may issue a school district teaching permit and employ as a teacher a person who does not hold a teaching certificate issued by the board.

(b) To be eligible for a school district teaching permit under this section, a person must hold a baccalaureate degree.

(c) Promptly after employing a person under this section, a school district shall send to the commissioner a written statement identifying the person, the person's qualifications as a teacher, and the subject or class the person will teach. The person may teach the subject or class pending action by the commissioner.

(d) Not later than the 30th day after the date the commissioner receives the statement under Subsection (c), the commissioner may inform the district in writing that the commissioner finds the person is not qualified to teach. The person may not teach if the commissioner finds the person is not qualified. If the commissioner fails to act within the time prescribed by this subsection, the district may issue to the person a school district teaching permit and the person may teach the subject or class identified in the statement.

(d-1) Subsections (b), (c), and (d) do not apply to a person who will teach only noncore academic career and technical education courses. A school district board of trustees may issue a school district teaching permit to a person who will teach courses only in career and technical education based on qualifications certified by the superintendent of the school district...Promptly after employing a person who qualifies under this subsection, the board of trustees shall send to the commissioner a written statement identifying the person, the course the person will teach, and the person's qualifications to teach the course.

Fiscal Implications:

None

Administrative Recommendation:

Administration recommends the board approve the 2024-2025 School District Teaching Permit for Julie Lynn-Carswell.

Motion Language:

I move that the board approve the School District Teaching Permit application to TEA as submitted.

Dr. Tamey Williams-Hill

Contact Person

Dr. Robert Somani

Approved by Superintendent

School District Teaching Permit (SDTP)

Noncore Academic Career and Technical Education

Notification from the School District to the Commissioner of Education

Important Note: Entities listed as Districts of Innovation (DOI) on the TEA website with an approved plan that exempts them from certification requirements specific to Career and Technology Education (CTE) assignments should not submit this form.

Texas state law requires the district to notify the commissioner of education when the district has issued a SDTP to teach courses only in noncore academic career and technical education (CTE) based on qualifications certified by the superintendent of the school district and issued by authority of the local district board of trustees ([TEC §21.055 \(d-1\)](#)). A "noncore academic CTE course" is a CTE course that is not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.

School District Manor Independent School District	County-District Number 227-907	Superintendent's Name Dr Robert Sormani
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Superintendent's Email Robert.Sormani@manorisd.net	District Phone Number +1 (512) 278-4000	Board of Trustees Approval Date Apr 21, 2025
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Candidate's Information

Last Name Lynn-Carswell	First Name Julie	Middle Name
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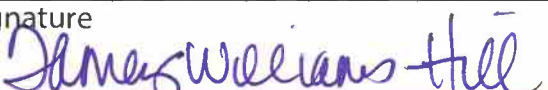
Teaching Assignment for Noncore Academic CTE Course. A "noncore academic CTE course" is a CTE course that is not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.

Course Title (Example: Medical Terminology)	General Subject Area (Example: Health Science)	Grade Level Range (Example: Grades 9-12)
Practicum of Health Science	Health Science	9-12
Medical Terminology	Health Science	9-12
Principles of Health Science	Health Science	9-12

Below, briefly describe the candidate's qualifications of subject matter expertise to teach the course curriculum standards being assigned to teach (relevant professional work experience, formal training, industry license, certification, education, etc.).

Medical Lab Technician Certificate from George Washington University
18 years of experience in the Army teaching Health Science and Medical Lab Technician Program
2 years of experience at Clinical Pathology Laboratories

District Affidavit: Districts shall retain all supporting documents of the individual's qualifications to teach the course curriculum for five years after the individual's last day of employment. A SDTP remains valid unless the district issuing the permit revokes it for cause. An individual teaching on a SDTP is not certified by the State Board for Educator Certification. Any decision the district makes to issue a SDTP rests solely with the district.

Superintendent or Authorized Designee Name (print) Dr. Tamey Williams-Hill	Email Tamey.Williams-Hill@manorisd.net
Signature 	Date 04/21/2025

Please print, sign, scan, and submit via [Help Desk](#) ticket to Educator Certification with SDTP Submission in the subject line.

[JULIE D. LYNN-CARSWELL]

United States | 443-643-6699 | julie.lynncarswell@me.com

PROFESSIONAL SUMMARY

Experienced registrar with over twenty years of experience working with the United States Military, George Washington University, and the University of Texas. Experienced navigating, updating, and managing student information systems. Excited to bring my proven skills to the team.

Knowledge & Skills Areas

- Office Management
- Database Administration and Management
- Document Preparation
- Staff Development and Training
- Admissions and Scheduling
- Data Entry
- Process Improvement
- High Impact Leader
- MS Word/Excel/Powerpoint

PROFESSIONAL EXPERIENCE

Team Lead, Clinical Pathology Laboratories

08/20

- present

- Supervised 10+ personnel, providing oversight of key project tasks, timelines, and troubleshooting when necessary.
- Managed and taught the Medical Laboratory Technician Clinical Rotations for the University of Texas students.
- Managed the schedule for 10+ personnel, and 30+ University of Texas students for their medical rotations.
- Compiled, maintained, and filed all reports, records, and other documentation required by law.
- Implemented new processes and procedures for new hires and transitioning team members across multiple business units each quarter to promote cross-collaboration and skill sets.
- Followed all company standards regarding paperwork, labor laws, cash management and loss prevention, and revenue.
- Reviewed, audited, and electronically scanned sensitive documents using specialized handling instructions while always maintaining confidentiality.
- Developed and implemented a reorganization project to improve efficiency, workflow, and customer satisfaction by tracking trends, analyzing data, and researching ways to work with other outside departments.

Supervisor, United States Army

01/02

- 03/20

- Established, managed, and taught a High School Clinical Health Science Rotation at Ireland Army Community Hospital, resulting in 150 students obtaining their certifications.
- Created and participated in the Read with Me Program at Kamilo'iki Elementary School in Hawaii, resulting in 35 service members mentoring students on reading, leadership, and confidence.

- Managed and taught the Medical Laboratory Technician Program for the United States Army, requiring management course curriculum, verification and correction of grades, entering and distribution of student grades, and management of all documents and requirements to apply for their national certification. Awarded the Dean's Excellence in Teaching Award for the program's success.
- Developed and managed the new C.W. Bill Young Marrow Donor Program; coordinated outreach and awareness initiatives; first-ever implementation at Ireland Army Community Hospital.
- Held title of Sexual Harassment/Assault Response and Prevention Manager, Equal Opportunity Leader, , requiring constant revamping of program outreach to ensure all personnel was sufficiently trained and compliant. Additionally, acted as First Responder.
- Responsible for briefing Hospital Director with data analysis and project risks and providing mitigating steps to ensure the success of the project.

EDUCATION

Concordia University of Texas

05/22

Bachelor of Arts in Psychology

Department of the Army

06/17

Applied Suicide Intervention Skills Training Certification

Department of the Army

03/17

Foundation Instructor Facilitation Course Certification

University of Pennsylvania

05/16

Master Resilience Training Course Certification

University of Phoenix

05/14

Bachelor of Science in Human Service Management

George Washington University

03/03

Medical Laboratory Technician

Certificate in Medical Laboratory Technician