

**Update on the Quarterly Report Submitted by
Rialto Unified School District
Professional Services Division
February 2012**

Overview of this Report

This agenda item presents an update on the third quarterly progress report received from RUSD and the next steps for the district in the Commission's accreditation system.

Staff Recommendation

This is an information item only.

Background from Initial January–February 2011 Accreditation Visit

Rialto Unified School District (RUSD) offers the General Education (Multiple Subject and Single Subject) Induction program. RUSD's initial accreditation visit took place January 31-February 2, 2011. Although all Induction program standards were met, due to the findings that one Common Standard was not met and three were met with concerns the team recommended a decision of *Accreditation with Major Stipulations*, <http://www.ctc.ca.gov/educator-prep/coa-agendas/2011-03/2011-03-item-16.pdf> During its March 17-18, 2011 meeting, the COA accepted the team's recommendation and approved seven stipulations. One stipulation requires RUSD to submit quarterly progress reports to the Commission.

On August 3, 2011 the first progress report update was presented for COA information. On September 23, 2011 Rialto submitted its second quarterly progress report. Following staff discussions with Rialto induction staff regarding the information included in its second report, Rialto submitted an addendum to the report on October 24, 2011. The addendum identified how the program meets the needs of the participating teachers and next steps for the district. Information included in the second quarterly report and in the addendum was shared with COA members during the October 27, 2011 COA meeting.

On December 21, 2011 RUSD submitted its third quarterly progress report. The report describes activities that have taken place since submission of the second progress report and cites numerous meetings, including meetings of the Professional Development Center Advisory Committee (PDAC) and the RUSD Accreditation Team which includes BTSA Cluster Regional Directors as well as an IHE partner. The report also includes descriptions of participating teacher trainings and seminars, survey results and program modifications. Detailed minutes of PDAC and Accreditation Team meetings and additional evidence in support of statements made by RUSD are posted on the RUSD Google Docs website. The Team Lead and Commission Consultant have reviewed each of the progress reports and evidence submitted in support of statements included in the reports.

Next Steps:

The final progress report for the Rialto Unified School District Induction program is due on March 21, 2012. Since RUSD has scheduled its revisit for March 5 -7, 2012 a final progress report will not be presented. Instead, results from the March 5-7, 2012 revisit will be presented to the COA during its April, 2012 meeting.

Addressing the Stipulations

STIPULATION	RIALTO RESPONSE (December 2011)
<p>1. That within one year of this action, the institution hosts a re-visit with the team lead and Commission consultant to collect evidence of actions to address the stipulations as well as those standards not met or met with concerns.</p>	<p>On October 20, 2011 and November 1, 2011 the senior director and coordinator of the induction program held conference calls with the accreditation team lead and CTC consultant to review feedback from the RUSD second quarterly progress report and to discuss the 2012 revisit. During the call, it was determined that Rialto’s progress reports should be much more detailed and identify program modifications that have been made. On October 24, 2011 Rialto submitted an addendum to the second quarterly report that includes additional detail and specifically identifies program modifications made to date.</p> <p>During the October 20, 2011 phone call, the CTC consultant recommended that Rialto establishes an Accreditation Team that will oversee preparations for the 2012 accreditation revisit. On October 25, 2011 the new Senior Director of Induction and the coordinator met with the Assistant Superintendent of Educational Services to discuss establishment of the Rialto BTSA Accreditation Team. The purpose of the BTSA Accreditation Team is to ensure that all stipulations have been addressed and standards met and to support the RUSD induction program through a successful revisit. The following decisions were made during the meeting with the Assistant Superintendent of Educational Services:</p> <ol style="list-style-type: none"> 1. The Accreditation Team will consist of the District Assistant Superintendent of Educational Services, Senior Director and Coordinator of Professional Development and Induction, Senior Director of Personnel Services, Fiscal Services Supervisor and Induction Program Secretary. 2. The following program partners will be invited to attend the meeting: the Cluster 6 Regional Directors (2) and a professor representing the Center for Education in Math, Science & Technology at Cal Poly Pomona. 3. The first meeting of the Rialto BTSA Accreditation Team will be scheduled for November 3, 2011. 4. Induction staff will create and implement a Rialto BTSA Professional Development Needs Assessment Survey to ensure that RUSD is meeting the professional development needs of all participating teachers (PTs). <p>On November 30, 2011, the Rialto Unified School District (RUSD) notified Commission staff that they have selected March 5 – 7, 2012 as the dates for their accreditation revisit.</p>

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<p>2. That the institution provide evidence that leadership supports a clear vision for teacher preparation and fosters cohesive management, including clear communication and lines of authority and responsibility.</p>	<p>The new Senior Director of Professional Development and Induction began work on October 3, 2011. The director is a long time administrator from within RUSD. The director knows the culture within the district and brings knowledge of math and science curriculum and professional development to the induction program. Many stakeholders know of the new director and his work within the district. On October 3, 2011 the coordinator met with the senior director to give a brief orientation and overview of Rialto's induction program and its status towards meeting all standards and addressing the stipulations.</p> <p>Rialto reports that employment of a new director does not change the RUSD BTSA Induction Program organizational chart or the established lines of communication. Rialto states that roles and responsibilities of each position in the organizational chart remain the same no matter who holds the position. This practice ensures consistent lines of authority and communication.</p> <p>As of October 25, 2011 there were 19 Participating Teachers (PT) in the Rialto induction program, all at the secondary level. There are five Year 1 PTs, 13 Year 2 PTs and 1 ECO PT. Each PT is scheduled to meet at least once a week with the RUSD induction support provider.</p> <p>As a result of feedback regarding the Rialto second progress report, it was determined that RUSD must further revise its BTSA vision statement to ensure that the statement reflects a research-based vision. The senior director, coordinator and support provider drafted a revision of the original vision statement that was developed in March 2011. The revised statement now includes that the vision of the Rialto induction program is to create and retain reflective practitioners who are committed to the Deming continuous improvement model of developing their craft.</p> <p>On November 2, 2011 the Professional Development Advisory Council (PDAC) held its second meeting of the school year. During the meeting:</p> <ul style="list-style-type: none"> • The new induction director was introduced. All council members knew the director from his work within RUSD. • The induction coordinator updated the council on the second quarterly progress report and the modifications that have been made to the BTSA Induction Program from March 2011 to October 25, 2011. Each council member received a document entitled <u>Program Modifications Made to Date by</u>

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	<p><u>the Rialto BTSA Program</u>, which outlines activities to address the stipulations and the standards.</p> <ul style="list-style-type: none"> • The PDAC was given a copy of the original induction program vision statement and the revised vision statement. The council was asked for input and to vote for the statement that best reflects the induction program. The majority of PDAC members selected the revised vision statement. The council requested two additional statement revisions and asked that ‘BTSA’ is included before the word ‘Induction’ and to change the word ‘all’ to lower case. • The PDAC made suggestions for further induction program modifications, including creation of a newsletter of PDC events, training for prospective SPs, SP workshops, identify model classrooms for PT observations, make sure the site administrators receive information from induction program staff about the induction program and course credit for PT seminars. <p>On November 3, 2011 the Accreditation Team met for the first time. During the meeting, the team was given a copy of the original vision statement and the revised vision statement. The team was asked for input and to vote for the statement that best reflects the induction program. The team unanimously voted for the revised statement. The additional revisions that were made by the PDAC on November 2, 2011 were also reviewed. The team suggested revisions to further strengthen the vision statement including the addition of language that refers to teachers obtaining a clear credential and replacing the words “their craft” with “continued improvements”. The revisions were agreed upon, and the senior director agreed to produce a newly revised vision statement that incorporates the changes. The final version of the vision statement has been posted on the BTSA eChalk website and was presented to site principals during their January 12, 2012 meeting.</p> <p>The team reviewed the findings from the accreditation visit held in January/February 2011 and received and reviewed a copy of the <u>Program Modifications Made to Date by the Rialto BTSA Program</u>, which outlines activities to address the stipulations and the standards from March 2011 to October 25, 2011.</p> <p>After the team reviewed and discussed the modifications outlined in the document, the program modification recommendations made by the PDAC at its November 2, 2011 meeting were shared with team members. All team members agreed with and accepted the PDAC’s recommendations and recommended additional program improvements, including creating ways to “formalize” informal feedback.</p> <p>The team discussed the need to ensure that all principals and other new administrators are fully aware of the</p>

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	<p>importance of the induction program and the fact that it is now the program through which teachers earn their Clear credentials. The Assistant Superintendent of Educational Services suggested that instead of the coordinator and support provider continuing their schedule of meetings with site principals to separately orient them to the induction program induction staff should hold one meeting during which information about the induction program is shared with all principals.</p> <p>Administrators throughout RUSD continue to support the induction program through presentations at PT seminars. The Senior Director of Quality Education Improvement Act (QEIA), College Programs and GATE presented information on API and AYP at the November 1, 2011 Year 2 seminar. Two English Language Learner Coordinators presented information at the Year 1 English Learner seminar that was held on November 17, 2011. The Senior Director of QEIA, College Programs and GATE, Senior Coordinator of Special Education, Coordinator of Student Welfare and Attendance and the Coordinator of the Teacher Resource Center are all scheduled to present during future seminars.</p> <p>Effective communication between RUSD Personnel Services and the induction program continues as demonstrated through the process followed in November to successfully identify the program's 20th PT. The induction coordinator and the Fiscal Services Supervisor also maintain regular contact to review the BTSA budget and ensure the BTSA funds are expended efficiently.</p> <p>Additionally, on December 16, 2011 the induction program coordinator prepared a memo to the RUSD Superintendent documenting program progress to date.</p>

<p>3. That the institution provide evidence of the implementation of a comprehensive program evaluation system involving program participants, completers and stakeholders. The system must demonstrate the potential for assuring continuous program improvement.</p>	<p>The induction coordinator and SP review the eChalk discussion boards where PTs post comments, reflections and questions related to FACT modules. The coordinator and the SP also use the discussion boards to post comments for the PTs. This is an outlet through which RUSD receives ongoing feedback concerning the PTs' progression through FACT.</p> <p>The coordinator created a Year 1 and a Year 2 Seminar Feedback Form that is completed by each PT at the conclusion of their respective seminars. The ECO completes both forms at the completion of each seminar. This feedback is used to evaluate the effectiveness of each presentation and whether the PTs' needs are being met. The results of each seminar evaluation are summarized in a Google Docs report. The coordinator and SP review and analyze the data included in the report to determine if program modifications are needed. The results of the seminar feedback are shared with the PTs. Each PT is also given a copy of the Google Docs Feedback Report.</p> <p>The BTSA Year 2 seminar was held on October 11, 2011. Through the SP's weekly site visit feedback, it was discovered that many PTs are implementing effective strategies that would be beneficial to all PTs. The coordinator and the support provider agreed to incorporate these strategies into the seminars. Strategies used by the PTs and their presentations are previewed and approved by the BTSA induction staff prior to offering. A description of three of these presentations is included in the Rialto progress report.</p> <p>The coordinator and the SP presented information on FACT Module C, Inquiry into Teaching and Learning, and the IIP. Out of 14 PTs evaluating the seminar 11 "strongly agreed" or "agreed" that 1) the seminar's goals were clearly identified and accomplished; 2) its contents were important to improve student outcomes; 3) its contents would assist PTs in performing their professional duties. The remaining 3 PTs' evaluations ranged from "strongly agree" to "disagree".</p> <p>Survey results showed that only 1 of the 14 PTs had a suggestion for improvement. The suggestion was that there should be more clearly stated instructions and due dates and easy documents to complete. Other comments from PTs were positive. Based on the seminar feedback, the coordinator and the SP determined that additional assistance would be offered to the PT who requested more clear instructions and due dates. The SP provided the assistance to the PT during her next visit during which the SP addressed concerns, reviewed timelines and documents and answered questions.</p>
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	<p>All of the PTs are secondary teachers and several of them verbally requested information on API and AYP and the ramifications of the data on their classroom practices. As a result of these requests, the SP arranged for the senior director of testing to present this information during the November, 2011 Year 2 Seminar.</p> <p>On October 25, 2011, with input from the Assistant Superintendent and the induction director, the coordinator created a Professional Development Needs Assessment Survey for the PTs and for the Support Provider. Results of the needs assessment survey are discussed in response to Common Standard 2, Unit and Program Assessment and Evaluation.</p>
<p>4. That the institution provide evidence that the program receives sufficient resources to allow for effective operation. The resources must enable the program to effectively operate in terms of coordination and program development.</p>	<p>On October 19, 2011 the induction director, coordinator and program secretary reviewed the BTSA budget and set aside funding for substitute coverage for candidates to participate in observations and/or lesson study. Based on funding availability, RUSD will schedule observation release time and or lesson study time for all PTs beginning second semester of 2011-2012.</p> <p>PTs now have access to check out books and other resources from the professional library located in the Professional Development Center, which is where the Rialto BTSA Induction Program is located.</p> <p>Following the November 3, 2011 Accreditation Team meeting, the coordinator and the Fiscal Services Supervisor met to review the current activity of the BTSA budget. The BTSA budget has sufficient funds to implement the BTSA program, allow for additional SP services, if needed, and to fund support services for PTs. Currently, the RUSD BTSA Induction program consists of 20 PTs. If the number of PTs grows beyond 25, RUSD will bring on an additional support provider.</p>
<p>5. That the institution provide evidence that all faculty and instructional personnel are provided with</p>	<p>Throughout the year, Rialto BTSA induction staff receives ongoing support, through numerous trainings and support meetings, from the two Cluster 6 Regional Directors (CRDs) and their Administrative Assistant. These trainings and meetings are planned by the CRDs and included in the Cluster 6 Program Leaders Calendar of Important Dates. The CRDs also participate as members of the Rialto BTSA Accreditation Team.</p> <p>Additional information about professional development training in response to Common Standard 4</p>

<p>opportunities for professional development.</p>	<p>Instructional Personnel.</p>
<p>6. That the institution provide interim quarterly reports to Commission staff who will provide updates to the Committee on Accreditation.</p>	<p>Rialto submitted its third quarterly progress report on December 21, 2011 and has scheduled its accreditation revisit for March 5-7, 2012.</p>
<p>7. That the institution not be allowed to offer any new credential programs until the stipulations are removed by the Committee on Accreditation.</p>	<p>Rialto acknowledges this stipulation and, therefore, has not and will not pursue additional certification authorizations until all stipulations have been removed and all standards have been met.</p>