

Report on Institutions Requiring a 7th Year Report

June 2012

Overview of this Report

This report presents information on one of the three institutions that were required to submit a 7th Year report to the COA.

Staff Recommendation

No action is needed on this item.

Background to this Report

The accreditation system allows the COA to request a 7th year report from any institution. In cases where the institution receives stipulations, their 7th year report is essentially the same as their response to the stipulations. However, the COA may request institutions receiving **Accreditation** to also provide a 7th year report. These reports typically are requested where there are one or more Common or program standard less than fully met. These reports require no action by the COA, however, they do provide some assurance that the institution is taking steps to ensure alignment with all standards.

For the 2010-11 accreditation year, three institutions were granted the accreditation status of Accreditation with a request by COA that they submit a 7th year report. These institutions are Hayward Unified School District, University of the Pacific, and Modesto City Schools. This report provides information on Hayward Unified School District only. Information about the other two institutions will be brought before the COA at the August 2012 meeting.

Next Steps

Commission staff believes that Hayward Unified School District has complied with the COA request for a 7th year report. Staff will take COA direction as to whether additional information is needed in the future for Hayward Unified School District.

HAYWARD BTSA INDUCTION PROGRAM

1. Hayward Unified School District rewrites their Common Standards narrative to better explain how each standard is addressed.

- This has been completed and is attached.

2. Hayward Unified report to the COA on efforts that the district and program have taken to provide dedicated professional development around supporting program participants to site administrators:

- Weekly Friday communications messages have shifted from informational to tips on how to support Participating Teachers (PT), updates on the trainings and portfolio submissions, Support Provider recommendations and applications. 20 Friday communications were sent in 2011-12 pertaining to supporting Year 1 and 2 PTs.
- Assistance to Site Administrators (SA): with webpage and completion of state survey in person. The Site Liaisons make informal check in visits with SA when at the sites for triad meetings with Participating Teachers and Support Providers.
- Intro to Induction Professional Development to site administrators (SA) 5/24/12 on overview of Standard 4, CSTP as criteria, site orientation checklist, SP criteria and selection, and their support of PTs. 20 administrators were present. We have 29 school sites. 10 site administrators were pink slipped and we plan to give this training to the new site administrators in fall 2012-13.
 - The BTSA Program Coordinator and 1 BTSA team member shared the 2011-12 list of challenging assignments for PTs and discussion of how to support them (lessening responsibilities on site, curriculum support, frequent check ins, etc)
 - Standard 4 formative assessment, the collaborative, confidential relationship of Support Provider (SP) and PT
 - orientation to the site for fall 2012 via Site Orientation Checklist and SA required signature,
 - selection of SPs with application and criteria review for fall 2012, and role of site liaison
- For 2012-13 continue PD regarding formative assessment and PT requirements, contact Site Administrators (SA) for SP recommendation, post SP criteria and application on our webpage and send to SA for each request of assistance with SP selection, increase informal contact with SA by site liaison during site visits for triad meetings

3. Hayward Unified report to the COA on the dissemination of the program's vision throughout the institution:

- Advisory Board input on revision of our mission and vision statement
- Charge in October 2011 of each Board member to disseminate vision and mission with their constituency and report back at Advisory Board meetings
- After an Advisory Board presentation and discussion on challenging assignments for 2011-12 Year 1 and Year 2 PTs, the Director of Certificated Personnel implemented a new policy for SAs that no Year 1 teacher will have a combination class
- Status of BTSA Induction was presented at Elementary and Secondary Curriculum Councils Fall 2011. Topics included: how many teachers were participating, number of support providers, eligibility for BTSA, and criteria for support providers. Council

members asked many questions regarding BTSA Induction and were responded to by the BTSA Coordinator.

- Increased information on our public BTSA Induction webpage with: posting of Advisory Board members and agendas, resources folder, SP folder, contacts, links to crucial websites for the PT/SP to access during completion of their Year 1 and Year 2 requirements
- Met with Union president to increase union representation on Advisory Board; for 2012-13 we have an elementary and secondary union rep who will give a BTSA “blurb” to the faculty representation assembly after their attendance at the quarterly Advisor Board meetings
- Increase number of principals to the Advisory Board from one to two, an elementary and secondary principal, for 2012-13. They will give a quarterly BTSA Induction report after Advisory Board meetings to the Instructional Leadership Team (made up of all SA and district office administrators)
- After meeting with our new superintendent regarding our **CS1** *met with concerns* BTSA Induction Coordinator will present BTSA updates to the Cabinet (comprised of District Office administrators) periodically for 2012-13
- BTSA Induction Program Team is on the agenda for 2012-13 for elementary and secondary curriculum council to give BTSA Induction updates
- Include Memorandum of Understanding for PT/SP in the 2012-13 Participant Handbook