

Update on the 7th Year Report for Burbank Unified School District

June 2013

Overview of this Report

This report presents information on the 7th Year Report from Burbank Unified School District (BUSD).

Staff Recommendation

No action is needed.

Background to this Report

The accreditation system allows the COA to request a 7th year report from any institution after an accreditation site visit. In cases where the institution receives stipulations, their 7th year report is 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 standards less than fully met. These reports require no action by the COA, however, they do provide some assurance that the institution is taking appropriate and timely steps to ensure alignment with all standards.

For the 2011-12 accreditation year, Burbank Unified School District was granted the accreditation status of **Accreditation** with the requirement that they submit a 7th year report. This report was to "addresses Common Standard 3 issues, particularly the steps taken to ensure that sufficient resources are provided to support intensive and individualized support for new teachers."

The issues identified by the site visit team regarding the common standards centered on the support provided to candidates. The site visit team report (page 2) states:

The team found insufficient related personnel available to meet program and candidate needs such as face-to-face conversations during the plan, teach, reflect and apply cycle. With the reduction of previous support providers, the program coordinator is now acting as a support provider to approximately 30 candidates. According to the BUSD program design, support providers are expected to meet with candidates one hour per week and offer "intensive individualized support and assistance" for each participant. Under the current personnel model, the team concluded the model could not be sustained.

Page 18 of the report outlines the findings of the site visit team with respect to Program Standard 1:

Although Participating Teachers are assigned trained support providers who meet with them to provide support, these meetings are lacking regularity to provide individualized support and assistance based upon the PT's identified needs as they work collaboratively through the CSTP-based formative assessment inquiries. The reduction in total number of support providers from 22 during 2010-2011 to 6 during 2011-2012 is a large contributing factor.

Reductions in total number of support providers have influenced the program to re-evaluate and modify its mentoring practices that do not align with previously approved and examined Program Assessment documents. According to candidates, this has placed a high degree of accountability on themselves for the frequency of completing the planning, teaching, reflecting, and applying cycle while completing requirements of program and contributed to a less responsive program to individual candidates. Intensive, individualized support and assistance for each participant is a concern of the accreditation reviewing team.

A copy of the full site visit report may be found at: https://info.ctc.ca.gov/fmi/xsl/cnt/10-Burbank_USD_FINAL.pdf?-db=PSD_Program_Sponsors_DB&-lay=web_Accreditation_Reports&-recid=199&-field=COA_Report_Site_Visit

In addition, the letter that was sent following the COA action may be found at: https://info.ctc.ca.gov/fmi/xsl/cnt/Burbank%20USD-Accred%20Letter.pdf?-db=PSD_Program_Sponsors_DB&-lay=web_Accreditation_Reports&-recid=199&-field=COA_Letter

Steps Taken by BUSD to Address Common Standard 3

BUSD submitted a narrative report and substantiating evidence of actions the district has taken over the last year to ensure that sufficient resources are provided to new teachers. Staff has reviewed all of the documents and evidence submitted and presents the following synopsis:

Seventeen qualified veteran teachers from throughout the district volunteered responded to the district's request to help the Induction Coordinator provide support services to the district's 38 participating candidates. The district confirmed the qualifications of these teachers, chose them through the selection process, and provided training for them, prior to serving as support providers. The volunteers were matched with 21 candidates, which lowered the number of candidates served by the Induction Coordinator to 17. The district retained the Induction Coordinator's job responsibilities with 50% of her time dedicated to candidate support and the remaining 50% devoted to program administration (administer and evaluate program, manage resources, provide professional development). By reducing the number of candidates the Induction Coordinator supported by half, it allowed her the time needed for the administrative duties assigned to her.

Support providers were provided initial training in both the skills of mentoring and the processes of Burbank's formative assessment system. Two additional meetings were held throughout the year to provide additional training for the support providers, feedback on their work, and networking opportunities with other support providers.

At the end of the year, the district's evaluation of the program determined that program design was successful, both in the preparation of support providers and the services provided to candidates. However, due to the district's fiscal constraints and the retirement of the current Induction Coordinator, the decision was made for the Induction program to go inactive until it is "feasible to once again sponsor their own BTSA Induction Program." A request for moving their program to inactive status was included as part of Agenda Item 6 of the COA meeting on June

27, 2013. Second-year candidates will be sent to the neighboring BTSA Induction program in Glendale-La Cañada while eligible first year participants will be provided information regarding their program options. The advisory board has sent a letter to the Burbank Unified School District Board of Education encouraging the reinstatement of the program for the 2014-2015 year.

Next Steps

Commission staff believes that Burbank USD 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.