



## Las Virgenes Unified School District Response to the Initial Program Preconditions



*I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors the LVUSD Teacher Induction Program, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor an approved Teacher Induction Program.*

**(1) Demonstration of Need.** To be granted initial program accreditation by the Committee on Accreditation, the program proposal must include a demonstration of the need for the program in the region in which it will operate. Such a demonstration must include, but need not be limited to, assurance by a sample of school administrators that one or more school districts will, during the foreseeable future, hire or assign additional personnel to serve in the credential category.

*The Las Virgenes Unified School District has reached out to other local districts in our area and has mutually identified a need to develop a pipeline of teacher development. Currently, candidates in our district receive preparation through the Ventura County Education Office. Given the uniqueness of LVUSD in relation to other districts in the county, the rising cost of the VCOE program, and the need for a pipeline of teacher development in South Ventura County/North Los Angeles County, we are requesting accreditation from CTC.*

**(2) Practitioners' Participation in Program Design.** To be granted initial program accreditation by the Committee on Accreditation, the program proposal must include verification that practitioners in the credential category have participated actively in the design and development of the program's philosophical orientation, educational goals, and content emphases.

*The program sponsor, LVUSD, established a Teacher Induction Program development team which interfaces directly with the LVUSD Credential Program Advisory Board. The development committee worked with local partner districts, our Executive Leadership Team and the LVUSD Board of Education to inform the development of the program. Questions regarding this process can be directed to Ryan Gleason, Director of Curriculum, Instruction, and Categorical Programs at: 818-878-5219.*

A handwritten signature in blue ink, appearing to read 'Dan'.

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Dr. Daniel Stepenosky  
Superintendent

April 24, 2017  
Date



Las Virgenes Unified School District  
Credential Programs  
**Response To General Institutional Preconditions**



*I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors our credential programs, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC).*

**(1) Accreditation and Academic Credit.** The program(s) must be operated by

- (a) **Institutions of higher education:** A college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.
- (b) **School districts or other non-regionally accredited entities:** The Superintendent or CEO of the district or entity shall submit verification of the governing board's approval of sponsorship of the program.

*Las Virgenes Unified School District agrees to sponsor the:*

- *Teacher Induction Program for (Multiple Subjects, Single Subject, Ed. Specialist Clear Credentials)*
- *Clear Administrative Services Credential Program*
- *Preliminary Administrative Services Credential Program*

*The LVUSD Board of Education agreed to adopt these programs at the February 7, 2017 Board Meeting. We verify that we will ensure candidate completion of program standards as outlined in Precondition 1.*

**(2) Enrollment and Completion.** Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

- i. completes the program;
- ii. withdraws from the program;
- iii. is dropped from the program based on established criteria; **or**
- iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.

*If LVUSD is unable to continue providing educator preparation programs, we will reach out to and work closely with local credential providers to ensure a smooth transition and transfer of coursework and transcripts. We will teach out second-year candidates in Teacher Induction and CASC and transition first-year candidates to another local program for completion of*



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*their coursework. We are currently partnering with VCOE, with whom we have a longstanding relationship, for Teacher Induction and CASC; it would be feasible to transition our first-year candidates into their programs. LVUSD's governing board has executed partnership MOUs with VCOE for well over a decade (please see linked MOU from April 2016 as an example).*

*Additional regional accredited institutions within a twenty-five mile radius that we will partner with and transition to are listed by program below:*

- Local Teacher Induction Programs include Conejo Valley Unified School District, Ventura County Office of Education (VCOE), and Los Angeles County of Education*
- Local Preliminary Administrative Services Programs include California Lutheran University, Pepperdine University, California State University Channel Islands, California State University Northridge, and University of California Los Angeles (UCLA)*
- Local Clear Administrative Services Programs include Ventura County Office of Education (VCOE), Los Angeles County Office of Education, and UCLA Center X*

**(3) Responsibility and Authority.** To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:

- (a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).

*Mr. Ryan Gleason, Director of Curriculum, Instruction, and Categorical Programs, is the identified position within our organization that is responsible for ongoing oversight for all educator preparation programs offered by our institution.*

- (b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.

*Ashley Wenter, Credential Program Coordinator, manages the day-to-day operations of the credential programs and reports to Ryan Gleason. Mr. Gleason reports to Dr. Dan Stepenosky, Superintendent of Schools and Dr. Clara Finneran, Assistant Superintendent of Education. Las Virgenes Unified School District's Organizational Chart is [linked here](#).*

- (c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved



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institution.

*LVUSD policy: Duties regarding credential recommendations are only delegated to employees of our approved institution. Likewise, we assure that the individuals responsible for credential recommendations are current employees and will participate in Commission training related to the recommendation process.*

- (4) Lawful Practices.** To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

*LVUSD does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied program admission solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.*

*Furthermore, LVUSD makes all personnel decisions without unlawful discrimination; these decisions include the admission, retention and graduation of students in our credential programs.*

*Our Nondiscrimination Policy describes our district and program's commitment to providing an environment where applicants and employees are assured equal access and opportunities, and are free from harassment and discrimination, in accordance with the law.*

- (5) Commission Assurances.** To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must: (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (c) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

*LVUSD provides assurance that we will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission; LVUSD provides assurance that we will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member; LVUSD assures that we will*



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*participate fully in the Commission's accreditation system, including prompt submission of all documents required for accreditation.*

- (6) Requests for Data.** To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

*LVUSD identifies Mr. Ryan Gleason, Director of Curriculum, Instruction, and Categorical Programs, as the point of contact for all requests for data. He will be responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including but not limited to program enrollment data, program completer data, examination results, state and federal reporting, candidate competence, organizational effectiveness data, and other data as indicted by the Commission.*

- (7) Veracity in all Claims and Documentation Submitted.** To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

*LVUSD confirms that all statements and documentation submitted to the Commission on Teacher Credentialing (CTC) by the Las Virgenes Unified School District will be accurate. LVUSD understands that the lack of veracity in statements and documentation is cause for denial of initial institutional accreditation or for stipulations from the Committee on Accreditation.*

- (8) Grievance Process.** To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.

*The Grievance Procedure is a four-tier process and means of dispute resolution that complainants can use if they feel they have been adversely affected by a program policy and/or decision.*

*The Grievance Procedure will be provided to candidates at Orientation via their program handbooks and will be posted on the website as well. Candidates will sign in acknowledgement they have reviewed the handbook and program policies.*



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**(9) Faculty and Instructional Personnel Participation.** All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. *Reference: Education Code Section 44227.5 (a) and (b).*

*N/A*

**(10) Communication and Information.** To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.

*The educator preparation program's website, which will not require login information will be easily accessible through the district's website, in addition to being a publicly accessible site. It will be updated regularly and will contain information about the program including its mission, governance and administration, admissions process, and other related information about all Commission-approved educator programs. In addition to providing this information on our website, we will also share it on our program literature.*

**(11) Student Records Management, Access, and Security.** To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that:

(a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.

*Candidates will have access to their unofficial transcripts via the learning management system and can request official transcripts of coursework verifying unit and program completion from our Educational Services department.*

(b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).

*All student records will be maintained using a learning management system (LMS)*



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*and will be kept on a secure district server.*

- (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.

*When digital records are not possible, physical copies of records will be kept in locked cabinets in the district office.*

**(12) Disclosure.** Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.

*None at this time.*

A handwritten signature in blue ink that reads "Dan".

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Dr. Daniel Stepenosky  
Superintendent

April 24, 2017

Date



Las Virgenes Unified School District  
Teacher Induction Program  
**Response To Preconditions**



*I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors the LVUSD Teacher Induction Program, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor an approved Teacher Induction Program.*

1. Each Induction Program must be designed to provide a two-year, individualized, job- embedded system of mentoring, support and professional learning that begins in the teacher’s first year of teaching.

*Beginning in the teacher’s first year of teaching, our Induction Program provides participants with a 2-year, individualized, job-embedded system of support, which includes mentoring and varied professional learning opportunities to meet their needs.*

2. The Induction Program must identify and assign a mentor to each participating teacher within the first 30 days of the participant’s enrollment in the program, matching the mentor and participating teacher according to *credentials held*, grade level and/or subject area, as appropriate to the participant’s employment.

*Within the first 30 days of program enrollment, the program coordinator, in conjunction with site principals, reviews mentor applications to determine an appropriate mentor match. This assignment is based on credentials held, grade level and/or subject area, and principal input regarding mentoring style.*

3. Each Induction Program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.

*Our Teacher Induction Program requires that mentor and candidates meet for an average of one hour per week. Mentors must document their interactions with candidates via the Coaching Log, which has coaches describe the function of their meetings. Logs are collected each semester and reviewed by the program coordinator for quality and compliance.*

4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher’s enrollment in the program.

*Participating teachers will develop the goals associated with their*





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*Individualized Learning Plan (ILP) within the first 60 days of their enrollment in the program. Teachers will develop their standards-based goals in collaboration with their coach during the Inquiry Collaboration course, which will be scheduled within the first month of program enrollment.*

- 5. The ILP must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.

*The ILP will be designed, implemented and reviewed solely for the purpose of professional growth and development of the participating teacher. It will not be used for evaluation or employment purposes.*

- 6. An Induction Program sponsor must make available and must advise participants of an Early Completion option for “experienced and exceptional” candidates who meet the program’s established criteria.

*LVUSD will offer and advise candidates of an Early Completion Option (ECO) for those teachers who are “experiences and exceptional” and meet program requirements. The intent of the ECO to serve those experienced and exceptional teachers by allowing them to complete an individualized plan of study at an accelerated pace. To be eligible for the ECO, participating teachers must complete an ECO application that verifies the following eligibility requirements:*

- *Prior teaching experience as the teacher of record for a minimum of three years*
- *Completion and submission of the ECO Application*
- *Submission of authenticated teacher performance evaluations from two prior years of teaching or a detailed letter from the District Superintendent, site principal, or Human Resource Director describing how you meet the required three years of prior teaching experience.*

2017  
Dr. Daniel Stepenosky  
Superintendent

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April     24,

Date



Las Virgenes Unified School District  
Preliminary Administrative Services Credential Program  
**Response To Preconditions**



*I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors the LVUSD Preliminary Administrative Services Credential Program, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor an approved Preliminary Administrative Services Credential Program.*

**(1)** Possess one of the following valid credentials:

- (a) a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or
- (b) a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or
- (c) a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.

*Education Code section 44270(a)(1) and Title 5 of the California Code of Regulations section 80054(a)*

*As described in the [program description](#), all LVUSD PASC candidates will possess one of the valid credentials listed above prior to being enrolled in the program in accordance with Education Code section 44270.1(a)(1) and Title 5 of the California Code of Regulations section 80054(d)(1).*

**(2)** Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute. *Education Code section 44252(b) and Title 5 of the California Code of Regulations section 80054(a)*

*All LVUSD PASC candidates will meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute.*

**(3)** Verification of one of the following prior to being recommended for the preliminary credential

- (a) five years of successful, full-time teaching experience with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and



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Preliminary Administrative Services Credential Program  
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- (2)(A);
- (b) five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology. or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or
- (c) a combination of (a) or (b).

Education Code section 44270(a)(2) and Title 5 of the California Code of Regulations section 80054(a)(4).

*The LVUSD PASC Program will require verification of the experience outlined in Precondition 5 in accordance with California Education Code section 44270(a)(2) and Title 5 of the California Code of Regulations section 80054(a)(4).*

- (4)** Has completed a Commission-approved preliminary or intern Administrative Services Credential Program based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code section 44270(a)(3) and Title 5 of the California Code of Regulations section 80054(a)(2).

*Prior to recommending a candidate for a Preliminary Administrative Services credential, LVUSD will verify completion of all program requirements, which are based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3)(A)*

- (5)** Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1). If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position. Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6).

*All LVUSD PASC participants will be required to present a letter of verification of an offer of employment in a full or part-time administrative position in an employing agency prior to being recommended for a Preliminary Administrative Services Credential in accordance with Title 5 of the California Code of Regulations section 80054(g)(1). Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6). If verification is not received, the candidate will be recommended for a Certificate of Eligibility through CTC.*



Las Virgenes Unified School District  
Preliminary Administrative Services Credential Program  
**Response To Preconditions**



A handwritten signature in blue ink that reads 'Dan'.

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Dr. Daniel Stepenosky  
Superintendent

April 24, 2017  
Date



Las Virgenes Unified School District  
Clear Administrative Services Credential Program  
**Response To Preconditions**



*I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors the LVUSD Clear Administrative Services Credential Program, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor an approved Clear Administrative Services Credential Program.*

- (1)** Possess a valid California preliminary Administrative Services Credential.

*Education Code section 44270.1(a)(1) and Title 5 of the California Code of Regulations section 80054(d)(1)*

*As described in the program overview, all LVUSD CASC candidates will possess a valid California Preliminary Administrative Services Credential prior to being enrolled in the program in accordance with Education Code section 44270.1(a)(1) and Title 5 of the California Code of Regulations section 80054(d)(1).*

- (2)** Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1). *Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6)*

*All LVUSD CASC participants will be required to present a letter of verification of an offer of employment in a full or part-time administrative position in an employing agency prior to being enrolled in the program as defined in Title 5 of the California Code of Regulations section 80054(g)(1). Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6).*

- (3)** An entity that operates a program for the Clear Administrative Services Credential shall provide for the development of a written individualized program of professional development activities (clear credential induction plan) for the advanced preparation program based upon individual needs. The plan shall be developed in consultations among the candidate, employer and university representative. *Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(1)*

*The LVUSD Clear Administrative Services Credential Program will require the development of a written individualized program of professional development activities called a Leadership Growth Plan for the advanced preparation program based upon individual needs. Details of each individual's plan will be developed in consultation with the candidate, employer and university representative. Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(1).*



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Clear Administrative Services Credential Program  
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In addition to the Commission's General Preconditions as well as Precondition 1, 2, and 3 above, a Commission-approved program shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirements established in California State laws, regulations, and/or Commission policy:

- (4) Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1). Education Code Section 44270.1 (a)(2) and Title 5 of the California Code of Regulations section 80054(g)(1) and (g)(2)(B).

*The LVUSD CASC Program will require verification of two years of successful experience in a full-time administrative position prior to recommending a candidate for a Clear Administrative Services Credential as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1). Education Code Section 44270.1 (a)(2) and Title 5 of the California Code of Regulations section 80054(g)(1) and (g)(2)(B)*

- (5) Has completed a Commission-approved Clear Administrative Services Credential Induction Program based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3)(A)

*Prior to recommending a candidate for a Clear Administrative Services credential, LVUSD will verify completion of all program requirements, which are based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3)(A)*

A handwritten signature in blue ink, appearing to read 'Dan'.

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Dr. Daniel Stepenosky  
Superintendent

April 24, 2017

Date