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# 2A

## Action

### *Educator Preparation Committee*

### **Initial Institutional Approval – Stage II: Eligibility Requirements for Yuba City Unified School District**

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**Executive Summary:** This agenda item presents, as part of the Initial Institutional Approval process, Yuba City Unified School District’s responses to the Eligibility Requirements for consideration and possible approval by the Commission.

**Recommended Action:** That the Commission review the responses to the Eligibility Requirements and determine if the institution may move forward to Stage III of the Initial Institutional Approval process.

**Presenters:** Poonam Bedi, Assistant Consultant, and Hart Boyd, Consultant, Professional Services Division

### **Strategic Plan Goal**

#### ***II. Program Quality and Accountability***

- b) Effectively and efficiently monitor program implementation and outcomes and hold all approved educator preparation programs to high standards and continuous improvement through the accreditation process.

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## Initial Institutional Approval – Stage II: Eligibility Requirements for Yuba City Unified School District

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### **Introduction:**

As part of the Initial Institutional Approval (IIA) process, a prospective program sponsor, Yuba City Unified School District, has submitted responses to the Eligibility Requirements for consideration and possible approval by the Commission on Teacher Credentialing. Approval of Stage II allows an institution to move forward to Stage III which is to submit Common Standards and Preconditions for review. Approval of Stage II does not authorize the institution to offer an educator preparation program that leads to a credential or license.

### **Background:**

California law provides the Commission with the authority to accredit institutions to offer programs that lead to a credential to serve as an educator in California's public schools. Among other responsibilities, Education Code section 44372(c) sets forth the Commission's responsibility to rule on the eligibility of an applicant for initial accreditation for the purpose of offering a program of educator preparation.

The Commission requires that an institution seeking to offer new educator preparation program(s) must first be approved for initial accreditation as a new program sponsor and must do so by completing the Commission's IIA process. At the [December 2015 Commission meeting](#), the Commission approved a new IIA process requiring the satisfactory completion of five approval stages as part of the Strengthening and Streamlining Accreditation project. Updates to the IIA process were subsequently approved during the [February 2017 Commission meeting](#). A graphic detailing the five stages of the IIA process is provided on the following page.

This agenda item presents for consideration one local education agency (LEA) seeking to become a program sponsor. It is an important reminder that approval of the institution for Stage II does not permit the institution to offer the proposed program. Also, although there is important information about the proposed program contained in the submission for Stage II, review of the Common Standards and applicable program standards has not yet occurred.

### **Yuba City Unified School District**

Yuba City Unified School District (YCUSD) seeks IIA in order to offer a teacher induction program. A summary of YCUSD's responses to the twelve [Eligibility Requirement Criteria](#) are provided in the table below. [YCUSD's full response](#) is also available. Criteria 1 through 9 have been reviewed by staff and a recommendation has been provided. Criteria 10, 11, and 12 have been summarized for the Commission's review and consideration.

### Initial Institutional Approval

YCUSD is seeking approval of Stage II in order to be eligible for Stage III as highlighted in the chart below.

IIA Process	Stage I	Stage II	Stage III	IV	V
Action	Prerequisites	Eligibility Requirements	Preconditions & Common Standards	Program Standards	Site Visit
<b>Purpose</b>	Ensures legal eligibility of institution in California  Ensures institution understands requirements of Commission's accreditation system	Ensures that institution has capacity to sponsor effective programs	Ensures institution meets all relevant preconditions  Ensures institution meets all Common Standards	Ensures all proposed programs meet all relevant program standards	Program operates for 2-3 years and hosts a focused accreditation site visit
<b>Requirements</b>	Institution must: 1. Have legal eligibility 2. Attend Accreditation 101 with institutional team	Submit responses to: • 12 Eligibility Criteria	Submit responses to: • Preconditions • Common Standards	Submit responses to: • Program Standards	Institution must: • Collect data • Host focused site visit
<b>Reviewed By</b>	Staff	Staff	<b>Preconditions:</b> Staff <b>Common Standards:</b> BIR	BIR	Site Visit Team
<b>Authority</b>	Staff	Commission	Commission	COA	Commission
<b>Decision</b>	Determine Eligibility for Stage II	Eligibility: 1. Grant 2. Deny	Provisional Approval: 1. Grant 2. Deny	Program(s): 1. Approve 2. Deny	1. Grant Full approval 2. Retain Provisional Approval with Additional Requirements 3. Deny Approval
<b>IIA Status*</b>	Not Approved	Not Approved	Provisional Approval**	Provisional Approval***	Full Approval

\*At conclusion of stage

\*\*Institutionally-approved but cannot offer programs

\*\*\*May begin offering approved programs

**Yuba City Unified School District**  
**Criterion 1 through 9**

*In accordance with the Commission adopted process for determining eligibility for Initial Institutional Approval, Eligibility Criteria 1-9 as follows includes a staff review and recommendation.*

Criterion	Staff Recommendation	Yuba City Unified School District Response
Criterion 1: Responsibility and Authority	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• YCUSD is proposing to offer a teacher induction program.</li> <li>• The Assistant Superintendent of Educational Services, Pamela Aurangzeb, will be responsible for ongoing oversight of all educator preparation programs.</li> <li>• The Induction Program Coordinator will be responsible for day-to-day oversight of the program. This position will be reporting to the Assistant Superintendent of Educational Services, Pamela Aurangzeb, who reports to Doreen Osumi, Superintendent.</li> <li>• YCUSD has submitted a complete organizational chart that indicates the teacher induction program will be housed under the Educational Services branch in the district.</li> <li>• YCUSD assures that the duties related to credential recommendations will be performed only by employees of YCUSD and that these individuals will take part in the Commission training related to the recommendation process.</li> </ul>
Criterion 2: Lawful Practices	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• A non-discrimination policy for employees is provided in the YCUSD board policy and in the Administrative Regulations, both of which can be accessed on their district website.</li> <li>• A non-discrimination policy for candidates has been provided. This will be accessible to candidates through the YCUSD's website.</li> </ul>

Criterion	Staff Recommendation	Yuba City Unified School District Response
Criterion 3: Commission Assurances and Compliance	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• YCUSD provided assurances and stated that it:               <ul style="list-style-type: none"> <li>a) Will comply with all preconditions;</li> <li>b) Will submit all data reports and accreditation documents;</li> <li>c) Will cooperate in an evaluation of the program by an external team or monitoring of the program by Commission staff;</li> <li>d) Will participate fully in the Commission’s accreditation system and submission timelines; and</li> <li>e) In the event the program closes, will offer the program and meet all adopted standards until the candidate completes, withdraws, is dropped, or is admitted to another program.</li> </ul> </li> </ul>
Criterion 4: Requests for Data	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• The Induction Program Coordinator is identified as the qualified officer responsible for reporting and responding to all requests for data within timeframes specified by the Commission.</li> </ul>
Criterion 5: Grievance Process	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• YCUSD has provided a grievance process which will be accessible to all candidates and applicants on the website, in the candidate handbook, and discussed during an orientation meeting. During this orientation meeting, the grievance process will be reviewed and an acknowledgment form signed.</li> </ul>
Criterion 6: Communication and Information	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• YCUSD’s website will be accessible to the public without the requirement of log in information.</li> <li>• YCUSD will include the mission, governance, administration, and admission procedures on its website and these will also be disseminated through school board and district meetings, teacher recruiting events, and professional development seminars.</li> </ul>

Criterion	Staff Recommendation	Yuba City Unified School District Response
<p>Criterion 7: Student Records Management, Access and Security</p>	<p><b>Aligned</b></p>	<ul style="list-style-type: none"> <li>• YCUSD will provide candidates with printed documents and/or transcripts for the purpose of verifying units and program completion when requested. Also, each candidate will maintain a password-protected electronic portfolio that is shared with the induction mentor and program coordinator that required evidence will be collected for completing the induction program.</li> <li>• YCUSD will maintain electronic records on a secure web-based server provided by a web-based software application. Any hard copies of records will be located in locked cabinets in the Human Resources Department at the district office in a location not accessible to the public.</li> </ul>

Criterion	Staff Recommendation	Yuba City Unified School District Response
Criterion 8: Disclosure	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• YCUSD’s proposed induction program will be offered using an in-person model with a combination of fully released and/or non-released induction mentors. Professional development will be provided at district-sponsored workshops, by district personnel, and also through online resources.</li> <li>• The primary location of the proposed induction program will be at the YCUSD district office located at 750 North Palora Avenue, Yuba City. Fieldwork will be conducted at school sites within the district.</li> <li>• YCUSD administrators, induction mentors, teachers on special assignment, and other educational services staff will provide most of the direct educational services to the candidates.</li> <li>• Early in the year, the Induction Program Coordinator will review Individualized Learning Plan (ILP) goals and will determine, in consultation with mentors and candidates, whether outside professional development is needed to support ILP goal achievement. This review and mentor/candidate input will guide the Induction Program Coordinator’s selection of an outside provider. Some potential providers may be the Sacramento County Office of Education, Placer County Office of Education, Solution Tree, Marzano Research, and Marilyn Bates Instructional Excellence. Candidates in the proposed induction program may earn post-graduate continuing education units through a partnership with Brandman University.</li> </ul>
Criterion 9: Veracity in all Claims and Documentation Submitted	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• An assurance signed by both the Superintendent and Education Services Assistant Superintendent has been submitted attesting to the veracity of all statements and documentation submitted to the Commission. The letter also attests to an understanding that a lack of veracity is a cause for denial of IIA.</li> </ul>

**Criterion 10, 11 and 12**

*In accordance with the Commission approved process for determining eligibility for Initial Institutional Approval, [Eligibility Criteria 10-12](#) include a staff summary of the institution’s submission, but do not include a staff recommendation.*

Criterion	Summary of YCUSD’s Responses
<p>Criterion 10: Mission and Vision</p>	<p>YCUSD’s vision is: <i>...to create an individualized induction program to serve and retain new teachers so that all students in Yuba City Unified learn and achieve.</i></p> <p>YCUSD’s mission is: <i>Our mission is to support first and second year teachers by building strong relationships with induction mentors who will engage with them in focused goal setting, formative assessment, inquiry, individualized job-embedded support, and professional growth to develop best practices based on the California Standards for the Teaching Profession (CSTPs).</i></p> <p><i>YCUSD believes that every student deserves a highly effective teacher who persistently strives for student success. YCUSD believes in the power of teacher leadership through cultivating a growth mindset, shared vision and collective efficacy.</i></p> <p><i>In order to achieve this, our core values are:</i></p> <ul style="list-style-type: none"> <li>• <i>Professionalism</i></li> <li>• <i>Collaboration</i></li> <li>• <i>Reflection</i></li> <li>• <i>Innovation</i></li> <li>• <i>Equity</i></li> </ul> <p>YCUSD’s mission and vision statements will be published on the induction website and on all institutional documents provided to candidates. YCUSD serves students from diverse ethnic and linguistic backgrounds, economically disadvantaged students and students with special needs in various classroom settings and programs. YCUSD believes it is their responsibility to provide professional development to support their teachers, beginning with an effective induction and mentoring program for new teachers. Supporting teachers will enable them to provide effective opportunities for students.</p> <p>YCUSD’s theoretical framework is informed by the work on Feiman-Nemser, Koppich, Garmston, Costa, Lipton/Wellman and Darling-Hammond. The research, writing and experiences of these sources underlies YCUSD’s induction design and supports the core values of job-embedded, individualized learning supported by a carefully selected and prepared mentor.</p>

Criterion	Summary of YCUSD's Responses
<p>Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation</p>	<p>YCUSD has been working with the TriCounty Induction Program (TCIP) since the implementation of the Beginning Teacher Support and Assessment (BTSA) program at the Sutter County Superintendent of Schools office where their new teachers have participated in the program and their teachers have served as mentors. The mentors are involved with the Educational Services Division of YCUSD and three current mentors serve as TCIP facilitators that provide training and on-going support to mentors. YCUSD teachers also serve as master teachers for preliminary credential candidates from CSU Chico, Brandman University, Fortune School of Education, National University, Sacramento County of Education, and William Jessup University.</p> <p>YCUSD currently works with several agencies to provide ongoing professional development for its teachers, including Sacramento Area Science Project, Solution Tree, Total School Solutions, Mathematics Projects at CSU Sacramento, Houghton-Mifflin, Corwin Press, McGraw Hill, and Math Solutions. As a district that serves the largest population of migrant students in Sutter County, YCUSD works with Butte County Office of Education's Migrant Education Program to provide support and services to migrant families and staff.</p> <p>YCUSD has posted the third party invitation for comments on <a href="#">YCUSD's website</a> where the public and all stakeholders can access it. No comments have been received at this time.</p> <p>As required by this criterion, staff researched the possibility of any additional available information relevant to YCUSD's application for IIA and found none.</p>

Criterion	Summary of YCUSD's Responses
<p>Criterion 12: Capacity and Resources</p>	<p>As evidence of capacity and resources, YCUSD has provided a copy of its most recent audited budget dated June 30, 2019 as well as copies of a proposed operations budget for its education unit for the next three years.</p> <p>YCUSD has also detailed within its submission the facility resources that will be available for its candidates. These include the separate district office located on North Palora Avenue where most professional development occurs. This location contains three full conference rooms and small break-out rooms. YCUSD has 16 schools with multiple classrooms for meetings amongst stakeholders, candidates, and induction mentors. All presentation rooms have presentation technology and Wi-Fi. YCUSD uses Google Apps for Education and staff have been trained on Google Classroom. All certificated staff have assigned laptops for home and work use. Induction candidates will develop electronic portfolios using the Google platform and technology.</p> <p>Additionally, YCUSD has identified the job responsibilities and minimum qualifications for the program personnel and instructional support. YCUSD's personnel and instructional support will consist of the following:</p> <ul style="list-style-type: none"> <li>• Induction Program Coordinator</li> <li>• Full-release, non-release, and part-time Induction mentors</li> <li>• Educational Services personnel such as teachers on special assignment, directors of student support services, special education, technology and innovation, and the coordinator of English learner programs.</li> </ul> <p>The Induction Program Coordinator must have a Clear Administrative Services Credential and must possess the qualifications of an induction mentor. The qualifications of an induction mentor include five years of recent successful full-time teaching experience in the area they will be servicing, a valid California teaching credential, supervision/ leadership experience, experience with Common Core State Standards, the California Standards for the Teaching Profession, teaching diverse learners, use of technology in the classroom, knowledge of current research regarding instruction and assessment, and a valid California driver's license and evidence of automobile insurance.</p> <p>YCUSD has a teach-out plan, if, for some reason the induction program closes or is unable to provide services as an authorized provider. Candidates would be provided with options for candidates to complete the program. A plan will be developed for each candidate to complete induction and copies of their transcript. Candidates will be advised in other programs and supported in selecting and entering an approved program. YCUSD will communicate with the candidate and leadership in the selected induction program to ensure a smooth transition. YCUSD will compensate candidates' participation in their selected program for a <i>timely</i> completion of program requirements.</p>

**Staff Recommendation**

Staff recommends that the Commission consider the response to Eligibility Requirements submitted by Yuba City Unified School District and take one of the following possible actions for the institution:

- 1) Grant Eligibility; or
- 2) Deny Eligibility.

If the Commission grants Eligibility, it may identify topics that it will be looking for in Stage III.

If the Commission denies Eligibility, it may identify what it sees as missing in the current submission in the event the institution decides to continue to work toward institutional approval.

If approved by the Commission, Yuba City Unified School District will be allowed to move forward to Stage III, submission of Common Standards and Preconditions for review. Approval of Stage II will not authorize Yuba City Unified School District to offer an educator preparation program that leads to a credential.

**Next Steps**

Based on the Commission's action, staff will take appropriate next steps related to the option chosen.