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Action

Educator Preparation Committee

Initial Institutional Approval – Stage II: Eligibility Requirements for Newhall School District

Executive Summary: This agenda item presents, as part of the Initial Institutional Approval process, Newhall 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 in the Initial Institutional Approval process.

Presenter: Poonam Bedi, Assistant 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.

Initial Institutional Approval – Stage II: Eligibility Requirements for Newhall School District

Introduction

As part of the Initial Institutional Approval (IIA) process, a prospective program sponsor, the Newhall School District, has submitted responses to the Eligibility Requirements for consideration and possible approval by the Commission on Teacher Credentialing (Commission). Approval of Stage II allows an institution to move forward to Stage III in which Common Standards and Preconditions will be submitted 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 chart 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 have not yet occurred.

Newhall School District

The Newhall School District seeks IIA in order to offer a teacher induction program. Summaries of their responses to the twelve [Eligibility Requirement Criteria](#) are provided below. The [Newhall School District's full response](#) is also available. Criteria 1 through 9 have been reviewed by staff, with a recommendation of aligned. Criteria 10, 11, and 12 have been summarized for the Commission's review and consideration.

Five Stages of the Initial Institutional Approval Process Chart

The Newhall School District is seeking approval of Stage II as highlighted in the chart below.

IIA Process	Stage I	Stage II	Stage III	Stage IV	Stage V
Action	Prerequisites	Eligibility Requirements	Preconditions & Common Standards	Program Standards	Site Visit
Purpose	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
Requirements	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
Reviewed By	Staff	Staff	Preconditions: Staff Common Standards: BIR	BIR	Site Visit Team
Authority	Staff	Commission	Commission	COA	Commission
Decision	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
IIA Status*	Not Approved	Not Approved	Provisional Approval**	Provisional Approval***	Full Approval

*At conclusion of stage

**Institutionally-approved but cannot offer programs

***May begin offering approved program

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 1: Responsibility and Authority

Staff Recommendation: Aligned

- The Newhall School District is proposing to offer a teacher induction program. Newhall School District will be the LEA program sponsor for the Santa Clarita Valley Consortium. There are four districts within this consortium: Castaic Union, Newhall, Saugus Union, and Sulphur Springs Union. Saugus Union is currently the LEA program sponsor for the consortium.
 - The Assistant Superintendent of Human Resources, Dr. Michelle Morse, will be responsible for ongoing oversight of all educator preparation programs.
 - The Newhall School District has submitted a complete organizational chart that indicates Marguerite Armstrong will be the Induction Coordinator.
 - The Induction Coordinator will report to the Director of Human Resources, Amanda Montemayor, whose direct supervisor is Dr. Morse.
 - The Newhall School District has provided assurances, signed by the Superintendent Jeff Pelzel, that the duties related to credential recommendations will be performed only by Marguerite Armstrong, Induction Coordinator, and Teresa Soto, Credential Analyst, and that they will take part in the Commission training related to the recommendation process.
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Criterion 2: Lawful Practices

Staff Recommendation: Aligned

- A non-discrimination policy for Newhall School District's employees is provided in the Newhall School District's Governing Board Policy which can be accessed on the district website.
 - A non-discrimination policy for participating teachers is provided in the program handbook.
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Criterion 3: Commission Assurances and Compliance

Staff Recommendation: Aligned

- Newhall School District provided assurances and stated that it:
 - a) Will comply with all preconditions;
 - b) Will submit all data reports and accreditation documents;
 - c) Will cooperate in an evaluation of the program by an external team or monitoring of the program by Commission staff;
 - d) Will participate fully in the Commission's accreditation system and submission timelines; and

- 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.

Criterion 4: Requests for Data

Staff Recommendation: Aligned

- The Induction Coordinator, Marguerite Armstrong, is identified as the qualified officer responsible for reporting and responding to all requests for data within timeframes specified by the Commission.

Criterion 5: Grievance Process

Staff Recommendation: Aligned

- The Newhall School District has provided a grievance process which will be accessible to all participating teachers and applicants in the participant and mentor handbooks, and, which will also be accessible on the induction website.
- Participating teachers will be informed of the grievance process during the initial Induction Guidance meeting in which “the Induction Coordinator will discuss the details of the procedure with Participating Teachers and Mentor Teachers.” Participating teachers will complete a sign-in sheet for this meeting where they confirm receiving the handbook.

Criterion 6: Communication and Information

Staff Recommendation: Aligned

- The Newhall School District’s induction webpage, housed under the Human Resources section of the district’s website, will be accessible to the public without the requirement of log-in information. The Newhall School District states that the Induction Coordinator will regularly update and maintain the program’s webpage.
- The Newhall School District will include the mission, governance, administration and admission procedures on the program’s webpage, brochure, and handbook.
- Information will be made available through the program website, handbook, and admission material including a brochure that new teachers will receive upon hire.

Criterion 7: Student Records Management, Access, and Security

Staff Recommendation: Aligned

- The Newhall School District states it will use the platform InductionSupport.com to house documents, including transcripts. Participating teachers and mentor teachers will each have their own log-in information to access their records and induction materials.
- A locked cabinet within the Induction Coordinator’s office will house paper files. Access to this office requires members of the public to check in with reception.

Criterion 8: Disclosure

Staff Recommendation: Aligned

- The delivery model for the proposed program will be in-person. The Newhall School District asserts that participating teachers will meet weekly with their mentors, and monthly for required induction activities. These monthly meetings may be held at any school site or district office within the consortium comprised of the four school districts: Castaic Union, Newhall, Saugus Union, and Sulphur Springs Union. In total, there are 37 sites at which meetings may be held – depending on availability of space.
- The Newhall School District also states that initial mentor training will be provided by William S. Hart mentor trainers at the Castaic High School location.

Criterion 9: Veracity in all Claims and Documentation Submitted

Staff Recommendation: Aligned

- An assurance signed by the Newhall School District Superintendent, Jeff Pelzel, 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 Initial Institutional Approval.

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 10: Mission and Vision

The Newhall School District has submitted the following information in their response.

- “The SCV [Santa Clarita Valley] Teacher Induction Consortium vision is:
 - To ensure educational equity through continuous improvement of student-centered teaching practices by supporting beginning teachers with highly qualified mentor teachers in a collaborative, standards-based system that develops reflective practices and engagement in inquiry cycles.
- The proposed Mission Statement is as follows:
 - “To support new teachers in their growth as they work to meet the needs of all students within their context.”
- Each teacher’s context includes teaching to California’s adopted state standards and framework for TK-12 students using their District’s adopted curriculum.
- This Mission Statement will be proposed to the Steering Committee in the fall for input and approval.
- The Mission and Vision will be published on the Induction website, which is a link from the Newhall School District website. Additionally, it will be listed in the handbook and referenced during Induction Guidance meetings.
- Because teachers are the most important factor contributing to student success, we believe students deserve to have a well-prepared teacher delivering California State Standards-driven instruction whether the teacher is new or veteran. The Santa Clarita Valley Induction program will bridge between theory and practice using the Center for Educational Leadership’s 5D Framework and 5D+ Rubric.
- This aligns with the mission of the Center for Educational Leadership: *“We are dedicated to eliminating the achievement gap that continues to divide our nation’s children along the lines of race, class, language and disability.”*
- California teachers are faced with meeting the needs of an increasingly diverse group of students. Additionally, participating teachers, themselves, are a diverse group with a wide range of strengths and needs. As such, participating teachers’ goals will be highly individualized depending on their own professional needs coupled with the context in which they are serving students. Teaching is a highly-sophisticated and complex endeavor that is supported by the collaborative process. Participating teachers will have opportunities to collaborate with their mentors through weekly meetings, veteran teachers through observations, and teachers across four districts through monthly meetings. Participating teachers will focus their learning through the Individual Learning Plan, in which they will document cycles of inquiry based on CSTP elements in which they will engage.
- Currently, the Saugus Union School District is the LEA for the Santa Clarita Valley Induction Consortium. The program received full accreditation in 2019. Newhall School District

personnel plan to implement the elements of the accredited program and build on the current structures.”

Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation

The Newhall School District has submitted the following information in their response.

- “Newhall School District has participated in BTSA/Induction for more than 25 years as one of the participating Districts in the Santa Clarita Valley Consortium. Each year, Newhall School District executes a Memorandum of Understanding outlining the agreement between the program and the district.
- Newhall School District has a history of excellence in delivering professional development to teachers both within and outside the district. There are structures in place within Instructional Services to provide initial and ongoing training in the following areas: Guided Language Acquisition Design (GLAD), Thinking Maps, Depth and Complexity ICONS, and Newhall School District Writing Program.
- New teachers hired by the Newhall School District are required by the district to participate in the trainings within the first two years of their employment. In addition, Instructional Coaches support teacher learning in math, English language arts, English language development, and Next Generation Science Standards.
- Over the past three years, Newhall School District administrators, lead teachers, and Induction mentors have engaged in work with The Center for Educational Leadership (CEL) around leading research-based teaching practices through cycles of inquiry (see CEL 4D, 5D and 5D+), which has also been adopted by the Steering Committee as the Santa Clarita Valley Induction Consortium’s research base. Teachers in the Santa Clarita Valley Induction Consortium will participate in and document professional development opportunities through the Induction program and also through their own district.”
- The Newhall School District has posted the third party invitation for comments on the teacher induction program [homepage](#) of their district website where the public and all stakeholders can access it. No comments have been received at this time.
- As required by this criterion, staff researched the possibility of any additional available information relevant to the Newhall School District’s application for IIA and found none.

Criterion 12: Capacity and Resources

- As evidence of capacity and resources, the Newhall School District has provided a copy of its most recent audited budget for the end of the fiscal year June 30, 2018 as well as a copy of a proposed operations budget for its education unit.
- The Newhall School District has also detailed within its submission the facility resources that will be available for its participating teachers. These include a half-time Induction Coordinator who will work with each district in the Consortium to maintain a pool of mentors. There are currently 41 mentors working with 52 participating teachers in the consortium.
- The Induction Coordinator is a credentialed administrator who interviewed for the position. She taught K-6 for 27 years and held various leadership roles within the district including

Peer Assistance Review (PAR) Consultant and Beginning Teacher Support and Assessment (BTSA) mentor.

- Additionally, within the submission document, the Newhall School District has identified the job responsibilities and minimum qualifications for mentors. This includes three years of successful teaching practice, a resumé, and a recommendation from an administrator. Mentor teachers receive a day of training and meet three times per year for Support Circles.
- Participating teachers may coordinate observations with their mentors' and administrator's approval to observe other teachers in the consortium. Also, during meetings, the facilities/meeting rooms used contain technology such as SmartBoards and WiFi.
- In the event that the Newhall School District's teacher induction program becomes inoperable, they will work closely with local credential providers to ensure a smooth transition. This will include teaching-out second year participating teachers and transitioning first-year participating teachers to another local program to complete their coursework. The local partners that they would partner with and have their participating teachers transition to include: William S. Hart Union High School District's Center for Education Preparation and Assistance (CEPA), Ventura County Office of Education (VCOE), Los Angeles County Office of Education, and California State University, Northridge.

Staff Recommendation

Staff recommends that the Commission consider the response to Eligibility Requirements submitted by the Newhall 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, the Newhall 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 the Newhall 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.