
4E

Action

Educator Preparation Committee

Initial Institutional Approval – Stage II: Eligibility Requirements for San Mateo Union High School District

Executive Summary: This agenda item presents, as part of the Initial Institutional Approval process, San Mateo Union High 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.

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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 San Mateo Union High School District

Introduction

As part of the Initial Institutional Approval (IIA) process, a prospective program sponsor, the San Mateo Union High School District (SMUHSD), 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(s). 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.

San Mateo Union High School District

The SMUHSD seeks IIA in order to offer a teacher induction program. A summary of the SMUHSD's responses to the twelve [Eligibility Requirement Criteria](#) are provided in the table below. The [SMUHSD'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 San Mateo Union High 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 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's 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 San Mateo Union High School District is proposing to offer a teacher induction program.
- The Deputy Superintendent of Human Resources and Student Services, Kirk Black, will be responsible for ongoing oversight of all educator preparation programs.
- The Teacher Induction Program Coordinator will be Sabarijah Hopkins. The SMUHSD provided an organizational chart that illustrates that this position will report directly to the Deputy Superintendent of Human Resources and Student Services, Kirk Black, "in matters related to teacher induction, credentialing, and instructional coaches as induction mentors" and to the Assistant Superintendent of Curriculum and Instruction "in the coordination of professional development events and activities as they relate to induction teachers and instructional coaches of the induction teachers."
- The SMUHSD assures that the duties related to credential recommendations will be performed only by employees of the SMUHSD and that these individuals will take part in the Commission training related to the recommendation process.

Criterion 2: Lawful Practices

Staff Recommendation: Aligned

- A non-discrimination policy for the SMUHSD employees is provided in the Employee Handbook and also located in the Human Resources section of the SMUHSD website.
- A non-discrimination policy for the SMUHSD candidates is provided in the program handbook, program brochure, and on the program webpage.

Criterion 3: Commission Assurances and Compliance

Staff Recommendation: Aligned

- The SMUHSD 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, the district 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 Teacher Induction Program Coordinator is identified as the qualified individual responsible for reporting and responding to all requests for data within timeframes specified by the Commission.

Criterion 5: Grievance Process

Staff Recommendation: Aligned

- The SMUHSD has provided a grievance process which will be accessible to all candidates and applicants on the teacher induction webpage and handbook.
- Candidates are informed of the grievance process during the first orientation meeting. After the meeting, they will sign an acknowledgment of program policies.

Criterion 6: Communication and Information

Staff Recommendation: Aligned

- The SMUHSD's induction program webpage will be accessible to the public without the requirement of log-in information. The webpage is housed under the Human Resources section of the SMUHSD website.
- The SMUHSD currently provides its mission, governance, administration and admission procedures on its district website.
- Information about the SMUHSD Teacher Induction program will be made available through a printed brochure and the program's webpage. The SMUHSD plans to make this information available "during recruitment events, school board meetings, Teacher Induction Program Advisory Council meetings, new teacher orientations, district leadership meetings, district sponsored professional learning events, and through the district eNews."

Criterion 7: Student Records Management, Access, and Security

Staff Recommendation: Aligned

- The SMUHSD states that candidates will have access to, and be provided with, unofficial transcripts and/or documents for the purpose of verifying academic units and program completion through "password protected access through the learning management system," like Canvas, and official records can be requested, in writing, from the Teacher Induction Program Coordinator or Human Resources.
- The SMUHSD "converts paper employment records to Laserfiche" and these documents are in locked file cabinets in the Human Resources department until they are converted. Employees that want to access these records can also make an appointment with the Human Resources department to access them electronically or request paper copies.

Criterion 8: Disclosure

Staff Recommendation: Aligned

- The SMUHSD plans to use a hybrid model in which candidates in the teacher induction program will receive face-to-face instruction through workshops and seminars in the District Office, or school sites. In addition, online courses “that augment and supplement face-to-face workshops and seminars will be created in Canvas (or similar online learning management system).”
- The SMUHSD office, located at 650 North Delaware Street, San Mateo, CA 94401, will be the primary location of the proposed teacher induction program. Depending on space or facilities needed for workshops or trainings, “conference rooms and meeting locations can be utilized at nearby San Mateo High School and Burlingame High School.”
- Administrators, teachers on special assignment, instructional coaches, curriculum and instruction leaders, special education leaders, and English learner program departments, will provide a majority of the direct educational services to candidates. According to the SMUHSD, there will also be an opportunity to earn post-graduate continuing education units through a partnership with San Jose State University. The district also has contracted, or currently contracts, with “outside providers to deliver professional development content and workshops” such as the San Mateo County Office of Education, the New Teacher Center, National Equity Project, and Brightmorning. Additionally, if the SMUHSD cannot provide a credential-matched Education Specialist mentor, they will contract with the San Mateo County Office of Education to provide support.

Criterion 9: Veracity in all Claims and Documentation Submitted

Staff Recommendation: Aligned

- An assurance signed by the SMUHSD Superintendent, Kevin Skelly, 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 SMUHSD has provided the following information in their response:

“Mission...a statement of system purpose and critical means

The mission of the San Mateo Union High School District is to challenge and motivate each student to achieve full potential as a responsible member of our diverse community, in a safe learning environment that promotes intellectual growth, health, creativity, and respect for self and others.

Beliefs...fundamental convictions and basic values

We believe that:

- Each individual has equal inherent dignity and worth.
- Family is essential to the development of an individual's values.
- Learning develops the aesthetic, emotional, intellectual, practical, and social aspects of the whole person.
- Learning is a unique, personal, and lifelong experience.
- Motivation is essential for reaching one's potential.
- Higher expectations yield higher results.
- Communities have a responsibility to the individual as individuals have a responsibility to the community.
- Diversity enriches the community.

Teacher Induction Program Mission and Vision...

The mission of the San Mateo Union High School District Teacher Induction program is to provide new teachers with relevant, research based professional development and support that promotes growth in developing and facilitating equitable, rigorous, and meaningful learning experiences in safe learning environments for all students.

San Mateo Union High School District's Teacher Induction program vision is to provide students with teachers who participate in high quality professional development, actively collaborate with colleagues, and engage in reflection that leads to professional growth. Teachers engage in ongoing and timely support from experienced and knowledgeable mentors, grounded in the district's Instructional Framework, to provide safe, equitable and rigorous learning environments for all students.

- The Mission and Vision for SMUHSD's Teacher Induction program will be published in the brochures, program handbook, and program webpage.

- This program will also be in alignment with Board Policy 6011 regarding adopted academic standards and district content standards which “shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent of Public Instruction as applicable.”
- The proposed teacher induction program Mission and Vision reflect the commitment to California’s adopted standards and frameworks, the California Standards for the Teaching Profession, in addition to the SMUHSD’s Instructional Framework.
- The SMUHSD also states that its Teacher Induction program will be in alignment with Board Policy 0100 regarding the philosophy of the district:
 - All students can learn and succeed.
 - Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
 - The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
 - A safe, nurturing environment is necessary for learning.
 - Parents/guardians have a right and an obligation to participate in their child's schooling.
 - The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
 - Early identification of student learning and behavioral difficulties contribute to student success.
 - Students and staff respond positively to high expectations and recognition for their accomplishments.
 - Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
 - The diversity of the student population and staff enriches the learning experience for all students.
 - A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
 - A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
 - The community provides an essential resource to the educational program.
 - Effective communication with all stakeholders helps build support for the schools.
 - Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.
- The SMUHSD provided the following information about their philosophical and theoretical approach regarding the design of the Teacher Induction program in the following elements:
 - Element 1: A two-year program of mentoring and embedded support, in which experienced and qualified educators working in the same or similar teaching context provide and coordinate weekly, targeted support appropriate to the Induction Candidates Individual Learning Plan.

- Element 2: Direct instruction through seminars and workshops around topics of teaching and learning, effective professional practice aligned with the district’s instructional framework, instructional priorities and equity vision. Direct, in person instruction will be augmented by digital learning platform modules to provide individualized support in alignment with the Induction candidate Individual Learning Plans.
- Element 3: A range of pre-approved professional development activities from which candidates may choose, as they relate to their Individual Learning Plan goals.
- Element 4: Ongoing professional learning, reflection and feedback for mentor teachers, to ensure the highest quality support is available to induction teachers.
- The “SMUHSD wishes to offer a Teacher Induction program to provide high quality mentoring, support and professional development for teachers while also delivering professional development that is in alignment with the district’s strategic plan and instructional priorities, equity vision, and to better serve the students and community in which it operates.”

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

- The SMUHSD has posted a third-party notification 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 SMUHSD’s application for IIA and found none.
- The SMUHSD has been working with the San Mateo County Office of Education Teacher Induction program since the early 2000s. The SMUHSD’s instructional coaches, over the past three years, have provided joint support by “acting in the capacity of Induction mentors” with, and received training and professional development from, the San Mateo COE. During this time, SMUHSD has also run “a separate New Teacher Program” to assist newly hired teachers in understanding district goals and priorities.

Criterion 12: Capacity and Resources

- As evidence of capacity and resources, the SMUHSD 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.
- New teachers are given a district-issued laptop and internet access, in addition to orientation to Canvas, and other district resources.
- Additionally, within the submission document, the SMUHSD has identified the job responsibilities and minimum qualifications for the program personnel and instructional support. The SMUHSD personnel and instructional support will consist of the following:
 - 1.0 FTE Induction Program Coordinator
 - 1.0 – 1.6 FTE Induction Coaches – General Education
 - 0.2 – 0.6 FTE Induction Coach – Special Education
 - 0.2 FTE Induction Lead Coach mentor

- The qualifications of the aforementioned positions all include a clear credential and a minimum of five years successful high school teaching experience. The Induction Program Coordinator must have knowledge of teacher development, instructional coaching and strategies, among other education/ training experience qualifications. The Induction Lead Coach Mentor must have experience mentoring and supporting teachers new to the profession, among other education/ training experience qualifications. The General Education Induction Coach must have knowledge of state-adopted content standards and curriculum frameworks, the CSTP, and “experience in using a variety of effective, research-based instructional strategies for diverse groups of learners” among other education/ training experience qualifications. The Education Specialist Induction Coach must “possess analytical and diagnostic skills to assess students differing needs and support teachers in developing effective instructional plans for students” and have the “knowledge of specialized instruction and case management for students with learning disabilities” among other education/ training experience qualifications.
- Additional support staff include a Human Resources Technician position which include the following qualifications: Bachelor’s degree, HR experience, “advanced knowledge of word processing programs,” the ability to “maintain database records and files using computer software including spreadsheets,” among other qualifications.
- In the event that the SMUHSD’s Teacher Induction program becomes inoperable, the program will contract with San Mateo County Office of Education, or another local institution, to continue providing services to candidates enrolled in the induction program.

Staff Recommendation

Staff recommends that the Commission consider the response to Eligibility Requirements submitted by the San Mateo Union High 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 San Mateo Union High School District will be allowed to move forward to Stage III, and submit Common Standards and Preconditions for review. Approval of Stage II will not authorize the San Mateo Union High 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.