

## Six-Month Progress Report from Los Banos Unified School District

### Overview of this Report

This agenda item provides information on progress to date on the work of Los Banos Unified School District to address the stipulations identified by the COA as a result of their 2014 Site Visit.

### Staff Recommendation

This is an information item.

### Background

Los Banos Unified School District hosted a site visit on March 31st through April 2nd, 2014. A four-member team found seven of the Common Standards met. Common Standard 2 and 4 were Not Met. The institution sponsors one program, a General Education (MS/SS) Induction program; the team found that all Program Standards were met with the exception of Program Standards 3 and 6 which were Met with Concerns. The COA, upon hearing the [report](#) at the June 2014 meeting, determined the Accreditation status to be **Accreditation with Stipulations**.

The stipulations are as follows:

- 1) The institution is to develop and implement a unit-wide assessment system. The system is to include data collection related to unit and program outcomes, using that data for unit and program improvement.
- 2) The institution is to develop and implement both a selection process and retention process for support providers using well-defined criteria consistent with their assigned responsibilities in the program and addressing the requirements found in Common Standards 4.
- 3) The institution is to develop a professional development system that meets the individual needs of the program's candidates and employs professional development providers who are selected and prepared consistent with the providers' assigned responsibilities in the program.
- 4) The institution is to develop and implement a system to ensure that all candidates have assignments that include settings where they can demonstrate the skills and knowledge required in the areas of diversity, English Language learners and students with special needs.
- 5) The institution is to submit a report to the Committee on Accreditation within six months of this action, addressing progress taken toward meeting stipulations 2, 3, and 4.

### Report Contents

Immediately upon the conclusion of the site visit, key personnel at Los Banos Unified School District began addressing the stipulations. Changes were immediately made and implemented for support provider selection, and a plan developed to ensure that the remaining stipulations were addressed by the start of the 2014-15 school year.

The program director stayed in contact with CTC staff throughout the summer and fall, during the development of the plan, making sure that the stipulations were adequately addressed and aligned to the requirements of the Common and Program Standards. In November, 5 months after the COA's determination of Accreditation with Major Stipulations, Los Banos submitted a narrative document of their plan, with accompanying documentation and evidence. A summary of the plan follows:

Stipulation	Action Taken by Los Banos USD
<p>1. The institution is to develop and implement a unit-wide assessment system. The system is to include data collection related to unit and program outcomes, and the data is to be used for unit and program improvement.</p>	<p>A comprehensive assessment system has been developed featuring:</p> <ul style="list-style-type: none"> <li>• Input information from a variety of stakeholder groups</li> <li>• Assessments gathered from late August through late May</li> <li>• A variety of tools, including surveys, tracking records, and face-to-face conversations</li> <li>• An identification of how the assessment data will be used for program and unit improvement</li> </ul> <p>Documentation and evidence was also provided for the 2014-15 year</p> <ul style="list-style-type: none"> <li>• Completed information on assessments that have been completed before November 1, 2014</li> <li>• Templates and forms for assessments that will be used between November 2014 and June 2015</li> </ul>
<p>2. The institution is to develop and implement both a selection process and retention process for support providers using well-defined criteria with their assigned responsibilities in the program and addressing the requirements found in CS 4.</p>	<p>A collaborative system has been developed for the selection of support providers that includes:</p> <ul style="list-style-type: none"> <li>• A written application with a narrative explanation of why s/he would like to be a support provider</li> <li>• A written recommendation from the applicant's site administrator</li> <li>• A verification of teaching experience by the credential analyst</li> <li>• An informal meeting with program and district personnel to discuss support provider roles and responsibilities</li> <li>• Initial and ongoing training</li> </ul> <p>Accompanying the selection process is a monitoring process of support provider interaction with the participating teacher and program personnel</p> <ul style="list-style-type: none"> <li>• Mentor Time logs</li> <li>• Completion of formative assessment documents</li> <li>• Corrective feedback documentation</li> </ul>

	<ul style="list-style-type: none"> <li>• Protocol for Changing Support Providers</li> <li>• Drop-in visits by the program director during SP-PT meetings</li> </ul> <p>The retention process has not yet been fully implemented as it has not been in place for a full year of SP service at this time</p>
<p>3. The institution is to develop and implement a professional development system that meets the individual needs of the program's candidates and employs professional development providers who are selected and prepared consistent with the providers' assigned responsibilities in the program.</p>	<p>Professional development is organized around the Induction Program Standards 5 and 6 that outline curricular areas of growth for beginning teachers. Program Standard 4 is addressed at every professional development session as the formative assessment tools document the work completed in PS 5 and 6.</p> <p>A two-year plan of professional development sessions has been created, presented by experts within the Los Banos Unified School District. The presenters' day-to-day job responsibilities reflect the work in PS 5 and 6, thereby qualifying them to present on these topics. Additionally, each session builds in time to work one-on-one with the candidate's support provider, thereby individualizing the application of the information presented.</p> <p>Finally, the Los Banos USD professional development system provides for release time for participating teachers to either observe a lesson by another district teacher or schedule a demonstration lesson in their own classroom.</p>
<p>4. LBUSD is to develop and implement a system to ensure that all candidates have assignments that include settings where they can demonstrate the skills and knowledge required in the areas of diversity, English language learners and students with special needs.</p>	<p>Los Banos Unified School District has developed a protocol that ensures all new placements for teachers are screened for the possible inclusion of English Learner and Special Populations students. If a teacher needing to clear a preliminary teaching credential is hired in LBUSD, there is now a system to ensure they are placed correctly.</p> <p>Site administrators and credential analysts have been trained in the new protocol and used it in fall 2014.</p> <p>As a follow up to this protocol, the program director now monitors each participating teacher's formative assessment documents to verify that lessons are being differentiated for all student populations.</p>

5. Further, LBUSD is to submit a report to the COA within six months of this action addressing progress taken toward meeting stipulations 2, 3, and 4.	The submission of this agenda item fulfills this stipulation.
--	---

**Next Steps**

Los Banos USD will continue to implement the identified plan to address the stipulations placed on them. A full 7th year report, with summative data on candidates, completers, and support providers, their assessment system, and changes to program implementation will be presented at a future COA meeting.