

Montebello USD Preconditions & Notification Report June 2018

Overview of this Report

Montebello Unified School District (MUSD) submitted their first report, focusing on candidate notification of probationary status, and development of a plan to address Preconditions 2, 3, and 4 on May 25, 2018 as required. The contents of that report and plans made for the upcoming year are outlined in this report.

Staff Recommendation

It is the staff's recommendation that the Committee on Accreditation accept this first report from MUSD.

Background

A site visit was held on March 5-7, 2018 at the Montebello Unified School District (MUSD). Upon hearing the site visit report at their May meeting, the Committee on Accreditation (COA) placed MUSD on Accreditation with Probationary status. One of the six stipulations required them to file a report by May 25, 2018 verifying that current program candidates had been notified of their probationary status and outlining how the institution is now meeting Precondition 2 (mentor assignment within 30 days of enrollment), Precondition 3 (reporting and monitoring one hour of candidate support weekly), and Precondition 4 (development of the initial ILP within 60 days of enrollment). Further updates will be provided in quarterly reports with a revisit to be held next spring.

Notification Letter

The Montebello Unified School District notified all current teacher induction candidates of their probationary status via a letter (see [Appendix A](#)) during the weeks of May 21st and 28th, gathering candidate signatures as a confirmation of the notification. Those letters were scanned and a copy sent to Commission staff.

Preconditions Report

As recommended by the COA during their May 2018 meeting, the two program leads from the teacher induction program at Montebello Unified School District consulted three local teacher induction programs to gain a stronger understanding of how to meet Preconditions 2, 3, and 4. In consultation with the superintendent and Assistant Superintendent of Human Resources, the program leads subsequently developed a timeline and processes to meet Preconditions 2, 3, and 4 for MUSD's program that will be used as the 2018-19 year begins.

The Preconditions report ([Appendix B](#)), received by the Commission on May 25th as required, included assurances by the superintendent that the newly developed processes would be followed and included attachments that demonstrate the program's organization and readiness to do so.

Next Steps

No further steps are needed at this time. MUSD will submit a quarterly report on August 31, 2018 that addresses the six stipulations placed on the program by the COA. Staff will prepare an agenda item for the COA's meeting in November so MUSD's progress can be followed.



**Appendix A
Sample Notification Letter**

MONTEBELLO UNIFIED SCHOOL DISTRICT

**Human Resources
123 South Montebello Blvd., Montebello, CA 90640
(323) 887-7900 • (562) 806-7900**

August 2018

Candidate Name
Address
City, State, Zip Code

Dear Induction Candidate,

The purpose of this letter is to inform you of recent developments in the Montebello Unified School District Teacher Induction program, arising from its accreditation review on May 10, 2018. As a result of that review, the Committee on Accreditation, on behalf of the California Commission on Teacher Credentialing (CTC), the state agency responsible for accreditation of credential programs, gave the Montebello Teacher Induction Program (MTIP) the status of "**Accreditation with Probationary Stipulations.**" This means that MTIP will be allowed to continue to offer its full credential program for the 2018-2019 academic year while addressing the program standards issues identified in the review. During this time, the CTC and the district will closely monitor the program's operations to ensure that it meets state requirements.

In the unlikely event that it does not, the CTC may discontinue the program. Should this occur, the district will ensure that you are provided alternative opportunities for completing your credential requirements in nearby teacher induction programs.

Attentively,

Dr. Angel E. Gallardo
Assistant Superintendent
Human Resources

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt of this letter.

Signature

Date:



Appendix B
MUSD Letter of Assurance (with attached evidence)

MONTEBELLO UNIFIED SCHOOL DISTRICT

Anthony J. Martinez, Ph.D., Superintendent of Schools
123 South Montebello Boulevard, Montebello, California 90640
(323) 887-7900, ext. 2206 • Fax: (323) 887-5890

May 25, 2018

Gay Roby, Consultant
Professional Services Division
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95811

I, the undersigned Superintendent of Schools of the Montebello Unified School District (MUSD), submit this letter of verification as evidence that this Local Educational Agency (LEA) shall adhere to the following requirements of the California Commission on Teacher Credentialing (CTC) in order to sponsor an approved Teacher Induction Program.

Precondition 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 grade level and/or subject area, as appropriate to the participant's employment.

I confirm that the Montebello Teacher Induction Program (MTIP) will identify and assign a mentor to each participating teacher within the first 30 days of enrollment in the program. The Certificated Human Resources Manager will be responsible for verifying credentials and determining eligibility for participation in the induction program. Then, notify the induction program lead within 5 working days of signing the MUSD Acceptance of Certificated Employment. A mentor will be matched with an eligible induction candidate based on teaching assignment/credential within 30 working days of enrollment. The enrollment date begins the first day of the teaching assignment. The candidate will be informed of the assigned mentor via the Mentor Assignment Letter. Furthermore, a spreadsheet will be used to document and maintain a summary of all mentor assignments with eligible induction candidates. Below are the links to the documents:

[2018-19 MTIP HR Process Flow Chart](#), [MUSD New Teacher Hire Survey](#), [2018-19 MTIP Mentor-Candidate Assignment Log](#), [Mentor Assignment Letter to Candidate](#)

Precondition 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.

I confirm that the Montebello Teacher Induction Program (MTIP) will provide an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor. This expectation is identified in the Mentor Memorandum of Understanding and the Induction Candidate Memorandum of Understanding and signed by the eligible induction candidate and the assigned mentor. Mentors must submit a Mentor Weekly Activity Record and Mentor Weekly Contact Log at the end of each month. The program lead will monitor and maintain this information to ensure fulfillment of this precondition. Below are the links to the documents:

[Mentor Memorandum of Understanding, Induction Candidate Memorandum of Understanding, Mentor Weekly Activity Record, Mentor Weekly Contact Log](#)

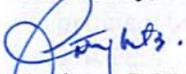
Precondition 4:

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.

I confirm that the Montebello Teacher Induction Program (MTIP) will ensure that goals are developed and included in the Individual Learning Plan (ILP) within the first 60 days of enrollment (as determined by the first day of teaching assignment). A triad meeting will be held within twenty working days (as determined by the first day of the teaching assignment) consisting of the eligible induction candidate, mentor, and in consultation, with the school administrator to assist in identifying the needs/areas of growth in the context of the teaching assignment as determined by the Triad Meeting Notes. The induction program candidate, with the support of the mentor, will identify and document the goals in the Individual Learning Plan (ILP) using the New Teacher Center (NTC) Co-Assessment Individual Learning Plan (ILP) Learning Zone Tool. The ILP will be used as a roadmap to guide the eligible induction candidate's professional growth, using the Continuum of Teaching Practice (matrix) for reflection and refinement throughout the program year. Below are the links to the documents:

[Triad Meeting Notes, New Teacher Center Co-Assessment Individual Learning Plan \(ILP\) Learning Zone Tool, Designing and Implementing the Individual Learning Plan \(ILP\), Continuum of Teaching Practice](#)

Attentively,



Anthony J. Martinez, Ph.D.
Superintendent of Schools