

**Discussion of the Third Quarterly Report from  
Newark Unified School District  
March 2019**

**Overview of this Report**

This agenda item provides information on the Third Quarterly Report submitted by Newark Unified School District (NUSD) and addresses stipulations resulting from their spring 2018 site visit. Following its decision, the Committee on Accreditation (COA) directed NUSD to provide quarterly updates to staff documenting the progress made toward meeting the goals set forth in the stipulations. The Third Quarterly Report also addresses Committee members' questions from the discussion of NUSD's [Second Quarterly Report](#) presented during the January 2019 COA meeting.

**Staff Recommendation**

This is an information/action item. No action is needed at this time, however, should the COA wish to take action it may do so. Staff will continue to work with the institution to provide technical assistance and review the remainder of the quarterly reports from the institution. The revisit is scheduled for May 7-8, 2019.

**Background**

NUSD's accreditation site visit was held on April 16-18, 2018 and the report of that visit was presented to the COA during the May 2018 meeting (see the [COA May NUSD Report](#), agenda item 9). Following discussion and deliberation of the report and its recommendations, the COA determined that the institution be granted **Accreditation with Probationary Stipulations**.

**Report Contents**

Following the COA members' discussion of the second quarterly report, the COA members requested further information about two topics: 1) the viability of program's plan for the department chairs being designated as lead mentors; and 2) district resources supporting the induction program. NUSD's Third Quarterly Report was submitted in response to these specific topics on February 22, 2019. The NUSD report is organized as follows: the left-hand column includes a description of the issues needing further clarification/information as identified by the COA at the January 2019 meeting; and, the right-hand column includes NUSD's narrative responses supported by hyperlinked evidence.

A summary of responses to the topics identified above as well as updated information related to NUSD's continuing data collection is provided below. The complete Third Quarterly Report is included as [Appendix A](#) to this agenda item.

- 1) **Lead Mentors:** The COA expressed concerns regarding the viability of designating department chairs as lead mentors as was presented by the program. Clarification was requested about how department chairs could adequately act in the role of a lead mentor, how it would help to supplement and alleviate the role of the lead mentors, and how there

would be a clear delineation between the roles of the department chair and that of lead mentor.

As reported in its third quarterly report, NUSD has revised its lead mentor plan. NUSD will now have two lead mentor positions, one at the elementary level and one at the secondary level. Applications for the role of lead mentor will be accepted beginning in Spring of 2019. Lead Mentors will support up to 12 mentors and additional Lead Mentors will be hired if the ratio of Lead Mentor to Mentor goes beyond 1:12. Lead mentors will be provided a stipend of \$2000 and will have up to five days of release time per year.

Requirements for the lead mentor positions will include:

- At least 3 years of successful experience as a mentor in Newark Teacher Induction
- Completed Newark Teacher Induction “3- Day Mentor Foundations” seminar
- Strong communication skills
- Nurtures professional growth & facilitates productive interactions
- Is acquainted with current research and best practices in teaching
- Is aware of diverse needs of a new teacher
- Promotes professional reflection about personal practice and pedagogy through effective coaching strategies
- Is highly collaborative
- Submits a letter of support from a supervisor

A complete list of Lead Mentor responsibilities is provided in NUSD’s quarterly report.

Below are examples:

- Acting as a member of Newark Teacher Induction Leadership Team
- Meeting monthly with the program director
- Attending all Advisory Council meetings (3X/year)
- Facilitating mentor workshops (4x/ year)
- Maintaining & sustaining communication with mentors and/or candidates

**2) District Resources Provided in Support of the Induction Program:** Information was requested as the resources that the district is providing in support of the induction program.

NUSD’s induction program is included within the Local Control Accountability Plan (LCAP). Additionally, NUSD has provided a list of resources being provided by the district in support of the induction program:

- Certificated Salary and Statutory Benefits – Director
- Lead Mentor Stipend and Statutory Benefits
- Mentor Stipends and Statutory Benefits per Candidate
- Release Time 2 days per year/candidate
- Materials and Supplies

**3) Updates to Data Collection:** In addition to responding to the questions posited during the presentation of the 2<sup>nd</sup> Quarterly Report, NUSD has also provided updates to information included in the two earlier quarterly reports. Updated candidate and mentor numbers have been included as well as updates to the data that will be collected in March and April.



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Questions from Jan 31, 2019 COA Meeting	Response
<p>*Lead mentors -</p> <ul style="list-style-type: none"> <li>● How will department chairs designated as lead mentors alleviate the program director's work?</li> <li>● Are these lead mentors being trained?</li> <li>● Will these lead mentors receive compensation or release time from other things in order to fulfill the role of lead mentor?</li> <li>● How will it be verified that there is a clear delineation between the role of department chair and that of lead mentor?</li> <li>● How will it be ensured that as a lead mentor, the chair will not be in an evaluative position?</li> </ul>	<p>Newark is developing a system to of institutionalize mentoring within the district. This includes a system of developing a more comprehensive structure of support at the district and site level. This support system will assist in providing a "life-line" and on-going support to new teachers. It will also provide day-to-day operations support to the program director</p> <p>In response to the Jan. 31 COA meeting, program leadership with the support of the Advisory Council revised the description of the Lead Mentor.</p> <p><b>Lead Mentors - NEW level of mentoring</b></p> <p>The new vision is for <b>Lead Mentors</b> to be another layer of support between the Induction program director and the mentor - candidate team. Two Lead Mentors, one at the elementary level and one for the secondary level will provide day to day operational support to the program director. Lead Mentors will be director designees in the absence of program director.</p> <p>The application process will begin in the Spring of 2019. All applications will be reviewed by the program director and Advisory Council. A panel interview will be conducted to make the final selection.</p> <p><u><a href="#">Lead Mentor 2019 Application Form</a></u></p> <p><u><a href="#">Responsibilities of the Lead Mentor:</a></u></p> <ul style="list-style-type: none"> <li>- Member of Newark Teacher Induction Leadership Team</li> <li>- Meet monthly with the program director</li> <li>- Attend all Advisory Council meetings (3X/year)</li> <li>- Facilitate mentor workshops (4x/ year)</li> <li>- Maintain &amp; sustain communication with mentors and/or candidates</li> <li>- Assist with review of Mentor Logs</li> <li>- Assist with mid-year benchmark meetings</li> <li>- Complete a Lead Mentor Log</li> <li>- Commit to an average of 60 minutes each week from August - May</li> <li>- Support up to 12 mentors. Additional Lead</li> </ul>



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	<p>Mentors will be hired if the ratio of Lead Mentor to Mentor goes beyond 1:12</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>- At least 3 years of successful experience as a mentor in <i>Newark Teacher Induction</i></li> <li>- Completed <i>Newark Teacher Induction</i>, “3- Day Mentor Foundations” seminar</li> <li>- Strong communication skills</li> <li>- Nurtures professional growth &amp; facilitates productive interactions</li> <li>- Is acquainted with current research and best practices in teaching</li> <li>- Is aware of diverse needs of a new teacher</li> <li>- Promotes professional reflection about personal practice and pedagogy through effective coaching strategies</li> <li>- Is highly collaborative</li> <li>- Submits a letter of support from a supervisor</li> </ul> <p><u>Compensation</u></p> <ul style="list-style-type: none"> <li>- Stipend of \$2000 *</li> <li>- Up to five days of release time per year</li> <li>- Professional development provided on an individual basis as needed or available</li> </ul> <p><u>Additional Information:</u></p> <p>* Newark USD is required to pay statutory benefits on the stipends. This includes STRS, Medicare, SUI (State Unemployment Insurance), Workman’s Compensation, and OPEB. This is calculated at 18% of the stipend.</p> <p>** Due to the requirement that Lead Mentors are experienced and excellent mentors of the Newark Teacher Induction, they’ve received the basic and on-going professional learning experiences of mentors. They may already be teacher leaders of the district thus, it is also highly possible that they’ve received additional coaching and mentoring training from other programs. While the director will provide on-going professional development focused on their new role in this Induction program, additional training will be determined based on their individual need. It will also depend highly on what is available to meet their leadership and/or mentoring needs.</p>
<p>What resources is the district dedicating to the</p>	



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<p>program?</p>	<table border="1"> <thead> <tr> <th align="center">Budget Item</th> <th align="center">Source of Funding</th> </tr> </thead> <tbody> <tr> <td>Certificated Salary &amp; Statutory Benefits - Director</td> <td>General Fund</td> </tr> <tr> <td>Lead Mentor Stipend + Statutory Benefits</td> <td>Title II</td> </tr> <tr> <td>Mentor Stipends + Statutory Benefits per Candidate</td> <td>Title II</td> </tr> <tr> <td>Release Time 2 days per year/ candidate</td> <td>Title II</td> </tr> <tr> <td>Materials &amp; Supplies</td> <td>General Fund</td> </tr> </tbody> </table> <p>Induction is included in the Local Control Accountability Plan (LCAP).</p> <p>LCAP Goal 3: Continue to provide classrooms and schools that are conducive to learning as evidenced by highly qualified teachers, text sufficiency, and safe schools.</p> <p>Ensure that teachers and administrators needing induction are provided with the opportunity to clear their credential.</p> <p>3.1.4 Support first and second-year teachers with a Preliminary Credential through East Bay Induction Consortium (EBIC) aligned to Commission on Teacher Credentialing (CTC) quality metrics.</p>	Budget Item	Source of Funding	Certificated Salary & Statutory Benefits - Director	General Fund	Lead Mentor Stipend + Statutory Benefits	Title II	Mentor Stipends + Statutory Benefits per Candidate	Title II	Release Time 2 days per year/ candidate	Title II	Materials & Supplies	General Fund
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<p>Updated Participation Numbers</p>	<table border="1"> <thead> <tr> <th></th> <th align="center">September 2018</th> <th align="center">January 2019</th> </tr> </thead> <tbody> <tr> <td>Candidates</td> <td align="center">34</td> <td align="center">32</td> </tr> <tr> <td>Mentors</td> <td align="center">21</td> <td align="center">20</td> </tr> </tbody> </table> <p><i>Candidate:</i> 1 - Resigned from district 1 - Sped Level 1 with clear gen ed credential</p> <p><i>Mentor:</i> Resigned for personal reasons</p>		September 2018	January 2019	Candidates	34	32	Mentors	21	20			
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<p>Additional Information</p>	<p align="center">Upcoming Data Collection &amp; <u>March 2019</u> <input type="checkbox"/> Candidate Log #2</p>												



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	<ul style="list-style-type: none"><li><input type="checkbox"/> Mentor Descriptions of Practice - Post <u>April 2019</u></li><li><input type="checkbox"/> Program Effectiveness Survey from Mentors (Anonymous)</li><li><input type="checkbox"/> Program Effectiveness Survey from Candidates (Anonymous)</li><li><input type="checkbox"/> Program Effectiveness Survey from Principals (Anonymous)</li></ul>
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