

Discussion of the First Quarterly Report from Pleasanton Unified School District October 2021

Overview of this Report

This report provides information on Pleasanton Unified School District's actions to address stipulations from their March 2021 accreditation site visit report. Pleasanton USD is a local education agency that sponsors a Teacher Induction Program. The information in this report includes the district's progress to date and next steps. Pleasanton USD's First Quarterly Report can be found on the [Quarterly Reports webpage](#) of their accreditation website.

Staff Recommendation

It is the staff's recommendation that the Committee on Accreditation accept this report from Pleasanton USD but take no further action at this time as the program continues to address the stipulations placed upon it by the COA. Staff will continue to work with the institution and a revisit has been scheduled for April 2022.

Background

An accreditation site visit for Pleasanton USD took place on March 24 – 26th, 2021. The link to the accreditation report can be accessed here: [Pleasanton USD March 2021 Accreditation Site Visit Report](#). Upon hearing the site visit report at their June 2021 meeting, the Committee on Accreditation (COA) took action to accept the site visit's team recommendation of an accreditation status of **Accreditation with Probationary Stipulations** for Pleasanton USD. The 10 stipulations that were part of the accreditation site visit report are listed below:

The team recommends the following stipulations: that within one year, the Pleasanton Unified School District:

- 1) Provide evidence that the unit actively involves faculty, instructional personnel, and relevant stakeholders in the organization, coordination, and decision making for all educator preparation programs and evidence of a collaborative, cohesive, coordinated district-level leadership structure.
- 2) Provide evidence that the unit implements a credential recommendation process that ensures only candidates who have met all credential requirements are recommended for a credential. Including evidence:
 - a. Of procedures that, prior to recommending a candidate for a Clear credential, the Induction program sponsor verifies that the candidate has satisfactorily completed all program activities and requirements.
 - b. That the unit monitors the credential recommendation process.
- 3) Provide evidence of the implementation of a comprehensive continuous improvement process inclusive of:
 - a. The unit and its programs regularly assess their effectiveness and make appropriate modifications based on findings.

- b. The systematic collection, analysis, and use of candidate and program completion data as well as data reflecting the effectiveness of unit operations.
 - c. The collection of feedback from all key stakeholders about the quality of the program.
 - d. How the program regularly assesses the quality of services provided by coaches to candidates. e. How the program provides formative feedback to coaches on their work, including establishment of collaborative relationships.
- 4) Provide evidence documenting the process through which the program ensures that all candidates know and demonstrate the knowledge and skills required by the standards prior to recommendation for a credential.
 - 5) Provide evidence that the program receives sufficient resources to allow for effective operation of the educator preparation program. The resources must enable the program to effectively operate in terms of coordination, admission, advisement, curriculum, professional development and instruction, field based supervision and clinical experiences.
 - 6) Provide evidence of the identification of appropriate information and personnel that are accessible to guide each Education Specialist candidate's attainment of program requirements and that a clearly defined process is in place to identify and support candidates who need additional assistance to meet competencies.
 - 7) Provide evidence that the site-based supervisors (coaches) are certified, carefully selected, and trained to provide effective support for candidates in the specified content and/or services authorized by the credential the candidates are seeking to clear.
 - 8) Not be permitted to propose new credential programs for approval by the Committee on Accreditation and that the Pleasanton Unified School District notifies all current and prospective candidates of the accreditation status.
 - 9) Provide quarterly written documentation to the team lead and Commission consultant documenting all actions to remove the stipulations noted above.
 - 10) Host a revisit to verify required changes have been made in the program design and implementation is aligned to the Common and Program Standards and collect evidence of actions to address the stipulations noted above.

First Quarterly Report Overview

Following the June 2021 COA meeting, staff met with the Pleasanton New Teacher Project (PNTTP) team to discuss the stipulations. The chart on the page that follows contains the actions taken thus far by Pleasanton USD to address the stipulations.

Next Steps

The second quarterly report is scheduled to be presented to the COA at its February 2022 meeting.

Pleasanton USD's Actions to Address Stipulations as of October 2021

Stipulation #1:

Provide evidence that the unit actively involves faculty, instructional personnel, and relevant stakeholders in the organization, coordination, and decision making for all educator preparation programs and evidence of a collaborative, cohesive, coordinated district-level leadership structure.

Pleasanton USD's Actions & Evidence:

- PNTP (Pleasanton New Teacher Project) Advisory Team was created.
- First meeting was held on May 20th, 2021:
 - [May 20th, 2021: Advisory Team Kick Off Meeting Flyer](#)
 - [PNTP Advisory Team Meeting Agenda: May 20th, 2021](#)
 - [Attendance Sheet](#)
- Data from the end-of-year candidate survey was divided into three data sets that were analyzed in breakout rooms. Below are each of the data sets and their respective analysis:
 - [Data Set A](#)
 - [Data Set B](#)
 - [Data Set C](#)
- The Advisory Team is set to meet three times a year and is scheduled to meet: November 2nd, 2021, February 10th, 2022, and May 12th, 2022.
 - [November 2nd, 2021: Advisory Team Meeting Flyer](#)
- Members of the Advisory Team include PNTP leadership and coaches, District leadership, teachers, administrators and IHE representatives (from the two institutions that prepare the highest number of teachers hired by the district).
 - [PNTP Advisory Team \(2021-2022\) List](#)
- **Next Steps:** Pleasanton USD noted that two PNTP Leadership/ Specialist Education Collaboration Meetings occurred on September 2nd and September 30th. Evidence and outcomes from these meetings should be provided in a future report.

Stipulation #2:

Provide evidence that the unit implements a credential recommendation process that ensures only candidates who have met all credential requirements are recommended for a credential.

Including evidence:

- a. *Of procedures that, prior to recommending a candidate for a Clear credential, the Induction program sponsor verifies that the candidate has satisfactorily completed all program activities and requirements.*
- b. *That the unit monitors the credential recommendation process.*

Pleasanton USD's Actions & Evidence:

- PNTP program moved into the Human Resources Division as of May 6th, 2021.
 - [May 6th, 2021: Board Item 11.1: Personnel Document](#)

- The credential analyst role was reorganized in HR and there are now three credential analysts. Two of the three analysts are now CTC “authorized submitters.” These analysts are being trained and their caseloads are determined by school site.
 - [Pleasanton USD Credential Analyst Caseload](#)
 - [Pleasanton USD Credential Analyst Training: June 2nd, 2021](#)
- **Next Steps:** None were identified by the time of this report’s publishing.

Stipulation #3:

Provide evidence of the implementation of a comprehensive continuous improvement process inclusive of:

- The unit and its programs regularly assess their effectiveness and make appropriate modifications based on findings.*
- The systematic collection, analysis, and use of candidate and program completer data as well as data reflecting the effectiveness of unit operations.*
- The collection of feedback from all key stakeholders about the quality of the program.*
- How the program regularly assesses the quality of services provided by coaches to candidates.*
- How the program provides formative feedback to coaches on their work, including establishment of collaborative relationships.*

Pleasanton USD’s Actions & Evidence:

- Evidence provided to address this stipulation was the same as that provided under Stipulation #1.
- **Next Steps:** PNTP staff have notes to continue to review different data sources from different stakeholder groups such as candidates, completers, and administrators.

Stipulation #4:

Provide evidence documenting the process through which the program ensures that all candidates know and demonstrate the knowledge and skills required by the standards prior to recommendation for a credential.

Pleasanton USD’s Actions & Evidence:

- No additional evidence was provided to address this stipulation.
- **Next Steps:** PNTP staff noted as a next step to “create a process flow chart that outlines the steps for ensuring candidates know and demonstrate the knowledge and skills required by the standards prior to recommendation (includes beginning, middle and end of year review processes) to ensure they have a foundational understanding.”

Stipulation #5:

Provide evidence that the program receives sufficient resources to allow for effective operation of the educator preparation program. The resources must enable the program to effectively operate in terms of coordination, admission, advisement, curriculum, professional development and instruction, field based supervision and clinical experiences.

Pleasanton USD's Actions & Evidence:

- Pleasanton noted the following pieces of evidence in their First Quarterly Report:
 - An Administrative Assistant was assigned to support the PNTP.
 - The credential analyst roles were reorganized.
 - Training for the credential analysts has begun.
 - A Human Resources and Business Services meeting was held on June 9th, 2021.
- **Next Steps:** None were identified by the time of this report's publishing.

Stipulation #6:

Provide evidence of the identification of appropriate information and personnel that are accessible to guide each Education Specialist candidate's attainment of program requirements and that a clearly defined process is in place to identify and support candidates who need additional assistance to meet competencies.

Pleasanton USD's Actions & Evidence:

- PNTP staff notified Commission staff in a meeting that the Special Education Coach (mentor) position was posted on EdJoin and a potential hire was interviewed but it did not work out. The position remains vacant.
- PNTP staff also informed Commission staff that Pleasanton USD Program Specialists have been "reassigned" to better collaborate with the PNTP induction program.
- **Next Steps:** PNTP staff noted that the "PNTP leadership team continues to meet regularly with SpEd department to determine support for SpEd candidates" and that the team "continue[s] to look for additional ways to provide credential alike match support to candidates (i.e. retired SpEd teachers, SpEd program supervisors)." No corresponding evidence to these notes has been provided.

Stipulation #7:

Provide evidence that the site-based supervisors (coaches) are certified, carefully selected, and trained to provide effective support for candidates in the specified content and/or services authorized by the credential the candidates are seeking to clear.

Pleasanton USD's Actions & Evidence:

- No additional evidence was provided to address this stipulation after June 2021.

Stipulation #8:

Not be permitted to propose new credential programs for approval by the Committee on Accreditation and that the Pleasanton Unified School District notifies all current and prospective candidates of the accreditation status.

Pleasanton USD's Actions & Evidence:

- The notifications of Pleasanton USD's accreditation status include:
 - [Confidential Board Update: July 26th, 2021 screenshot](#)
 - [PNTP Onboarding Protocol 2021-2022](#)

Stipulation #9:

Provide quarterly written documentation to the team lead and Commission consultant documenting all actions to remove the stipulations noted above.

Pleasanton USD's Actions & Evidence:

- The First Quarterly Report was due Friday, October 1st and was to be posted on the Quarterly Reports tab of the PNTP Accreditation website.
- The presentation of Pleasanton USD's First Quarterly Report is scheduled for the October 2021 COA meeting: 11:15 AM on Thursday, October 28th.
- The Second Quarterly Report is tentatively due Friday, January 7th and will be presented at the February 2022 COA meeting.
- The Third Quarterly Report is due Friday, February 25th and will be presented at the March 2022 COA meeting.

Stipulation #10:

Host a revisit to verify required changes have been made in the program design and implementation is aligned to the Common and Program Standards and collect evidence of actions to address the stipulations noted above.

Pleasanton USD's Actions & Evidence:

- The revisit has been scheduled for Wednesday, April 27th – Thursday, April 28th, 2022.
- The revisit accreditation report will be presented at the June 2022 COA meeting.