

# Discussion of the Second Quarterly Report from Pleasanton Unified School District February 2022

## Overview of 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 Second 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. Staff will continue to work with the institution and a revisit has been scheduled for April 27<sup>th</sup> – 28<sup>th</sup>, 2022.

## Background

An accreditation site visit for Pleasanton USD took place on March 24 – 26<sup>th</sup>, 2021. The link to the accreditation report can be accessed here: [Pleasanton USD 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:

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 completer 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.

### **Second Quarterly Report Overview**

Following the October 2021 COA meeting, at which Pleasanton USD's First Quarterly Report was presented, Commission staff met with the Pleasanton New Teacher Project (PNTTP) team to discuss progress towards meeting stipulations. Actions taken thus far by Pleasanton USD to address the stipulations since October 1<sup>st</sup>, 2021, as noted in the Second Quarterly Report, are provided in the report below.

### **Next Steps**

The third quarterly report is scheduled to be presented to the COA at its March 2022 meeting.

## **Pleasanton USD's Actions to Address Stipulations Since the First Quarterly Report**

### **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:**

#### **Action 1: Pleasanton New Teacher Project (PNTTP) Advisory Team**

- As noted in the Second Quarterly report, the purpose of the **Pleasanton New Teacher Project (PNTTP) Advisory Team** is to collaborate, coordinate, and make recommendations to align and strengthen support systems for new teachers during pre-service and induction in order to accelerate development and, therefore, positively impact student learning.
- As noted in the First Quarterly Report, members of the PNTTP Advisory Team include PNTTP Leadership, District Leadership, teachers, administrators and IHE representatives.
- The PNTTP Advisory Team held its second meeting on November 30, 2021.
- The purpose of this meeting was to provide a PNTTP update, review 2021 Completer Survey Data with a focus on the problem of practice and prioritize recommendations for action based on the data analysis.
  - [PNTTP Advisory Team Meeting Flier](#)
  - [PNTTP Advisory Team Attendance Sheet](#)
  - [PNTTP Advisory Team Agenda and Minutes: 11-30-2021](#)
  - [PNTTP Advisory Team Meeting Zoom Saved Chat 11-30-2021](#)

**Next Steps:** The Advisory Team is set to meet two more times this academic year: February 10<sup>th</sup> and May 12<sup>th</sup>. The PUSD student board member will be joining the advisory team in February to offer a student perspective. The May meeting will be dedicated to the candidate colloquium event as part of the program completion verification process.

#### **Action 2: PNTTP Leadership/Special Education Collaboration Meetings**

- As noted in the Second Quarterly Report, PNTTP Leadership and the Department of Special Education began collaboration meetings to build connections, align, and strengthen system of support for new education specialists, and coordinate coaching and mentor support.
  - [PNTTP & Dept of SpEd \(DOSE\) Collaboration Meetings 2021-22](#)
    - Meetings held since October 1st:
      - October 15<sup>th</sup>, November 16<sup>th</sup>, December 13<sup>th</sup>, and December 17<sup>th</sup>

**Next Steps:** PNTTP Leadership will continue to meet with the Special Education Department to

coordinate support.

### **Action 3: Assign and support credential-alike Education Specialist Mentor and new Education Specialist Program Supervisors**

- “Mentors” are either retired Education Specialists or current Education Specialists in PUSD that are supporting teachers receiving Induction services through the PNTP.
- “Program Supervisors” are district-level administrators who support as needed.
- PNTP Leadership continues to meet with the Special Education Department to coordinate induction and credential alike support for candidates.
- List of [PNTP & Dept of SpEd \(DOSE\) Collaboration Meetings 2021-22](#) meetings
- Example [SpEd Meeting with PNTP 11-16-21](#)
- List of [PNTP SpEd Candidates 2021-22](#) showing Induction and Special Education credential-alike mentor support
- PNTP Leadership hosted a **PNTP SpEd Mentor Partnership Orientation** on December 13<sup>th</sup>, 2021.
  - Meeting Outcomes: Build connections amongst stakeholders; understand the importance of SpEd mentor role and fostering new teacher growth; support growth in coaching skills.
  - [PNTP SPED Mentor Partnership Orientation SlideDeck](#)
  - [Jamboard](#) Prompt: *What is one thing you are expecting from today's session?*
  - [Meeting attendance, notes, and next steps](#)

**Next Steps:** The PNTP Education Specialist mentors will join induction coaches during the mid-year candidate triad meetings in January. In addition, Education Specialist mentors and induction coaches will participate in special education-focused forums scheduled for February 28<sup>th</sup> and March 28<sup>th</sup>, 2022, to continue to collaborate, problem-solve, and strengthen coaching skills.

#### **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:**

##### **Action 1: Credential Recommendation Process**

- As noted in the Second Quarterly report, staff redesigned the graphic depicting the credential recommendation process to include Human Resources Onboarding, PNTP Onboarding and Advisement, Coach Assignment, Individual Learning Plan Development, Program Completion Verification, and the Clear Credential

Recommendation process:

- [PNTP Pathway to Clear Credential](#)

#### **Next Steps:**

- PNTP Leadership will share the revised PNTP Pathway to a Clear Credential graphic with program stakeholders to elicit feedback. Stakeholders include: PNTP Advisory Team, Human Resources (HR) management team, and HR Analysts. In addition, PNTP coaches will share the graphic with candidates during the mid-year review process to ensure their understanding of the process.

#### **Action 2: Credential Analyst Reorganization and Professional Development**

- Three credential analysts have been assigned a caseload of sites and departments in order to provide more personalized support and to increase customer service.
  - [HR Analyst Caseloads 2021-22](#) (updated from Quarter 1 Report)
- Credential analysts along with the HR Senior Director, HR/PNTP Director or HR/PNTP Coordinator scheduled introduction meetings with each school site principal and office manager to discuss roles and responsibilities of the new structure.
  - [Sample Agenda/Notetaking Graphic Organizer](#)
- Credential analysts and HR/PNTP Director and Coordinator attended the November virtual credential academy sessions hosted by San Diego County Office of Education to learn of updates and build capacity related to all things credentials.
  - [Virtual Credential Academy 2021](#)
- Credential analysts, HR/PNTP Director, and Coordinator meet weekly to problem solve, answer questions, and learn of updates.
  - [Running Agenda 2021-22](#)

#### **Next Steps:**

- HR Director, coordinator, and credential analysts will attend the CCAC virtual conference on January 12 and 13 in addition to meeting weekly.

#### **Stipulation #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 peer feedback to coaches on their work, including establishment of collaborative relationships.*

### **Pleasanton USD's Actions and Evidence:**

**Action 1:** The PNTP Advisory Team met on November 30, 2021, to analyze Completer Survey data. The purpose was to analyze data and recommend next steps with a focus on the following questions: **Program:** *What is one thing you think PNTP can improve upon to better support new teachers?* **Problem of Practice:** *How might Pleasanton recruit and retain new Education Specialist teachers?*

- [2020-21 Completer Survey Data](#)
- Process: [Slide Deck](#) (slides 8-11)
  - As with the May 20<sup>th</sup> Advisory Team meeting, data from the survey being reviewed, in this case, the completer survey linked above, was divided into three data sets and reviewed as follows:
    - Data Set A: Program & Mentor
    - Data Set B: Program & ILP
    - Data Set C: Impact on Teaching Practice
- Recommendations reflected in agenda: [Data Review Process and Minutes](#)

**Next Steps:** PNTP Leadership will review recommendations and create an action plan.

**Action 2:** PNTP coaches continue to meet one-on-one with administrators to elicit feedback in order to tailor support for candidates.

- [Interaction Log Data](#)

**Next Steps:** PNTP Leadership will analyze data and determine next steps.

**Action 3:** PNTP coaches facilitate mid-year triad meetings with candidates and invite special education mentors, if applicable, in order to coordinate support. Data will be collected and analyzed by the PNTP Leadership team as well as the Advisory team to determine next steps.

**Next Steps:** On January 18<sup>th</sup>, the mid-year survey will be distributed to candidates, coaches, Education Specialist mentors, and site administrators. In February, the PNTP Leadership team and PNTP Advisory team will analyze data and recommend next steps.

### **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:**

**Action 1:** Staff revised the graphic outlining the process through which PNTP ensures that candidates know and demonstrate the knowledge and skills required by standards prior to recommendation for a credential.

- [PNTP Pathway to Clear Credential](#)
  - The process reflected in the Program Completion Verification section includes:
    - Mid-Year ILP Review Process by PNTP Leadership Team (February)
    - Year-End Processes
      - Colloquium with PNTP Advisory Team (May)
      - ILP Review Process by PNTP Leadership Team (May)
      - Closure meeting with PNTP Coach (May)
    - PNTP Coordinator or designee verifies candidate program completion (*Candidates who have not completed program requirements will be given an opportunity to extend or delay induction as described in the PNTP Program Handbook*)
    - PNTP Director reviews program completion verification and submits to HR Analysts list of candidates eligible

**Next Steps:** PNTP Leadership will host a Year-End Colloquium during the May Advisory Team Meeting where candidates will share their knowledge and skills gained during their induction experience as reflected in their ILP.

**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:**

**Action 1: Educator Effectiveness Block Grant Board Report**

- As noted in the Second Quarterly Report, on December 9 and December 16, 2021, the PNTP Director presented the first and second reading of the Educator Effectiveness Block Grant plan for information, discussion, and possible action. The Board of Trustees took action on December 16 to approve \$2,901,430 to be expended by 2026. The 2021-22 expenditure plan of \$796,106 includes the Educator Effectiveness Block Grant coupled with Title II funds. New teacher and new administrator Coaching, Induction, and Credentialing are to be the primary uses of the grant funding.
  - December 9, 2021 - 1st Reading
    - [Board Agenda Item](#)
    - [Slide Deck](#)
  - December 16, 2021 - 2nd Reading - Approval
    - [Board Agenda Item](#)
    - [Slide Deck](#)
    - [Budget](#)

**Next Steps:** PNTD Director and Coordinator will meet with the Business Services department to review budget details.

**Action 2: Pleasanton Unified Administrative Assistant was assigned to support the PNTD.**

- Inviting Administrative Assistant to stakeholder meetings: PNTD Advisory Team meetings, PNTD Leadership meetings, and Director HR meetings on a regular basis to update in order to learn and strengthen understanding of Induction.

**Next Steps:** Continue to build capacity in the understanding of the PNTD.

**Action 3: Hiring update for Education Specialist induction coach**

- Given the challenging special education hiring landscape, PNTD Leadership has hired two retired special education teachers to support induction candidates. The plan is to re-post for a full release induction coach to join the PNTD Leadership team.

**Next Steps:** Repost full time equivalent special education induction coaching.

**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:**

**Action 1: See Action 3 under Stipulation #1.**

**Next Steps:** Continue to work closely with the special education department in order to identify needed supports for Education Specialist candidates.

**Action 2: PNTD Leadership continues to refine the Pathway to a Clear Credential graphic based on feedback.**

- [Pathway to a Clear Credential](#)

**Next Steps:** PNTD Leadership will continue to refine based on feedback from stakeholders.

**Action 3: PNTD has taken the lead in collaboration with the Special Education Department in designing a website specifically targeted to support special education teachers.**

- [SpEd Website Design](#)

**Next Steps:** The next meeting is scheduled for January 21<sup>st</sup>, 2022. The PNTD's plan is to show a draft of the website with DOSE team in order to elicit feedback with the goal of sharing with candidates by February 1<sup>st</sup>.



**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:**

**Action 1: System of support and SpEd Partnership Orientation**

- PNTTP Leadership created a list of site based and retired special education mentors and special education program supervisors
  - [PNTTP SpEd Candidates 2021-22](#)
- PNTTP Leadership hosted a **PNTTP SPED Mentor Partnership Orientation** December 13, 2021.
  - [PNTTP SPED Mentor Partnership Orientation SlideDeck](#)
  - [Meeting attendance, notes and next steps](#)

**Next Steps:** Subsequent forums are scheduled in order to strengthen coaching skills of new special education mentors.

**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: May 26, 2021](#)
- [Confidential Board Update: July 26, 2021](#)
- [PNTTP Candidate Onboarding Protocol 2021-22](#)
  - The Onboarding Protocol is also referred to on slide 8 of the [PNTTP Candidate Onboarding Slidedeck 2021-22](#)
- [PNTTP Advisory Team Meeting Slidedeck: November 30, 2021](#) (see slide 7)
- [PNTTP Candidate Mid-Year Protocol 2021-22](#)

**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:**

- [PUSD's First Quarterly Report](#) was presented at the October 2021 COA meeting.
- The Second Quarterly Report was due Friday, January 14<sup>th</sup>, 2022, and was provided on Wednesday, December 22<sup>nd</sup>, 2021.
- The presentation of PUSD's Second Quarterly Report is scheduled for 1:15 PM at the February 3<sup>rd</sup>, 2022, COA meeting.

- The Third Quarterly Report is due Friday, February 25<sup>th</sup> 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:**

**Action 1:** The Accreditation revisit has been scheduled for Wednesday, April 27<sup>th</sup> – Thursday, April 28<sup>th</sup>, 2022. The revisit accreditation report will be presented at the June 2022 COA meeting.