

Discussion of the Third Quarterly Report from Pleasanton Unified School District March 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 Third 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 27th – 28th, 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.

Third Quarterly Report Overview

Following the February 2022 COA meeting, at which Pleasanton USD's Second Quarterly Report was presented, Commission staff met with the Pleasanton New Teacher Project (PNTTP) team. At this meeting, a two month out pre-visit was held in preparation for the revisit scheduled for April, in addition to a discussion of the induction program's progress towards meeting stipulations. Actions taken thus far by Pleasanton USD to address the stipulations since the Second Quarterly Report were submitted have been summarized by staff and are noted in the report below.

Next Steps

The Pleasanton USD revisit is scheduled for Wednesday, April 27th – Thursday, April 28th, 2022. The report from this revisit will be presented to the COA at its June 2022 meeting.

Quarterly Report 3

Pleasanton USD's Actions to Address Stipulations since December 22, 2022

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 Meetings

- The PNTTP Advisory Team met at its third meeting on February 17, 2022.
- Meeting Purpose: Provide PNTTP progress to date, review 2021-22 Mid-Year Candidate Survey Data with a focus on the problem of practice and prioritize recommendations for action based on the data analysis.
 - [PNTTP Advisory Team Meeting Flyer](#)
 - [PNTTP Advisory Team Attendance Sheet](#)
 - [PNTTP Advisory Team Agenda and Minutes: 2-17-2022](#)
 - [PNTTP Advisory Team Slides: 2-17-2022](#)
 - [PNTTP Advisory Team Meeting Zoom Saved Chat 2-17-2022](#)
 - Disaggregated Mid-Year Candidate Survey Data Sets
 - [Data Set A](#) (Gen Ed Secondary)
 - [Data Set B](#) (Gen Ed Elementary)
 - [Data Set C](#) (Special Education)

Next Steps:

After an initial review and analysis of the PNTTP candidate mid-year survey data, the following next steps were developed. Continue to:

- Collaborate with the Department of Special Education to coordinate support and continue to strengthen and launch SpEd website
- Communicate regularly with site administrators regarding coordinating support
- Share data and recommendations with district decision-makers to recruit and retain Education Specialist teachers

The next Advisory Team meeting is scheduled on May 12, 2022. The PUSD student board member will be invited to attend the advisory team meeting in May to listen and 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

- PNTTP Leadership and the Department of Special Education continued their 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 Quarter Report 2 submission include: Dec. 20, Jan. 21, Feb. 4, Feb. 11, Feb. 17, March 2

Next Steps:

PNTP Leadership will continue to meet with the Department of Special Education to coordinate support.

Action 3: Recommendation to hire Education Specialist Induction Coach for the 2022-23 school year.

- Posted, interviewed, and hired a 1.0 full time equivalent 2022-23 Education Specialist Induction Coach

Next Steps:

Begin onboarding of new Education Specialist Induction Coach which includes training, job shadowing and attending monthly regional coach forums, substitute coverage to be provided by PNTP.

Action 4: Support credential alike SpEd Mentors and Education Specialist Program Supervisors

- Host Foundations in Coaching training in March/April
- Hosted [PNTP Advisory Team meeting on February 17](#), as described previously in the report, with a focus on current needs of Education Specialist candidates.

Next Steps:

Education Specialist mentors and coaches will participate in special education focused training or forum in March/April to continue to collaborate, problem-solve, and strengthen coaching skills.

Action 5: SPED Website

- PNTP has taken the lead in collaboration with the Department of Special Education in designing a website specifically targeted to support Education Specialist teachers.
 - [Live SPED Website](#)
 - [SPED Website Design](#)

Next Steps:

Continue to gather feedback from stakeholders to strengthen this one-stop website with resources for Education Specialist candidates, veteran teachers, paraprofessionals, and families.

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

- Staff updated the PNTF Year End Protocol that elicits individual feedback from Candidates about their progress on the ILP, the strengths and areas of growth regarding their participation in Induction and informs candidates of upcoming program expectations and next steps regarding the credential recommendation process.
 - [PNTF Year End Protocol 2021-22](#)

Next Steps:

PNTF Leadership will share the updated PNTF Year End Protocol with program stakeholders to elicit feedback (PNTF Advisory Team and HR division including credential analysts, management, and technicians) in preparation for PNTF coaches to guide the year-end meetings with candidates. Included in the Year End Protocol is a review of the Pathway for Clearing a Credential to ensure their understanding of the process.

Action 2: Credential Analyst Reorganization and Professional Development

- Updated graphic depicting the three credential analysts who have been assigned a caseload of sites and departments in order to provide more personalized support and to increase customer service.
 - [Updated HR Analyst Caseloads 2021-22](#)
- Credential analysts and HR/PNTF Director and Coordinator attended the Credential Counselors and Analysts of California (CCAC) Virtual Winter Summit on January 12 and 13 2022 to learn of updates and build knowledge regarding credentials
 - [CCAC Virtual Winter Summit January 2022](#)
- Credential analysts, HR/PNTF Director, and Coordinator meet regularly to problem solve, answer questions, and learn of updates.
 - [2021-22 HR Staff Meeting](#)
 - [2021-22 HR Analyst Meeting Agenda](#)

Next Steps:

Continue building the capacity and understanding of induction within the HR division.

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 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 pool feedback to coaches on their work, including establishment of collaborative relationships.*

Pleasanton USD's Actions & Evidence:

Action 1: Comprehensive Continuous Improvement Process

- Staff created a matrix outlining the variety of data sources collected and analyzed during the year in order to drive program improvement.
 - [PNTP Data Sources for Continuous Improvement Process](#)

Next Steps:

PNTP Leadership will share data sources with stakeholders to help understand what data sources drive decisions for continuous improvement.

Action 2: Disaggregated Mid-Year Survey Candidate data during PNTP Advisory Team meeting.

- See Stipulation #1, Action 1.

Next Steps:

PNTP Leadership will review recommendations and create action plans.

Action 3: PNTP coaches continue to meet one-on-one with administrators to elicit feedback in order to tailor support for candidates.

- [PNTP Interaction Log 2021-22](#) (includes candidate name, date, time, canceled or rescheduled, other participants may include - admin, SPED mentor, SPED program supervisor, intervention specialist etc., activity, CSTP, and notes)

Next Steps:

PNTP Leadership will analyze Interaction Log data to determine next steps.

Action 4: PNTP coaches facilitate mid-year triad meetings with candidates and invite Education Specialist mentors, if applicable, to coordinate support.

- Data will be collected and analyzed by the PNTP Leadership team as well as the Advisory team to determine next steps. This data will include Interaction Meeting logs that note meetings between Education Specialist candidates, their PNTP coach, and the Special Education Program Supervisor.

Next Steps:

The PNTP Leadership Team and PNTP Advisory Team will meet to analyze interaction 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 PNTTP ensures that candidates know and demonstrate the knowledge and skills required by standards prior to recommendation for a credential.

- [PNTTP Pathway to Clear Credential](#)
 - The process reflected in the Program Completion Verification section includes:
 - Mid-Year ILP Review Process by PNTTP Leadership Team (February)
 - Year-End Processes
 - Colloquium with PNTTP Advisory Team (May)
 - ILP Review Process by PNTTP Leadership Team (May)
 - Closure meeting with PNTTP Coach (May)
 - PNTTP 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 PNTTP Program Handbook*)
 - PNTTP Director reviews program completion verification and submits list of eligible candidates to HR Analysts

Next Steps:

PNTTP 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: SPED Mentors compensated monthly for support of new SPED candidates

- SPED mentors are submitting monthly timecards reflecting their support of SPED candidates

Action 2: Hire Education Specialist Induction Coach for the 2022-23 school year.

- See Stipulation 1, Action 3.

Next Step:

Begin onboarding of new Education Specialist Induction Coach which includes training, job shadowing and attending monthly regional coach forums, substitute coverage to be provided by PNTTP.

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: PNTTP Leadership continues to meet with the Special Education Department to coordinate induction and credential alike support for candidates.

- See Stipulation 5, Action 1.

Next Steps:

Continue to work closely with the special education department to identify needed supports for Education Specialist candidates.

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

- [Pathway to a Clear Credential](#)

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

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: Hire 1.0 FTE Education Specialist Coach on March 1st for the 2022-23 school year.

- See Stipulation 1, Action 3.

Next Steps: Begin onboarding of new Education Specialist Induction Coach which includes training, job shadowing and attending monthly regional coach forums, substitute coverage to be provided by PNTTP.

Action 2: Strengthening system of support and SPED Partnership

- See Stipulation 3, Action 4

Next Steps:

Continue strengthening partnerships with SPED mentors and SPED program supervisors.

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:

Action 1: The notifications of Pleasanton USD's accreditation status include in addition to previous evidence provided in the First and Second Quarterly Reports:

- [PNTP FAQ included in Year End 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:**Dates include:**

- [Pleasanton USD's First Quarterly Report](#) was presented at the [October 2021 COA meeting](#).
- [Pleasanton USD's Second Quarterly Report](#) was presented at the [February 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 is scheduled for Wednesday, April 27th - Thursday, April 28th, 2022.

- The revisit report will be presented at the June 2022 COA meeting.