

## **Discussion of the Second Quarterly Report from Sacramento City Unified School District August 2022**

### **Overview of this Report**

This report provides information on Sacramento City Unified School District's actions to address stipulations from their October 2021 accreditation site visit report. Sacramento City 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. Sacramento City USD's first and second quarterly reports can be found on the [Quarterly Reports webpage](#) of their accreditation website.

### **Staff Recommendation**

Staff recommends that the Committee on Accreditation (COA) accept this report from Sacramento City USD. Staff will continue to work with the institution and the institution will continue to address the stipulations placed upon it by the COA.

### **Background**

An accreditation site visit for Sacramento City USD took place on October 25-27, 2021. The link to the accreditation report can be accessed here: [Sacramento City USD October 2021 Accreditation Site Visit Report](#). Upon hearing the site visit report at their February 2022 meeting, the Committee on Accreditation (COA) took action to grant **Accreditation with Major Stipulations** for Sacramento City USD. The nine stipulations that resulted from the accreditation site visit report and February 2022 COA meeting are listed below:

That within one year of COA action, Sacramento City USD will provide evidence documenting the following:

- 1) That the unit actively involves faculty, instructional personnel, and relevant stakeholders in the organization, coordination, and decision making for the teacher induction program.
- 2) That the unit provides sufficient resources to allow for the effective operation of the teacher induction program, including, but not limited to, coordination, admission, advisement, and professional development.
- 3) The establishment of a systematic process in which the unit uniformly identifies and supports new hires and newly qualified teachers' awareness of eligibility for the teacher induction program.
- 4) That the induction program has a system by which the program assesses candidate competency and progress toward mastery of the California Standards for the Teaching Profession, with feedback on progress given to the candidate.
- 5) That the program regularly assesses the services of the mentors to candidates and retain only qualified persons to provide support to candidates.
- 6) That the institution implements a comprehensive continuous improvement process in which both the unit and the induction program regularly assess their effectiveness and make appropriate modifications based on findings. This process must include the

systematic collection, analysis, and use of candidate and program completer data as well as data reflecting the effectiveness of unit operations.

- 7) That the continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice and 2) feedback from key stakeholders such as employers and community partners about the quality of the preparation.
- 8) That the program evaluates and demonstrates that it is having a positive impact on candidate learning and competence.
- 9) That the institution provides quarterly progress reports on actions it is taking to address the stipulations, including updates on the issues identified by the team related to Teacher Induction Preconditions 2 and 5.

### **Second Quarterly Report Overview**

The information on the subsequent pages of this report summarizes the actions taken thus far by SCUSD to address the stipulations since the First Quarterly Report. The First Quarterly Report was presented at the May 2022 COA meeting.

### **Next Steps**

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

## Summary of SCUSD's Second Quarterly Report: Actions to Address Stipulations since May 2022

### Stipulation #1:

*Provide evidence documenting that the unit actively involves faculty, instructional personnel, and relevant stakeholders in the organization, coordination, and decision making for the teacher induction program.*

### Summary of SCUSD's Quarter 2 Plans, Actions, and Next Steps:

- Advisory Committee:
  - In the First Quarterly Report, it was noted that the Advisory Committee met April 20, 2022 (the original meeting in February had been rescheduled to April).
  - The Advisory Committee met again on June 7<sup>th</sup>. Below is evidence from the meeting:
    - [Meeting Agenda](#), [Meeting Minutes](#), and [Meeting Sliddeck](#)
    - At the meeting, [support provider](#), [participating teacher](#), and [site administrator survey data](#) was reviewed. Meeting minutes note the Advisory Committee members' thoughts on the survey data.
    - Tentative dates for 2022-23 meetings are listed on the meeting agenda.
  - Communication was sent to union leadership to invite mentors and candidates. The union is working on gathering a committee, but mentors, candidates, and other members did not attend the June Advisory Committee meeting. The New Teacher Support Office will follow up with the union when the school year resumes and these individuals return to work.
- District/Teacher Induction Program Collaboration:
  - The Assistant Superintendent of Curriculum and Instruction and the Induction Coordinator are now meeting every other week to discuss the Teacher Induction program and to address the stipulations.
  - Evidence of the 2021-22 meetings and meeting outcomes were provided. The last evident meeting date was May 10, 2022.
- Director of Professional Learning, Educator and Leadership Development position
  - This is a new position which will be re-posted in mid-July
  - As noted under "Representative Duties" in the [position description](#), the director would "Supervise the Induction Coordinator to establish and implement a strategic plan to improve the quality, rigor, assessment and measurement of the District's existing New Teacher Induction Program and bring it into alignment with the District's instructional vision, framework and defined priorities."
    - **Next Steps:** As noted in the Second Quarterly Report, future planned actions include revisions to the survey questions for the Participating Teacher, Site Administrator, and Support Provider surveys at the June 7<sup>th</sup> Advisory Committee meeting with an eye toward gathering more pertinent information to facilitate informed improvements that will support the program. Also included will be plans to improve communications and guidance to site administrators such as scheduling "planned

communications” to take place at regular intervals throughout the year. These communications will leverage activities such as Principal meetings and the Area Superintendents meetings, and include regularly scheduled New Teacher Support communication with principals through both the Academic Office Updates and the Principal Bulletin. These activities will focus on improving communications, guidance, and support to site administrators regarding their direct responsibilities to, and authority within, the induction program. Learning opportunities for participating teachers will be built/improved upon and embedded within the program and participating teachers will be supported in accessing these resources. A revised ILP document will facilitate the documenting of how these opportunities were applied toward the participating teachers’ ILP goals.

**Stipulation #2:**

*Provide evidence documenting that the unit provides sufficient resources to allow for the effective operation of the teacher induction program, including, but not limited to, coordination, admission, advisement, and professional development.*

**Summary of SCUSD’s Quarter 2 Plans, Actions, and Next Steps:**

- In the First Quarterly Report, it was noted that a process to onboard new hires in the district was being developed in collaboration with a credential auditor and a Human Resources analyst. Testing for this new process within Informed K12 began in March. Informed K12 is a system used by school districts to automate workflow and business processes.
- Currently, this system is live, but it was not implemented for any teachers hired between April and June. The teacher induction program office technician [receives notification when a credential audit process has been approved](#). Next, the office technician sends eligible Teacher Induction (and Pre-Induction) teachers the New Teacher Support Application. By the end of July, it is anticipated that the application will be sent through the Informed K12 system. This would allow the Teacher Induction program to better track which teachers have completed the application and which teachers require follow-up to ensure they are enrolled in the program in a timely manner.
- The Professional Learning Team - a team of four mentors, the induction coordinator, and the induction program office technician - met multiple times in July to create and develop a plan for professional learning for the 2022-23 academic year that is aligned with SCUSD’s mission and guiding principles and to update Teacher Induction program documents.
- **Next Steps:** Updated evidence of this new Informed K12 onboard process will be provided in the Third Quarterly Report. Plans for professional learning plan (for the 2022-23 academic year) for just mentors and for both mentors and candidates are currently being developed.

**Stipulation #3:**

*Provide evidence documenting the establishment of a systematic process in which the unit uniformly identifies and supports new hires and newly qualified teachers’ awareness of eligibility for the teacher induction program.*

### **Summary of SCUSD's Quarter 2 Plans, Actions, and Next Steps:**

- Please see the second bullet point under Stipulation #2 above.
- New Teacher Orientation is scheduled for Thursday, August 25, 2022, and information about the induction program will be shared during one of the workshop sessions.
- **Next Steps:** As noted in the next steps under Stipulation #2 above, an update on the Informed K12 process, including a New Teacher Support Application Process/ Flowchart, will be provided in the Third Quarterly Report.

#### **Stipulation #4:**

*Provide evidence documenting that the induction program has a system by which the program assesses candidate competency and progress toward mastery of the California Standards for the Teaching Profession, with feedback on progress given to the candidate.*

### **Summary of SCUSD's Quarter 2 Plans, Actions, and Next Steps:**

- In the First Quarterly Report, it was noted that candidates will need to link evidence and documentation to show work towards meeting ILP goals in their [Assignment Record](#).
- As noted in the information under Stipulation #3 above, a Professional Learning Team met in July. This team developed two draft rubrics: a [Program Activity Rubric](#) and an [ILP Rubric](#).
- **Next Steps:** The rubrics will be shared during a joint mentor/candidate meeting in September. Updates will be made to the process by which candidates who are, and who are not, successfully completing Teacher Induction Program activities will be informed.

#### **Stipulation #5:**

*Provide evidence documenting that the program regularly assesses the services of the mentors to candidates and retain only qualified persons to provide support to candidates.*

### **Summary of SCUSD's Quarter 2 Plans, Actions, and Next Steps:**

- [Results from candidate surveys](#) were shared at the June Advisory Committee meeting.
- The Support Provider Assignment Process was updated. If the match between a participating teacher and their assigned support provider is not a good one, a [Reassignment Request form](#) can be initiated by either individual. The process was previously completed using Google Forms but has been moved to a Word document format that is submitted to the office for processing.
- **Next Steps:** The Professional Learning Team will create a mentor evaluation rubric. Another planned action is to collaborate with district leadership on how to ensure surveys and feedback from site administrators collects the most appropriate and effective data to inform program improvements. This collaboration will include the Assistant Superintendent of Curriculum and Instruction, the Director of Professional Learning for Educators and Leadership, and the Induction Coordinator.

**Stipulation #6:**

*Provide evidence documenting that the institution implements a comprehensive continuous improvement process in which both the unit and the induction program regularly assess their effectiveness and make appropriate modifications based on findings. This process must include the systematic collection, analysis, and use of candidate and program completer data as well as data reflecting the effectiveness of unit operations*

**Summary of SCUSD’s Quarter 2 Plans, Actions, and Next Steps:**

- Please see the information under “Advisory Committee” noted under Stipulation #1 above.
- **Next Steps:** Completer survey data will be shared with the Advisory Committee during their first 2022-23 meeting. Data from the initial use of rubrics will also be shared.

**Stipulation #7:**

*Provide evidence documenting that the continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice and 2) feedback from key stakeholders such as employers and community partners about the quality of the preparation.*

**Summary of SCUSD’s Quarter 2 Plans, Actions, and Next Steps:**

- The ILP Rubric and Program Rubric will be completed at the end of each quarter of the Teacher Induction Program. These rubrics will be entered into a form so that candidate rubric data can be shared with the Advisory Committee and mentors to make programmatic changes. Using rubrics leads the Professional Learning Team B – which includes four support providers, the Induction Office Technician, and the Induction Coordinator – to believe that they will be able to support mentors and candidates in a timelier manner.
- **Next Steps:** Retention data – how many teachers who participated in SCUSD’s New Teacher Support (Teacher Induction program) who are still teaching in the district – will be gathered.

**Stipulation #8:**

*Provide evidence documenting that the program evaluates and demonstrates that it is having a positive impact on candidate learning and competence.*

**Summary of SCUSD’s Quarter 2 Plans, Actions, and Next Steps:**

- The response to this stipulation included the following data that was reviewed at the June 7<sup>th</sup>, 2022, Advisory Committee meeting as it relates to satisfaction and program impact:
  - [Slides 7 – 10 of the Advisory Committee meeting slidedeck](#) (candidate data)
  - Program impact question responses ([asked in mentor survey](#))
  - Responses to questions regarding program impact ([site administrator survey](#))
- **Next Steps:** See next steps under Stipulation #6.

**Stipulation #9:**

*Provide evidence documenting that the institution provides quarterly progress reports on actions it is taking to address the stipulations, including updates on the issues identified by the team related to Teacher Induction Preconditions 2 and 5.*

**Summary of SCUSD's Quarter 2 Plans, Actions, and Next Steps:**

- Teacher Induction Precondition #2 update: Informed K12 – the system in which new hires, such as those who will be eligible for Induction, are tracked and complete documentation – was tested in March, made live in June, and will be operational by the end of July.
- Teacher Induction Precondition #5 update: The most recent reminder that the “Individual Learning Plan must be designed and implemented solely for the professional growth and development of the participating teacher. It is NOT meant for evaluation purposes, nor may any information from the ILP and/or Triad meeting be used for evaluation purposes” was sent by the Assistant Superintendent of Curriculum and Instruction to site administrators on April 6, 2022.
- SCUSD's First Quarterly report was presented at the May 2022 COA meeting.
- SCUSD's Second Quarterly report is scheduled for the August 2022 COA meeting.
- SCUSD's Third Quarterly report will be presented at the October 2022 COA meeting.
- The final quarterly report will be presented at the January 2023 COA meeting.
- **Next Steps:** SCUSD's New Teacher Support Office is working with Informed K12 technicians to create an onboarding process for all new teachers through the system. A process to onboard mentors through Informed K12 is also being developed. These two new processes are expected to be in operation by August 2022. Also, a draft New Teacher Support Application and Support Provider (mentor) Assigned Process/Flowchart is in development.