

Discussion of the 7th Year Follow-up Report Submitted by Sequoia Union High School District March 2023

Overview

This item provides information on the 7th Year Follow-up Report for Sequoia Union High School District.

Recommendation

That the COA accept the 7th Year report from Sequoia Union High School District.

Background

On March 17, 2022, the Committee on Accreditation, on behalf of the California Commission on Teacher Credentialing, assigned the status of **Accreditation** to Sequoia Union High School District (SUHSD) and its Teacher Induction Program (TIPS). Linked here is the full site visit [report](#). Due to issues identified by the accreditation team with respect to Common Standard 1 (Institutional Infrastructure to Support Educator Preparation), Program Standards 4 (Qualifications, Selection, and Training of Mentors) and 6 (Program Responsibilities for Assuring Quality of Program Services), the COA required the institution to submit a 7th year report within one year of the Committee on Accreditation action, indicating progress in addressing those areas of concern. The following information contains the 2022 finding and the 2023 response from Sequoia Union School District in their 7th year report.

Common Standard 1 (Institutional Infrastructure to Support Educator Preparation)

2022 Finding: Met with Concerns

Rationale: Reviewers were unable to ensure that the unit actively involves Ravenswood City School District (RCSD) faculty, instructional personnel, and relevant stakeholders in the organization, coordination, and decision making for the Teacher Induction program (e.g. RCSD coordinator or designee's participation in advisory board meetings where data is discussed and decision making occurs.)

2023 Institutional Response

Upon the conclusion of the site meeting in 2022, SUHSD TIPS leadership contacted the RCSD induction leadership to discuss a more frequent meeting schedule. We immediately established a regular monthly meeting schedule between SUHSD and RCSD induction leadership and documented our meeting notes. These monthly meetings have resulted in several programmatic updates which are included in the table below. Additionally, we stressed the importance of RCSD leadership's participation in the twice-yearly TIPS Advisory meetings. Program adjustments made following recommendations from advisory meetings are also included in the table below.

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
Monthly beginning in April 2022 and ongoing	RCSD faculty, instructional personnel, and relevant participants' involvement in TIPS organization and coordination.	RCSD Assistant Superintendent and Principal lead attend TIPS monthly collaboration meetings with Sequoia personnel.

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
Once each semester	RCSD faculty, instructional personnel, and relevant participants' involvement in TIPS decision making.	<p>RCSD Assistant Superintendent and Principal lead attend TIPS advisory twice a year.</p> <p>Agenda/Notes Spring 2022 Advisory</p> <p>Attendance Spring 2022 Please see slides 12-14. As a result of input garnered at spring meeting, the workshop structure was changed to include a book study. This was based on survey data indicating candidates from both districts felt that the workshops needed a greater focus on applicable instructional strategies.</p> <p>Another example of feedback reviewed at the advisory meeting leading to program adjustments is that RCSD candidates indicated that their mentors required a greater degree of support. As a result of discussion at the advisory meeting, RCSD TIPS mentors have received more frequent professional development and mentoring in the 22-23 school year.</p> <p>Fall 2023 Advisory RCSD staff unable to attend the fall advisory meeting due to unforeseen circumstances.</p> <p>From Fall, 2022: slide 18. TIPS staff added three questions to the Candidate End-of-Year Survey to inform how we can adjust/improve future candidate support.</p> <p>Spring Advisory scheduled for May 8th, 2023.</p>

Program Standard 4 (Qualifications, Selection, and Training of Mentors)

Finding: Met with Concerns

Rationale: While some mentors received initial training, ongoing training and support of mentors is not being systematically and equitably provided across both districts. Reviewers did not find evidence that RCSD mentors participate in goal setting, implementing updated mentoring instruments, or reflecting on mentoring practice.

Institutional Response

Given the visiting team’s concerns about the systematic and equitable training and support of mentors, SUHSD leadership works closely with RCSD TIPS leadership to ensure that all RCSD mentors participate in goal setting, use updated mentoring tools, and reflect on their practice. Artifacts related to initial and ongoing mentor training, goal setting, and support are linked in the table below, including a common goal setting tool and a common set of mentoring tools. Discussions between the two districts about mentor training and support are also documented in the running agenda for the monthly check-in meetings linked in the table below. Another change instituted after receiving feedback from the site visiting team in 2022 is that SUHSD and RCSD adopted the use of the same Learning Management Software for candidates and mentors (Canvas). This ensures ongoing support for RCSD mentors in their having access to updated mentoring instruments.

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
August and September 2022	Systematic support for RCSD mentors in initial training .	<p>SUHSD and RCSD leadership address mentor training and support at monthly check-in meetings to ensure consistency.</p> <p>Coach and mentor initial meeting: August 10, 2022 Agenda</p> <p>RCSD partners with Unwound Mind to support coaching and mentoring support, one to one meetings, and professional learning. Unwound Mind meets bi-weekly with the Assistant Superintendent to plan for weekly coaches meetings. Unwound Mind meets bi-weekly with each coach individually for one-on-one coaching.</p> <p>SUHSD attended RCSD TIPS Orientation in September, 2022.</p>

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
August 2022 - ongoing	Systematic support for RCSD mentors in ongoing training .	<p>RCSD coaching staff is conducting a monthly book study on Elena Aguilar’s <i>The Art of Coaching Teams</i>.</p> <p>All RCSD coaches and mentors attended the National Equity Project Leading for Equity on January 9, 2023, with a few following up to attend Liberatory Mindsets PD with National Equity project throughout the rest of January.</p> <p>RCSD candidates are supported by: Four instructional coaches who are released from the classroom full time. Four mentors who have a teaching position and are paid a stipend.</p> <p>The RCSD Assistant Superintendent meets regularly with both groups of mentors. Coaches ongoing meetings biweekly- agendas.</p> <p>Mentor meetings 3x a year- agendas</p>
September 2022 - ongoing	Ongoing support for RCSD mentors.	<p>Mentors use the TIPS Canvas Course developed and managed by SUHSD staff as a resource to access coaching tools, candidate submissions, and TIPS event scheduling.</p> <p>RCSD mentors receive regular support from RCSD TIPS Leadership in One-on-one meetings (coaches bi-weekly, mentors bi-monthly). Attached here are examples of released and adjunct mentors (coaches) receiving support: Coach sample Mentor sample</p>

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
August 29, 2022	RCSD goal setting.	<p>Coaches/mentors in both districts complete a self-evaluation and set goals using this tool.</p> <p>Example of completed self-evaluation and goal setting (first 2 pages)</p> <p>Coaches and mentors set goals at an initial meeting. Mentor meeting #1 agenda</p>
February 27, 2023	RCSD mentors reflecting on mentoring practice.	<p>Mid-year Mentor Reflections are completed annually. (Coaching Resource Folder)</p> <p>End-of-year reflections to be completed in May.</p> <p>Sinclair Research Group self-assessment (p. 4) and end-of-year survey (p. 39) administered to RCSD and SUHSD mentors.</p>
	RCSD mentors implementing updated mentoring instruments.	<p>Shared Google folder with mentoring instruments</p> <p>Mentoring instrument discussion (agenda).</p> <p>RCSD is utilizing the TIPS Canvas course in 2022-23.</p> <p>RCSD Assistant Superintendent monitors mentors' use of ILP over the course of the year in TIPS Teachers Document</p>

Program Standards 6 (Program Responsibilities for Assuring Quality of Program Services)

Finding: Met with Concerns

Rationale: The review team did not find evidence that the program regularly assesses the quality of services provided by RCSD mentors to their candidates using criteria that includes candidate feedback. Evidence that demonstrates how induction program leaders give formative feedback to RCSD mentors on their work was insufficient.

Institutional Response

To address the visiting team's concerns about SUHSD's assessment of the quality of services provided by RCSD mentors, SUHSD and RCSD review mid- and end-of-year survey data at monthly meetings and at the twice-yearly advisory meetings. Additionally, RCSD and SUHSD both use the ILP as the roadmap for the induction process. The SUHSD induction leadership monitors ILPs and weekly candidate/mentor meetings through shared monitoring documents.

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
Aug 2022- Ongoing	Regular assessment of the quality of services provided by RCSD mentors to candidates.	<p>SUHSD and RCSD induction program leadership review Sinclair Research Group (SRG) survey data (candidate mid-year and end-of-year reports) twice yearly at monthly meetings. Whole-program data is reviewed at twice-yearly Advisory Meetings SRG End-of-year Report</p> <p>Mentors and program directors utilize monthly review of candidate progress to determine needs.</p> <p>SUHSD leadership ensures that RCSD candidates use the ILP as the roadmap for the induction experience by regularly monitoring RCSD candidate ILPs over the course of the year. ILP monitoring document 2021-22 ILP monitoring document 2022-23</p> <p>SUHSD TIPS Lead ensures that RCSD candidates receive regular (weekly) coaching support and discusses quality of services with RCSD induction lead at monthly meetings: Redacted sample of coaching/mentor meetings.</p>

Date	Program Standard Feedback from Site Visit Team	Description and Evidence
	<p>Induction program leaders give formative feedback to RCSD mentors on their work.</p>	<p>RCSD’s Evaluation of coaches and one-to-one meetings with mentors is reviewed by SUHSD TIPS leadership. RCSD TIPS leadership, coaches, and mentors review site-specific year-end data at a mid-year retreat: Draft Mid-year coaches and mentor retreat agenda</p> <p>Coaches and mentors receive feedback on their coaching/mentoring at one-on-one meetings with Asst. Superintendent. Coaches evaluation Mentor one-on- one check-in example</p>