

**Report of Actions Taken by
Pasadena Unified School District
to Address Precondition Stipulation
March 2023**

This report provides information on the actions taken by Pasadena Unified School District (PUSD) to address the Teacher Induction Precondition stipulation resulting from their November 2022 Accreditation Site Visit. Following its decision at the [January 2023](#) COA meeting the Committee on Accreditation directed PUSD to provide information at the March 2023 meeting on how it addressed the requirements of the Teacher Induction Precondition stipulation.

Staff Recommendation

Staff recommends that the Committee on Accreditation accept the information provided by PUSD in this item and remove the precondition stipulation.

Background

An accreditation site visit for PUSD was held virtually and took place on November 14-16, 2022. The accreditation status granted to PUSD at the January 2023 meeting was **Accreditation with Major Stipulations**. Among the stipulations placed on PUSD was one related to a precondition that required action be taken immediately. The precondition is as follows:

Teacher Induction Precondition 4: That evidence is provided that Pasadena Unified School District immediately establish, implement and enact a plan to develop goals for each participating teacher within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program.

PUSD began work immediately to address this stipulation as evidenced in the following Pasadena Unified School District Teacher Induction Program Precondition 4 Compliance Plan.

**Pasadena Unified School District
Teacher Induction Program
Precondition 4 Compliance Plan**

Pasadena Unified School District Site Visit Team found that the institution was not in compliance with Teacher Induction Precondition 4: Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher’s enrollment in the program. The Pasadena Unified School District addressed the correlating stipulation *that evidence is provided that Pasadena Unified School District immediately establish, implement and enact a plan to develop goals for each participating teacher within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher’s enrollment in the program* with the following plan of action:

Establish	Implement	Enact
Immediately developed a memo to communicate the Precondition 4, 60 day compliance timeline	Memo developed on 1/17/23 entitled: ILP Goal Development Timeline and Procedures for Compliance	Created a plan to disseminate and share with all relevant constituents.
A plan to communicate the ILP Goal Development Timeline and Procedures for Compliance was established to share with Candidates.	ILP Goal Development Timeline and Procedures for Compliance was disseminated and shared at the Candidate Monthly Meeting on 2/8/23.	Teacher Induction Meeting Evidenced 2/8/23 agenda
A plan to collect evidence that Candidates have received a copy of the ILP Goal Development Timeline and Procedures for Compliance	Google form was created and sent out on 2/10/23 to ensure that all current Y1 candidates are aware of the ILP Goal Development Timeline and Procedures for Compliance and can attest to the date that they completed the development of their ILP goals with their mentor.	Spreadsheet of collected attestations. (CTC staff reviewed).

Establish	Implement	Enact
A plan for the Director to track and monitor adherence to the ILP Timeline is established.	Director checked all Candidate portfolios on 2/16/23 to verify that ILP's were completed in a timely manner. If not, plans for the director to meet with the mentor/candidate pair were scheduled immediately as necessary.	Director indicated "Done" on the "O" column of the Mentor/Candidate List Year 1 for Pre-condition 4 spreadsheet (CTC Staff reviewed) once verification is complete and indicates notes for any follow-ups, as necessary.
The current Candidate ILP form needed to be revised to include the necessary 60 day timeline.	All current ILP forms were updated in Candidate portfolios on 2/1/23	Current ILP Example of Current Candidate ILP filled out to meet Precondition 4 (CTC staff reviewed).
A plan to communicate the ILP Goal Development Timeline and Procedures for Compliance was established to share with Mentors.	ILP Goal Development Timeline and Procedures for Compliance was disseminated and shared at the Mentor Monthly Meeting on 2/22/23. A Google form was created and shared at the meeting to attest to awareness of the ILP Goal Development Timeline and Procedures for Compliance	Teacher Induction Meeting Evidenced 2/22/23 agenda . Spreadsheet of collected attestations. (CTC staff reviewed).
All pertinent Mentor forms revised to include the necessary 60 day timeline.	All pertinent Mentor Tools were updated on 1/31/22.	Examples of Pertinent Mentor Tools: <ul style="list-style-type: none"> ● Portfolio Requirements Verification Checklist ● Mentor Teacher Activity Log

Establish	Implement	Enact
<p>A handbook needed to be developed to communicate all procedures and programmatic requirements, <i>including</i> ILP Goals development within 60 days of Candidate’s enrollment in the program to current and future Candidates and Mentors.</p>	<p>Handbook was completed on 2/17/23 and will be shared with current Candidates and Mentors on 2/24/23.</p>	<p>See sections entitled,</p> <ol style="list-style-type: none"> 1. “Components of Induction”, 2. ”Individual Learning Plan”, 3. “Roles and Responsibilities of the Candidate”, 4. “Roles and Responsibilities of the Mentor” <p>Spreadsheet of collected attestations from mentors.</p> <p>Spreadsheet of collected attestations from Candidates.</p>
<p>Ensure that future Candidates are aware of the 60 day timeline from the start of the Induction Program at their required Candidate Advisement Meeting.</p>	<p>The Advisement Meeting presentation was updated on 1/17/23.</p>	<p>Please see Slide 4 and 5 of the Teacher Induction/Advisement Meeting slideshow</p>
<p>A newly revised Candidate ILP form for the <i>future</i> needs to be created to encompass programmatic requirements.</p>	<p>New ILP <i>work in progress</i></p>	<p>Ongoing refinement.</p>

Establish	Implement	Enact
Establish and build networking support to meet Pre-Conditions and stipulations.	Met w/ (dates) <ul style="list-style-type: none"> ● Karen Sacramento (2/1/23, 2/8/23, 2/22/23) ● Patrick McKee (2/6/23, 2/23/23) ● Elizabeth Heinberger (2/14/23) ● Added to Cluster 4 meetings for future regular attendance 2/13/23 	Ongoing
Schedule monthly meetings with CCTC Karen Sacramento to rectify and address site stipulations.	Next meeting scheduled for: April 24th, 2023.	Ongoing

Staff Recommendation

After reviewing the changes made by the PUSD to align their program with CTC program precondition and address the stipulation, staff recommends that the COA accept their report, remove the precondition stipulation and that PUSD continues to work to address the additional program stipulations.