



**Madera USD Response to Preconditions for Teacher
Education Programs**

March 31, 2018

Preconditions	Evidence
<p>Precondition 1 for School Districts or Other Non-Regionally Accredited Entities (b) School districts or other non-regionally accredited entities: The Superintendent or CEO of the district or entity shall submit verification of the governing board’s approval of sponsorship of the program.</p>	<p>The Madera Unified School Board and Superintendent fully sponsorship of the Madera Induction Consortium as evidence by the support letter liked here.</p> <p>Superintendent Letter</p>
<p>Precondition 2. Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:</p> <ul style="list-style-type: none"> i. completes the program; ii. withdraws from the program; iii. is dropped from the program based on established criteria; or iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization. <p>In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.</p>	<p>Madera Unified School District assures that, once accepted and enrolled in its Induction Program, that program will be offered until the candidate either successfully completes the program and is recommended for a clear credential, withdraws from the program due to severance of employment with the district, or is dropped from the program based on the established criteria outlined in the program’s Teacher Induction Handbook.</p> <p>Superintendent Letter</p> <p>MIC Handbook (Page 18) Teach Out Plan</p> <p>The Madera Induction Consortium Program is a full transferable program and cooperates with all induction programs throughout the state. When teachers accept another position with another school beyond our contorium, a transcript will be submitted to the Induction Candidates new Induction program.</p> <p>Madera Induction Consortium also accepts transcripts from all of California’s Induction program. Madera Induction will request a transcript from the Induction Candidate’s former program for any teachers transferring to Madera Induction Consortium. Upon receipt of the transcript, the program director will meet with the Induction Candidate and create an individual Induction Plan based upon work completed as stated on the transcript.</p>

	<p>In the event Madera Unified ceases to support the Madera Induction program, Madera Unified will ensure all currently enrolled teachers are able to finish the Induction Program and earn their Professional Clear Credential. Madera Unified will give a two year notice prior to ending the Induction program. Furthermore, MUSD continue to fund the Induction program until all currently enrolled teachers have completed the program and earned their Professional Clear Credential within the two year notice. If this should occur MUSD will not enroll any new teachers who would need more time beyond the two year notification. All records will be stored for any teacher wishing records of their Induction experience. The MUSD Human Resources Department will maintain these records and provide access to teachers requiring documentation.</p>
<p>Precondition 3. Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:</p> <ul style="list-style-type: none"> (a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any). (b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) 	<p>Madera Unified School District’s Induction Program assures that there is a position within its organizational structure responsible for the ongoing oversight of the educator preparation programs it offers. The identified individuals are Todd Lile, Superintendent, and Mr. Kent Albertson, Chief of Human Resources. Mr. Steve Thornton, Coordinator of New Teacher Support, is responsible for the day to day operations of the Induction Program, and is under the direction of the Chief of Human Resources.</p> <p>Madera Unified will allow only approved and trained employees currently employed by MUSD to submit credential recommendations. MUSD assures the Commission that its credential recommendations are provided solely by its current credential technicians, with oversight from the district’s Chief of Human Resources.</p>

<p>within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.</p> <p>(c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.</p>	<p>Superintendent Letter</p> <p>Organization Chart</p>
<p>Precondition 4 Lawful Practices. To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.</p>	<p>The Madera Unified School District Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with the law. The Board prohibits district employees from discriminating against or harassing any other district employees and job applicant on the basis of the person’s actual or perceived race, religion creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. The following person is designated as the Title IX Coordinator. Chief Academic Officer 1902 Howard Road Madera, CA 93637 (559) 675-4500 extension 246</p> <p>MIC Handbook (See Page 18)</p> <p>Non-Discrimination</p>
<p>Precondition 5. Commission Assurances. To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must:</p> <p>(a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission,</p> <p>(b) assure that the approved program</p>	<p>Madera Unified School District will</p> <p>(a) fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission,</p> <p>(b) cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and</p> <p>(c) participate fully in the</p>

<p>sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (c) assure that the approved program sponsor will participate fully in the Commission’s accreditation system, including the timely submission of documents required for accreditation.</p>	<p>Commission’s accreditation system. Superintendent Letter</p>
<p>Precondition 6. Requests for Data. To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.</p>	<p>As sponsor of this Induction Program, MUSD agrees that the Induction Program Coordinator, (Steven Thornton), will be responsible for reporting and responding to all requests from the Commission for data, including, but not limited to, program enrollments, program completers, induction candidate progress records and data, and state and federal reporting within the time limits specified by the Commission. MUSD additionally agrees to update its contact information on an annual basis.</p>
<p>Precondition 7. Veracity in all Claims and Documentation Submitted. To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.</p>	<p>Madera Unified is committed to transparency and attests that statements, documents, and information provided to the Commission by MUSD are accurate and truthful. Superintendent Letter</p>
<p>Precondition 8. Grievance Process. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.</p>	<p>Madera Unified School District has a clearly delineated grievance process for its candidates. Information on this grievance process is shared with induction candidates via multiple sources and is personally provided to them at program orientations. MIC Handbook Madera Induction Website Grievance Process</p>
<p>Precondition 10. Communication and Information. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily</p>	<p>Madera Induction Website</p>

<p>accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.</p>	
<p>Precondition 11. Student Records Management, Access, and Security. To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution’s record retention policy. Institutions will provide verification that:</p> <ul style="list-style-type: none"> (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion. (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies). (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public. 	<p>As sponsor of this Induction Program, MUSD agrees to fulfill its obligation to demonstrate that it will maintain and retain Induction Candidates records in accordance with its recorded retention policy. MUSD further agrees that all candidates will have access to and be provided transcripts and /or other documents for the purpose of verifying program completion. In addition, MUSD agrees that all candidate records will be maintained at the MUSD Induction Office (paper or digital copies), as well as making sure the records will be kept secured in a room not acceptable to the public.</p> <p>Superintendent Letter</p>
<p>Precondition 12: Disclosure. Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.</p>	<p>The Madera USD Induction program is a consortium consisting of all Madera County school districts, charter schools, private schools, and Madera County Office of Education. Madera Unified hires all mentor teachers for Madera Unified Induction Candidates. Partner school districts, charter schools, private schools, and MCOE hire their own mentor teachers. All mentor teachers, regardless of which educational institution they serve, are trained, monitored, and given formative feedback by MUSD Induction program. MUSD does not use outside sources for its Induction Program.</p>