

Report on the Activities Taken by Burbank Unified School District To Address the Stipulations in their 2021 Accreditation Site Visit Report

In 2021, the COA determined that Burbank Unified School District had the full ranking of Accreditation, but also asked for a 7th year report on two areas that were not aligned to the requirements of the current program standards. This 7th year report provides evidence of BUSD's efforts in the following areas:

1. Adjustments to its program design to better align to the 2016 Induction standards, including the reliance of the ILP as the sole documentation of teacher growth.
2. The design and implementation of a system that systematically recognizes mentors and their work.

Stipulation	Actions Taken To Date
<p>1. Adjustments to its program design to better align to the 2016 Induction standards, including the reliance of the ILP as the sole documentation of teacher growth.</p>	<ul style="list-style-type: none"> - Our 2021 ILP included additional, required assignments such as outside observations of a colleague, the "Class Profile" assignment, the "Reflecting on My Students" assignment, and the Self-Assessment. (SEE SAMPLE 2021 ILP BELOW) 📄 2021 ILP Completion Log and Scoring Guide - Our 2022 ILP was modified to recommend but not require assignments. (SEE SAMPLE 2022 ILP BELOW) 📄 2022 ILP Completion Log and Scoring Guide.pdf - Mentors are able to assign additional tasks at their discretion, but participation in those activities is not necessary for the ILP nor is it used as required documentation of teacher growth. - Our ILP cover sheet now includes space for the optional mentor assigned tasks. - We also updated our ILP form itself, removing the "Toolkit Resources" section where candidates had to list resources they used that were provided by the Induction Program, such as lesson plan templates, unit plan templates, General Reflection Forms, and Student Work Analysis Form - While attendance at PLC meetings was required, teachers were given alternative assignments if they were unable to meet during that time

2. The design and implementation of a system that systematically recognizes mentors and their work.”

- In February, we began sending out the “Mentor Shout Out” as part of our weekly email updates to recognize a specific mentor and their work. (SEE SAMPLE MENTOR SHOUT OUT BELOW)

 [Mentor Recognition - Shout Out.png](#)

- In March, we sent out a small token of appreciation and a note to each mentor. (SEE SAMPLE MENTOR RECOGNITION TREAT BELOW)

 [Mentor Recognition - lucky.jpg](#)

- In April, we sent out a small personal note and tea to each mentor. (SEE SAMPLE MENTOR NOTE BELOW)

 [Mentor Recognition - tea.jpg](#)

- In May, we wrote a letter to each mentor’s administrator and told them about our mentor’s successes; we shared a copy with our mentors. (SEE SAMPLE MENTOR BRAG LETTER BELOW)

 [Mentor Recognition - letter.jpg](#)

- In May, we did a small presentation and gave each mentor a certificate at our culmination ceremony. (SEE SAMPLE MENTOR CERTIFICATE BELOW)  [Mentor Recognition - certificate.jpg](#)