

POLICY NO. 23-5

Policy Regarding Assignment of Teachers in Transitional Kindergarten Classes

Background

Pursuant to Education Code Section 48000, Peak Prep Pleasant Valley (the “Charter School”) shall ensure that as of August 1, 2023, credentialed teachers who are first assigned to a transitional kindergarten classroom after July 1, 2015, satisfy one of the requirements set forth in Section 48000(g)(4)(A)-(C), which sets forth the specialized qualifications required under the law for transitional kindergarten teachers. This policy is intended to identify the protocols the Charter School will use to assess and validate teachers’ eligibility to be assigned to a transitional kindergarten classroom.

The Board recognizes that students participating in independent study and who do not receive classroom instruction are not instructed by a teacher in a “classroom” including a “transitional kindergarten classroom,” as that term is ordinarily used in practice. The Board notes the California Department of Education (“CDE”) previously advised that independent study teachers were not required to satisfy the heightened training requirements for transitional kindergarten under Section 48000(g)(4), however, the CDE revised its guidance as of October 2022 to take the position that independent study teachers are subject to those new requirements. Therefore, all teachers of record at the Charter School who, as of August 1, 2023, have transitional kindergarten students on the roster (i.e., transitional kindergarten students are assigned to them on the California Longitudinal Pupil Achievement Data System) shall be subject to this policy until such time as the law or the CDE provides any clarification varying these requirements.

Pursuant to this Policy, each teacher serving as the teacher of record for transitional kindergarten students and who are assigned to a transitional kindergarten classroom shall possess a valid and appropriate credential issued by the Commission on Teacher Credentialing, and satisfy at least one of the following specialized qualification standards:

Option 1 – Qualification Under Education Code Section 48000(g)(4)(A)

Qualification based on completion of sufficient coursework in the required subject(s).

Section 48000(g)(4)(A) allows for the assignment of teachers to a transitional kindergarten classroom if they have earned at least 24 units in early childhood education, or childhood development, or both.

Section 48000.1(a) provides that for purposes of assessing a teacher’s qualifications under this standard, “units” means semester units, or their quarterly equivalent, as used for the purposes of a degree program at the University of California, California State University, California Community Colleges, or independent institutions of higher education. An “independent institution of higher education” means a nonpublic higher education institution that grants undergraduate degrees, graduate degrees, or both, and that are formed as nonprofit corporations in this state and are accredited by an agency recognized by the United States Department of Education.

The Executive Director of the Charter School or designee may assign a credentialed teacher to a transitional kindergarten classroom upon verification that the teacher completed the required coursework in the required subject area(s), and that the credits were earned at a qualifying institution, as defined above. The Executive Director or designee shall verify a teacher's qualifications by examining their official transcript from a qualifying institution, and confirm that the credits were earned in "childhood education" or "childhood development" by reference to all relevant and available information, including the academic department that conducted the course, the name of the course, the course description, and any written documentation or verification available from the institution describing the subject of the course.

For purposes of credits reported as quarter units, the Charter School shall treat 36 quarter units as 24 semester units, which the Board determines to be reasonable by reference to the conversion standard articulated in 5 California Code of Regulations ("CCR") Section 40103.

This verification shall be documented using the template attached to this policy as **Exhibit A** and maintained in the employee's file, along with all backup documentation to support the verification, e.g., copies of transcripts, course descriptions, etc.

Option 2 – Qualification Under Education Code Section 48000(g)(4)(B)

Qualification based on professional experience.

Section 48000(g)(4)(B) allows for the assignment of a teacher to a transitional kindergarten classroom where the local educational agency employing the teacher determines and documents that they possess professional experience in a classroom setting with preschool age children that is comparable to 24 units of education in early childhood education, or childhood development, or both, pursuant to criteria established by the governing body of the local educational agency.

The Board adopts the following criteria for determining that a teacher has professional experience in a classroom setting with preschool age children that is comparable to 24 units of education in early childhood education or childhood development:

The Executive Director may recommend to the Board that it approve a teacher for assignment as a transitional kindergarten teacher based on (1) documentation verifying that teacher's prior professional experience assigned to work in a classroom setting with children ages 3, and/or 4, comparable to approximately 1,152 hours or more of work as a lead or co-teacher; and (2) evidence that the teacher performed competently in their most recent professional experience with such children.

The Board finds that 1,152 hours of experience is appropriate by reference to the standard in 5 CCR Section 55002.5(a), which provides that "[o]ne credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work ... which may include inside and/or outside-of-class hours." Twenty-four semester credits multiplied by forty-eight hours for each unit equals 1,152 hours. The Board finds that one academic years of fulltime employment shall be deemed to satisfy these hour requirements based on the typical in-class and outside-of-class demands on a typical teacher during an academic year (i.e., a seven-hour workday multiplied by 175 instructional days equals 1,225 hours.) Specifically, the Board finds that

because 24 units equates to a year of full-time study, and a year of employment working with preschool age children involves both practical experience and learning inside the classroom, and planning, research, and professional development outside of the classroom, that one-year of employment working with preschool age children is “comparable” to 24 units of study in early childhood education and child development.

The Executive Director shall also determine that the teacher’s performance was satisfactory for at least the latest academic year of their professional work with preschool age children by reference to any available sources of information, including but not limited to prior performance reviews, letters or statements of reference, observations, lesson plan reviews, familiarity with California Preschool Learning Foundations, and/or interviews with the teacher conducted by the Executive Director to assess their familiarity with early childhood education and child development principles and best practices.

The Executive Director of the Charter School shall verify each candidate teacher’s professional experience using the template attached to this policy as **Exhibit A**. If the Board is satisfied based on the documentation that a teaching candidate possesses professional experience in a classroom setting with preschool age children that is comparable to 24 units of education in early childhood education, or childhood development, or both, and the Board adopts a resolution affirming the same (*see Exhibit B*) the Charter School may assign that teacher to a transitional kindergarten classroom. All documentation related to the teacher’s qualifications under this pathway shall be maintained the employee’s file.

Option 3 - Qualification Under Education Code Section 48000(g)(4)(C)

Qualification based on a child development teacher permit, or an early childhood education specialist credential

Section 48000(g)(4)(C) allows for the assignment of a teacher to a transitional kindergarten classroom if they possess a child development teacher permit, or an early childhood education specialist credential, issued by the Commission on Teacher Credentialing.

The Executive Director of the Charter School or designee may assign a teacher to a transitional kindergarten classroom pursuant to this provision upon verification that the teacher has been issued a child development teacher permit, or an early childhood education specialist credential by the Commission on Teacher Credentialing. This verification shall be documented using the template attached to this policy as **Exhibit A** and maintained in the employee’s file, along with all backup documentation to support the verification, e.g., permit or credential documents.

Exhibit A

Template Form for Verifying Eligibility for Teacher Assignment in Transitional Kindergarten Classrooms

**Verification of Eligibility for Assignment in a
Transitional Kindergarten Classroom**

In accordance with the Education Code section(s) indicated below and the Charter School’s *Policy Regarding Assignment of Teachers in Transitional Kindergarten Classes* (the “Policy”), the Executive Director may assign teachers who meet the requirements stated below to transitional kindergarten classrooms. Credentialed teachers who are first assigned to a transitional kindergarten classroom after July 1, 2015 must, by August 1, 2023, satisfy one of the qualification pathways described below according to the standards identified for confirming the teacher’s qualifications.

Teacher Name: _____ Darla Hanson _____

Existing Credential Type(s): _CA Clear Multiple Subject Credential with CLAD

School Year of Assignment:23-24 (and beyond if continued employment)

Qualification Under Education Code Section 48000(g)(4)(A)

Qualification based on completion of sufficient coursework in the subject to be taught.

Not Applicable

[The below table should be duplicated for each educational institution from which credits are claimed for purposes of satisfying the requirements under Section 48000(g)(4)(A).]

Name of Educational Institution	
Institution Type (must check one)	<input type="checkbox"/> University of California <input type="checkbox"/> California State University <input type="checkbox"/> California Community Colleges <input type="checkbox"/> Independent institutions of higher education <ul style="list-style-type: none"> <input type="checkbox"/> nonpublic higher education institution that grants undergraduate degrees, graduate degrees, or both <input type="checkbox"/> formed as a California nonprofit corporations in this state <input type="checkbox"/> accredited by an agency recognized by the United States Department of Education. Specify _____.
Transcript Review (must check)	<input type="checkbox"/> Completed review of an official transcript issued to the above teacher <input type="checkbox"/> Transcript is attached to this verification
Qualifying Courses (repeat for each qualifying course)	Course Department: Course Name: _____ Course Subject: <ul style="list-style-type: none"> <input type="checkbox"/> Childhood Development <input type="checkbox"/> Early Childhood Education Units Course Units: _____

	<input type="checkbox"/> Semester Units <input type="checkbox"/> Quarter Units Course Grade: _____ (Must be a passing grade) <input type="checkbox"/> Documentation of course content is attached to this verification (if course content is not evident from transcript)
Unit Total	

Units must add up to 24 semester units or 36 quarter units (unless a different conversion is appropriate based on the credit standards of the granting educational institution, and conversion documentation is attached to this verification.)

Qualification Under Education Code Section 48000(g)(4)(B)

Qualification based on Professional Experience

(Check if applicable)

[The below table should be duplicated for each employer that provided work experience for purposes of qualification under Section 48000(g)(4)(B).]

Name of Employer:	<u>Peak Prep Pleasant Valley</u>
Employer Address:	
Role:	x Lead teacher
Dates of Employment:	
Age(s) of prekindergarten students (check all that apply)	<input type="checkbox"/> 3 year olds (approx. number: _____) x 4 year olds (approx. number: <u> 6 </u>)
Weekly schedule/hours applicable of experience working with prekindergarten students:	8:00am-3:30pm
Weekly hours of preparation for working with prekindergarten students:	8:00am-3:30pm
Verification of services and dates of employment working with prekindergarten students	<input checked="" type="checkbox"/> Reviewed resume/CV (attach resume/CV to this verification) Verified prior employment via <input type="checkbox"/> telephone Date: _____ Name: _____ <input type="checkbox"/> written communication (attach to this verification) x other: Current Peak Prep TK Teacher for past 3 years. _____

Verification of comparability of 24 semester units of experience (1,152 classroom hours)	<input checked="" type="checkbox"/> One academic year of full-time experience or more <input checked="" type="checkbox"/> Other: ___3 years of Full time TK Teacher_____
Evidence of competency working with preschool age children (check all that apply)	<input checked="" type="checkbox"/> Performance reviews (include in personnel file) <input type="checkbox"/> Letters or statements of reference (include in personnel file) <input checked="" type="checkbox"/> Observations (include in personnel file) <input type="checkbox"/> Lesson plan reviews (include in personnel file) <input type="checkbox"/> Familiarity with California Preschool Learning Foundations (include in personnel file) <input type="checkbox"/> Interviews with the teacher to assess their familiarity with early childhood education and child development principles and best practices (include in personnel file) Describe/summarize evidence of competency: _____Ms. Hanson has been employed with Peak Prep for the past 3 years as the TK Teacher. She has done an outstanding job and has worked with the Kindergarten teacher to meet the needs of her students. _____ _____ _____ _____ _____ _____

Qualification Under Education Code Section 48000(g)(4)(C)

Qualification based on a child development teacher permit, or an early childhood education specialist credential

Not Applicable

Teacher possesses a qualifying document (check one):	<input type="checkbox"/> child development teacher permit (copy attached) <input type="checkbox"/> early childhood education specialist credential (copy attached)
Date issued:	
Expiration date:	

Verification of Executive Director

(Check statement as applicable)

Qualification Under Education Code Section 4800(g)(4)(A): I hereby certify that based on my review of the information and documentation described above and pursuant to the Policy, [teacher name] has completed at least 24 units in early childhood education, or childhood development, or both.

Qualification Under Education Code Section 4800(g)(4)(B): I hereby certify that based on my review of the information and documentation described above and pursuant to the Policy, Ms. Darla Hanson] has attained professional experience in a classroom setting with preschool age children that is comparable to 24 units of early childhood education, or childhood development, or both. I recommend that the Board adopt a resolution finding the same.

Qualification Under Education Code Section 4800(g)(4)(C): I hereby certify that based on my review of the information and documentation described above and pursuant to the Policy, [teacher name] possesses a valid child development teacher permit or an early childhood education specialist credential.

Signed: _____ Date: __5/31/2023_____
Executive Director

Exhibit B

Model Board Resolution

Board Resolution

WHEREAS, Peak Prep Pleasant Valley (the “Charter School”), has a need to assign a teacher to teach transitional kindergarten students in the 2023-2024 year; and

WHEREAS, Education Code Section 480000(g)(4) requires, as a condition of claiming apportionment for transitional kindergarten students, that charter schools must ensure that each teacher assigned to teach in a transitional kindergarten classroom must possess the specialized qualifications provided in Education Code Section 48000(g)(4);

WHEREAS, Education Code Section 48000(g)(4)(B) provides that a teacher may be assigned to teach in a transitional kindergarten setting where “[a]s determined and documented by the local educational agency employing the teacher, professional experience in a classroom setting with preschool age children meeting the criteria established by the governing board or body of the local educational agency that is comparable to the 24 units of education described in [Section 48000(g)(4)(A)]”;

WHEREAS, the Board established criteria pursuant to Education Code Section 48000(g)(4)(B) through its *Policy Regarding Assignment of Teachers in Transitional Kindergarten Classes*;

WHEREAS, the Charter School’s Executive Director has recommended that Ms. Darla Hanson be assigned to teach transitional kindergarten students at the Charter School based on their prior professional experience;

WHEREAS, the Board has reviewed the documentation attached as **Exhibit 1** identifying Ms. Hanson’s professional experience in a classroom setting with preschool age children in accordance with the Board’s criteria;

NOW THEREFORE IT IS RESOLVED THAT the Board determines that Ms. Hanson possesses professional experience in a classroom setting with preschool age children meeting the criteria established by the Board that is comparable to the 24 units of education described in Education Code Section 48000(g)(4)(A).

ADOPTED by the Board at a Regular meeting on 6/7/2023

I, Dr. Shalen Bishop, am the President of the Board of the Charter School. I hereby certify that the foregoing is a true copy of a resolution duly and legally adopted by the Board on 6/7/2023 and that this Resolution has not been revoked.

Date:6/7/2023

Dr. Shalen Bishop
Board of Directors