

General Institutional Preconditions
Shasta County Office of Education's
PASC Program
March 2021
Updated 8/30/21

Precondition Language	Evidence
(1) Accreditation and Academic Credit (a) Institutions of Higher Education: National University is fully accredited by the Western Association of College and Schools (WASC accreditation) as is evidenced by this letter and is in partnership with Shasta County Office of Education's Preliminary Administrative Services Credential Program. Shasta Learning Academy (SLA) is preparing for a precondition submission on the PASC website March of 2021. The University grants post-baccalaureate academic credit. Shasta County Office of Education's Leadership Academy candidates have the option to enroll in the post baccalaureate program to earn a Master's of Science Degree in Applied Educational Leadership as well as earn a certificate of eligibility. (b) School districts or other non-regionally accredited entities: National University is a regionally accredited university.	SCOE/National Mou 2021 Assurance Letter WASC Letter
(2) Enrollment and Completion Upon enrollment and acceptance into the SLA preliminary program, candidates will complete six courses that meet the adopted standards for the credential and ten classes for the masters and credential. Demonstration of competency by the candidates of the CAPEs in coursework, online chats, fieldwork, end of course papers, and passing scores on the CalAPA will ensure a recommendation for the Administrative Preliminary Credential by the Executive Director and/or Program Director. Teach Out Plan We will make every effort to provide the candidates with a smooth transition to another program upon closure. We are currently in partnership with National University for our Preliminary Administrative Credential program and Masters of Science in Applied Educational Leadership. Having this	SCOE/National Mou 2021 Unit Head Letter Teachout Plan

relationship will ensure a smooth transition should we have to dissolve our program as the curriculum is aligned to the CAPEs. Teaching personnel are shared, and collaboration occurs with the Dean of Sanford School of Education quarterly, which means the relationship is developed. Furthermore, the geographical location is conducive as Redding has a National University satellite campus. Transfer of student records will be seamless due to the close staff relationships. Shasta Leadership Academy staff has been trained in grading policies and has access to the National University grading portal and learning management system.

As part of the transition, a meeting will be held between the Director of the National Administrative Credentialing Program, National University's Credential Analyst, the Program Director of the Shasta Learning Academy and students. This will ensure a smooth transition of records and requirements for the students and staff. Individual Learning Plans will be completed and shared with National University. Moreover, education courses are aligned to the CAPE's and articulation would occur between Shasta Learning Academy and the Credential Analyst and the Registrar's office at National University.

(3) Responsibility and Authority

(a)

The Shasta County Office of Education's Assistant Superintendent directly reports to the County Superintendent, the Assistant Superintendent is the chief academic and fiscal administrator of the PASC program.

(b)

The Executive Director who is appointed by the Assistant Superintendent is delegated full responsibility for administering the laws and policies for the credential program offered at Shasta County Office of Education. Operating in this capacity, the Executive Director is to serve as the liaison with all local and state agencies bearing on the credential program. The Program Director who is appointed by the Executive Director is responsible for academic functions of the program. The Program Director with the support of the Administrative Assistant is responsible for the entire program delivery: instruction, curriculum, assessment, Google Classroom, Online Chat portal, recruiting, invoicing

Judy Flores, Shasta County Superintendent of Schools

Brien McCall -Assistant Superintendent, Shasta County Office of Education

Mike Freeman-Executive Director-Shasta Leadership Academy

Dr. Kim McKenzie-Director, Shasta Leadership Academy

[SCOE Organizational Chart](#)

and credential recommendation.(See organizational Chart) (c) The Dean of National University's Sanford School of Education, Assistant Superintendent of Shasta County and the director of the program in partnership positively affirm the veracity of all statements and documentation submitted to the Commission. It is understood that false claims or documentation is cause for the Commission on Accreditation to place stipulations on the institution. The Credential Analyst is the only individual approved and trained to submit recommendations to the Commission. The Program Director has been approved by the Commission on Teacher Credentialing, and has recommendation rights after program completion. This ensures that candidates can only be recommended after program completion criteria have been met. These policies are explained in the program handbook.	Unit Head Letter
(4) Lawful Practices Shasta County Office of Education makes all personnel decisions without consideration of differences due to gender consideration or other constitutionally or legally prohibited considerations. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.	Policy on Nondiscrimination in Employment and Education 2021-22 Candidate Handbook The policy on nondiscrimination is located on page 19 of the handbook. This policy is reviewed in detail at our program orientation.
(5) Commission Assurances. The Shasta County Office of Education's Leadership Academy Providers Unit is currently accredited for the professional education programs reviewed in this document. As a part of the Continuous Improvement Cycle, the program welcomes the opportunity to participate in program evaluation and accreditation review from the Commission and will fully participate in the accreditation system. The Superintendent of Shasta County positively affirms the veracity of all statements and documentation submitted to the Commission by the SCOE, Leadership Academy and in this Letter of Verification signed by the Head of the Unit (Superintendent). It is understood that false	Assurance Letter Candidates for the Preliminary Administrative Services Credential must show evidence that they possess a valid California clear teaching, life teaching or services credential that meets the requirements of the program. The Shasta County Office of Education's Leadership Academy Preliminary Administrative Services Credential Program requires candidates to complete an Application Packet that requires candidates to self-report their credential held, institution issued, and year granted. The credential analyst verifies through the CCTC database. This assures that all

claims or documentation is cause for the Commission on Accreditation to place stipulations on the institution.	candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission.
(6) Requests for Data. The Executive Director and/or the Program Director are responsible for reporting and responding to all requests from the Commission for data, including but not limited to program enrollment, completers, examination results, performance assessments and state and federal reporting within the time limits requested. This information will be updated regularly. The Executive Director of the Shasta Leadership Academy, Mike Freeman and the Program Director, Dr. Kim McKenzie are the qualified officers that may request data from the Commission.	Mike Freeman, Executive Director, Shasta Leadership Academy Dr. Kim McKenzie, Director, Shasta Leadership Academy Unit Head Letter Assurance Letter
(7) Veracity in all Claims and Documentation Submitted. The Superintendent Positively affirms the veracity of all statements and documentation submitted to the Commission by the SCOE, Leadership Academy and in this Letter of Assurance signed by the Head of the Unit (Superintendent). It is understood that false claims or documentation is cause for the Commission on Accreditation to place stipulations on the institution.	Assurance letter
(8) Grievance Process The grievance process is discussed at orientation and the information is published in our handbook with a link to the grievance form. Should a candidate question prerequisites for program participation, program requirements, participation hours, special needs provision, discrimination policy, program extension request rationale, satisfactory progress requirements, and/or denial of preliminary administrative services credential, a meeting should be held with the SLA Program Director and the concern put in writing. The SLA Program Director will then review and discuss concerns with involved candidates, including the program candidate and the representative of the	2021-22 Candidate Handbook Grievance Form

participating district. Following discussion and review of the concern, a decision will be made within two weeks regarding the grievance. The decision will be final and will be forwarded to the candidate.

(9) Faculty and Instructional Personnel Participation

Instructor	Full or Part time	Role/Activities
Kim McKenzie Ed.D	Part time	Senior Director of Instructional Services, Program Director, Shasta Leadership Academy, Faculty, Faculty Mentor
Leann Rizzo, M.A	Part time	Director of State and Federal Programs Siskiyou County Office of Education, Faculty, Faculty Mentor
Kathi Emerson M.A	Part time	Retired Superintendent Mt. Shasta Elementary School District/Weed Elementary School District Siskiyou County, Faculty, Faculty Mentor, Induction Coach
Cheryl Olson M.A	Part time	<i>Superintendent Rescue Union School District El Dorado Hills, Faculty,</i>

		Faculty Mentor, Online Coach	
Becky Love M.A	Part time	<i>Reach Higher Shasta Hatching Results, CAMTSS Lead College and Career Counseling Coordinator Shasta County Office of Education, Fac ulty, Faculty Mentor</i>	

(10) Communication and Information Information about Shasta County Office of Education's Leadership Academy preparation program is accurate, up-to-date, and easily accessible to the public, prospective candidates, and enrolled candidates on the SCOE website. The website includes information about the program including admission requirements, course sequence, and forms all located within the academy handbook.	Shasta Leadership Academy Link
(11) Student Records Management, Access, and Security Records are maintained onsite in candidate folders in a locked file cabinet as well as electronically in Google Classroom with a secure server not accessible by the public. All candidate records are maintained in a safe and secure manner. Physical copies of documents are kept in locked cabinets in locked offices that are maintained by appropriately credentialed individuals, such as the credential analyst. Candidates have access to grades on each assignment and overall grades through Google Classroom and their online portal. Master's candidates also have access to their National University portal that verifies academic units	Summative Portfolio Evaluation Unit Head Letter

and program completion. The Program Director is the Teacher of Record for all courses in the Academy and ensures that grades are accessible and posted for candidates with each course. All students have access to Google Classroom for grades. Master's candidates have access to their transcripts through their National University Portals. Because we are not a university, credential candidates do not have formal transcripts from the Shasta Learning Academy. All candidates receive a summative evaluation form for their Program Portfolio at the end of their program completion. Candidates have access to their records after they graduate or transfer and will be notified if records are scheduled to be destroyed.	
(12) Disclosure SCOE is in partnership with National University, the university provides instructors for the 4 classes that are above and beyond the credentialing classes. These 4 extra classes allow the candidate to earn a Master's of Science in Applied School Leadership (Educational Law, Finance and Research Methods 1 and 2). The program director along with National University's Dean of Education at the Sanford College of Education, hire instructors and teach within the Master's program.	National University, Sanford College of Education Master's of Science in Applied School Leadership Dr. Glenn Sewell, Sanford School of Education-gsewell@nu.edu Kara McClure, program director-kmclure@nu.edu