

ARTICLE 19: PEER ASSISTANCE AND REVIEW (PAR)

19.0 Peer Assistance and Review (PAR)

19.1 Definitions

19.1.1 “Participating Teacher”

Any member of the certificated bargaining unit who is covered by the certificated evaluation, Article 12 of the Agreement.

A unit member who either volunteers or is required by the Agreement to participate in the Program.

19.1.2 “Consulting Teacher”

An exemplary teacher meeting the requirements of subsection 19.4.2.1 who is selected by the Joint Panel to provide Program assistance to a Participating Teacher.

19.1.3 “Beginning Teacher”

Any unit member having five or fewer years of recent teaching experience, probationary or temporary status, or any District teaching intern participating in a program established according to Education Code Sections 44305, et seq. and 44325, et seq. This Peer Assistance and Review Program is to be closely coordinated with other District programs for training and assistance to beginning teachers.

19.1.4 “Voluntary Participating Teacher”

A unit member who volunteers to participate in the Peer Assistance and Review Program. The purpose of participation in the Peer Assistance and Review Program for the Volunteer Participating Teacher is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. The Volunteer Participating Teacher shall remain in the program for one year and may apply for a renewal to the Joint Panel.

19.1.5 Referred Participating Teacher” (Participating Teacher With An Unsatisfactory Evaluation)

A unit member with permanent status, whose most recent performance evaluation contained an overall unsatisfactory evaluation in the areas of:

- Progress of students towards standards (as found in the current summative evaluation items) IF, IG
- Instructional Techniques IA, IC, ID
- Curriculum Objectives IB, IE, IIA
- Suitable Learning Environment IIB, IIC, IIIA, IIIB

A unit member becomes a Referred Participating Teacher when three of these twelve items noted above are marked unsatisfactory or eight of these twelve items are marked below district standard on the summative evaluation. If a unit member becomes a Referred Participating Teacher, the Referred Participating Teacher is not required to participate in the assistance plan under the evaluation procedures in Article 12.14.5.

19.1.6 “Evaluator” (Immediate Supervisor)

The certificated administrator appointed by the District to evaluate a certificated teacher.

19.2 Purpose

19.2.1 The Peer Assistance and Review Program allows exemplary teachers to assist permanent and beginning teachers in the areas of subject matter knowledge, teaching strategies, and teaching methods.

19.2.2 The extent of the Program’s assistance and review depends on whether the participating teacher is a beginning teacher, a volunteer permanent teacher, or a permanent teacher who has received an overall unsatisfactory evaluation in the areas of teaching methods and instruction. The Program’s assistance shall be provided through the Consulting Teachers as described in detail in Sections 19.14.2 and 19.14.3 of this document. This assistance shall not involve the participation in nor the conducting of the annual evaluation of certificated unit members as set forth in Article 12 of the Agreement and Education Code 44660, et seq., except for making available to the evaluator the results of a referred unit member’s participation in the Program.

19.2.3 The Program resources shall be utilized in the following priority: first, for Referred Participating Teachers with an overall unsatisfactory evaluation; second, for Beginning Teachers; third, for Voluntary Participating Teachers on evaluation cycle; and finally, for other Voluntary Participating Teachers.

19.3 Program Outline

19.3.1 Referred Participating Teachers

A unit member with permanent status who receives an unsatisfactory evaluation as defined in Section 12.14.5.1 of the collective bargaining agreement must participate in this Program.

- 19.3.2 The Consulting Teacher and the evaluator are expected to establish a cooperative relationship and shall coordinate and align the assistance provided to the Referred Participating Teacher.
 - 19.3.2.1 The Evaluator, the Consulting Teacher and the Referred Participating Teacher shall meet and discuss the recommended areas of improvement outlined by the Evaluator and the types of assistance that should be provided by the Consulting Teacher. The Referred Participating Teacher may request an Association representative to be present at the meeting. After meeting, the Consulting Teacher will provide the assistance set forth in Section 19.14.3. The Consulting Teacher's assistance shall focus on the specific areas recommended for improvement by the Participating Teacher's evaluator.
 - 19.3.2.2 These written recommendations shall be aligned with student learning, clearly stated, and consistent with Education Code Section 44662. These recommendations shall be considered as the performance goals required by Education Code Sections 44664(a) and 44500(b)(2).
 - 19.3.2.3A Referred Participating Teacher may select his or her Consulting Teacher from a list of not fewer than three Consulting Teachers provided by the Joint Panel. A different Consulting Teacher may be requested to work with the Referred Participating Teacher at any time during the process when requested to do so by the Referred Participating Teacher or the Consulting Teacher with the approval of the Joint Panel. A change may only take place once per year.
 - 19.3.2.4 Each Referred Participating Teacher shall receive no fewer than ten hours of assistance per semester from a Consulting Teacher.
- 19.3.3 Before April 1, of the first year, the Consulting Teacher shall complete a written report evaluating the teacher's participation in the Program consisting solely of: (1) a description of the assistance provided to the Referred Participating Teacher and (2) observations of the results of the assistance in the targeted areas, (3) a recommendation regarding continued participation in the Program. This report shall be submitted to the Joint Panel, with a copy also submitted to the Referred Participating Teacher and the Evaluator. In subsequent years, the Consulting Teacher shall complete before February 1, of each year, an

interim report, and by April 1, of each year, a final report consisting of the same criteria described in this section. These reports shall be submitted to the Joint Panel with a copy submitted to the Referred Participating Teacher and the Evaluator.

A copy of each Consulting Teacher's report shall be submitted to and discussed with the Referred Participating Teacher to receive his or her input and signature before the report is submitted to the Joint Panel.

The Referred Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report. The Referred Participating Teacher shall have the right to submit a written response, within ten (10) working days, and shall have it attached to a copy of the report of the Consulting Teacher. The response shall be submitted to the Joint Panel by the Referred Participating Teacher.

The Referred Participating Teacher shall have the right to request a meeting with the Joint Panel and to be represented at this meeting by an Association Representative of his or her choice. The Joint Panel shall schedule a meeting with the Referred Participating Teacher within ten (10) working days of receiving a request to meet from the Referred Participating Teacher.

19.3.3.1 The results of the Referred Participating Teacher's participation in the Program shall be made available as part of the Referred Participating Teacher's annual evaluation. The Evaluator shall have the discretion as to whether and how to use the results in the annual evaluation.

19.3.3.2 After receiving the April 1st report, the Joint Panel shall determine whether the Referred Participating Teacher will benefit from continued participation in the Program.

19.3.3.3 The Referred Participating Teacher will continue participating in the Program until the Joint Panel determines the teacher no longer benefits from participation in the Program, or the teacher receives a satisfactory evaluation, or the teacher is separated from the District, or the Commission on Teacher Credentialing clears the teacher of charges raised by the district. The district has the sole authority to determine whether the Referred Participating Teacher has been able to demonstrate satisfactory improvement.

19.3.3.4 If after a hearing by the Commission on teacher's competence the teacher returns to the district, the teacher is subject to the regular

process of evaluation and Peer Assistance and Review Program under Article 19.

19.3.3.5 The Consulting Teacher's report on the participation in the Program, as defined in subsection 19.13.1.3 above may be placed in the personnel file by the Referred Participating Teacher or by the Evaluator if the report is used in the annual evaluation.

19.3.3.6 The Joint Panel will make an annual report to the Governing Board, the Assistant Superintendent of Human Resources and the President of the Association regarding the Program's impact, improvements to be made in the Program, and any recommendations regarding Program participants, including forwarding the names of the Referred Participating Teachers with unsatisfactory evaluations who, after sustained assistance, are unable to demonstrate satisfactory improvement.

19.3.4 Beginning Teachers

19.3.4.1A Consulting Teacher will be assigned to one or more Beginning Teachers under the Beginning Teacher Support Assessment (BTSA) program to provide assistance. The Consulting Teacher shall concentrate the assistance in the area of the California Standards for the Teaching Profession. Beginning Teachers no longer eligible for the BTSA program may request assistance under the Peer Assistance and Review Program.

19.3.4.2 The Consulting Teacher and the Evaluator shall have a cooperative relationship, and shall coordinate the assistance provided to the Beginning Teachers.

19.3.4.3 Because Beginning Teacher participation in the Program is not legally mandated, neither the Consulting Teacher nor the Joint Panel will make written reports regarding individual Beginning Teachers, nor forward to the Board the names of individual Beginning Teachers who participated in the Program. The Consulting Teacher shall provide an annual assessment of the Program's overall effectiveness and specific areas for improvement in the Program to the Joint Panel. The Joint Panel will annually report to the Governing Board, the Assistant Superintendent of Human Resources and the President of the Association on the overall effectiveness of the Program for Beginning Teachers.

19.3.5 Voluntary Participating Teachers

19.3.5.1 Those unit members participating in an assistance plan set forth in Section 12.14.4 and 12.14.5 of the Agreement or any unit member may volunteer to participate in the Peer Assistance and Review Program.

19.3.5.2 Voluntary Participating Teachers are individuals who wish to grow and learn with the assistance from a peer, or who may be seeking assistance due to a change in assignment or the implementation of new curriculum. The Program for Voluntary Participating Teachers will focus on practical application of certain teaching skills or the acquisition of a new subject matter.

19.3.5.3 The Voluntary Participating Teacher requests a Consulting Teacher from the Joint Panel. This request shall identify the specific area(s) of assistance needed.

The Joint Panel determines the availability of Consulting Teachers based on participation in the Program, budget, and other considerations. The Voluntary Participating Teacher may request a specific Consulting Teacher, but the final decision rests with the Joint Panel.

All communication between the Consulting Teacher and the Volunteer Participating Teachers shall be confidential, and without the written consent of the Volunteer Participating Teacher, shall not be shared with others, including the Site Principal, the Evaluator, or the Joint Panel.

19.4 Governance and Program Structure

19.4.1 Joint Panel

19.4.1.1 The Peer Assistance and Review Program will be administered by a Panel consisting of five members, three certificated classroom teachers selected by the Association, and two administrators appointed by the District. Qualifications for the teacher representatives shall be the same as those for Consulting Teachers as set forth in Section 19.4.2.1. A panel member's term shall be three years, except the first term of the teacher members will be one one-year term, one two-year term, and one three-year term.

19.4.1.1.1 A Beginning Teacher Support Assessment (BTSA) liaison from the Joint Panel shall sit on the BTSA consortium and report back to the Joint Panel.

19.4.1.2 Four of the five panel members will constitute a quorum for purposes of meeting and conducting business.

19.4.1.2.1 The Joint Panel will make all decisions whenever possible through consensus in the areas of appointments, reports, recommendations to the Governing Board, Program Plan and budget.

19.4.1.2.2 Failing consensus, decisions will be made by a majority vote of four out of five members.

19.4.1.2.3 Failing consensus, in the event of a quorum, decision will be made by a majority vote of three out of the four members. One of the three voters in the majority, must be an administrator.

19.4.1.2.4 The Joint Panel shall establish its own meeting schedule. Teachers who are members of the Joint Panel may be released from their regular duties to attend meetings. If, in carrying out their responsibilities as members of the Joint Panel, teacher members find it necessary to work beyond their workday of seven hours and ten minutes, they shall be compensated at the agreed upon hourly rate of pay established for unit members.

19.4.1.3 The Joint Panel's primary responsibilities involve establishing the annual Program and budget, and selecting and overseeing the Consulting Teachers. In addition, the Panel is responsible for:

- Submitting to the Governing Board, Assistant Superintendent Human Resources and the President of the Association an annual evaluation of the Program's impact, including recommendations regarding Referred Participating Teachers and if necessary, forwarding names of individuals who, after sustained assistance, are unable to demonstrate satisfactory improvement.
- Sending written notification of participation in the Peer Assistance and Review Program to the Referred Participating Teacher, the Consulting Teacher, and the Site Evaluator.
- Making available a list of Consulting Teachers for selection by Referred Participating Teachers.

- Assigning the Consulting Teachers to Voluntary Participating Teachers.
- Reviewing Consulting Teachers' reports on Referred Participating Teachers.
- Assessing the effectiveness of the Consulting Teachers.
- Coordinating with the district to provide training for Consulting Teachers, for Panel members, and where appropriate, for Participating Teachers.
- Forwarding to the Human Resources Office at the end of the year all the records regarding the Program that shall be filed separately from the individual personnel records, except as set forth in section 19.13.1.8 in this document.
- Establishing the Program's internal operating rules and procedures necessary to carry out the requirements of the Education Code and this Article, including a procedure for selecting the Joint Panel's chairperson. The Program's rules and procedures shall be consistent with the provisions of this Agreement.
- Forwarding a copy of the rules and procedures to the President of GEA, the Assistant Superintendent Human Resources, the Director of Curriculum upon adoption of the rules and procedures. The Consulting Teachers and Participating Teachers will be given a copy of the rules and procedures.
- Establishing a procedure and deadlines for application as a Consulting Teacher.
- Coordinating assistance for those unit members who are not classroom teachers.

19.4.1.4 The Panel shall use the following procedures for establishing the annual Program plan and budget:

- (a) By May 31, of each fiscal year the Panel will establish a Program and budget for the succeeding year, which will include:

The estimated state revenues for the Program

The estimated expenditures, involving:

- Projected number of Participating Teachers

- Projected number of Consulting Teachers needed

- Release time for the Joint Panel, Consulting Teachers, and Participating Teachers

- Pay for Panel members, if meeting outside the regular workday, shall be at the current hourly rate

- Pay for Consulting Teachers (Per item 19.14.2.7)

- Projected costs for training, administrative overhead, and if necessary, legal and consulting assistance

- (b) By June 30, the Program plan/budget will be submitted to the Association President and the Superintendent for approval. If the plan/budget is not approved by both parties, it may be modified by mutual agreement. By July 31, if the parties cannot reach agreement to either approve the plan/budget or to modify it, the plan/budget will be implemented as submitted by the Panel.

19.4.2.1 The qualifications for the Consulting Teacher shall be set forth in the rules and procedures established by the Joint Panel. The rules and procedures shall constitute the following minimum qualifications:

A credentialed classroom teacher with permanent status and at least five years of recent teaching experience with the last three years in the Garvey School District.

Demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, knowledge of state frameworks and commitment to district curricular goals and standards, and mastery of a range of teaching strategies necessary to meet students' needs in different contexts.

Ability to work cooperatively and effectively with other teachers and administrators, demonstrates effective leadership skills, and experience in working on school or district committees.

Service as a full-time classroom teacher during the year of application and each year of service.

19.4.2.2 Consulting Teacher positions shall be posted by the district. Each applicant will be required to submit a completed application. If the applicant successfully passes the paper screening, the Joint Panel shall: (1) schedule up to two classroom visitations to observe directed teaching lessons, (2) have an oral interview with the applicant, (3) make the recommendations which will be forwarded to the Superintendent for Board approval.

19.4.2.3 Consulting Teachers will be trained to offer peer assistance and to understand the specific functions of the Peer Assistance and Review Program.

19.4.2.4 Consulting Teachers will be selected by Referred Participating Teachers from the list of no fewer than three Consulting Teachers by the Joint Panel. The Consulting Teacher of the Referred Participating Teacher may petition the Panel for an assignment change for good reasons. The Referred Participating Teachers shall be allowed only one change per year. Consulting

Teachers will be assigned to Beginning Teacher Support Assignment (BTSA) program teachers by the Director of Curriculum as they enter the BTSA program. The Consulting Teachers will be assigned to the Voluntary Participating Teachers by the Joint Panel.

19.4.2.5 Consulting Teachers shall have the responsibility for no more than two Participating Teachers. Each Referred Participating Teacher shall receive no less than ten hours of assistance per semester from the Consulting Teacher. In extenuating circumstances a Consulting Teacher may have up to three participating teachers for no more than one Peer Assistance and Review Program cycle as determined by the Joint Panel with the consent of the Consulting Teacher.

19.4.2.6 Terms for Consulting Teacher Positions:

Upon completion of each school year as a Consulting Teacher, the unit member's performance shall be reviewed by the Joint Panel. The term may be extended for an additional year, for a maximum of three (3) consecutive school years.

Upon completion of three (3) consecutive years as a Consulting Teacher, and after a one-year period has elapsed, the unit member may reapply to be a Consulting Teacher.

19.4.2.7 Compensation for Consulting Teachers:

Compensation for Consulting Teachers shall be \$4,000 for a full year based on 160 hours served. Upon completion of each forty (40) hours, $\frac{1}{4}$ of the annual stipend shall be paid. Additional monies will be available for, but not limited to, release time, travel, and conference expenses. For Consulting Teachers who serve less than a full year, the \$4,000 stipend will be prorated based upon the length of time served.

- No unrestricted general funds shall be allocated to the Peer Assistance and Review Program.
- The stipend received by the Consulting Teachers is intended to be regarded as additional pay for additional responsibilities, not merit pay.

19.4.3 Consulting Teachers shall provide assistance to Participating Teachers in the areas of subject matter knowledge, teaching

strategies, and teaching methods. This assistance may include, but not be limited to, the following activities:

- (a) meeting and consulting with the Evaluator regarding the nature of the assistance needed and to be provided for the Referred Participating Teacher;
- (b) meeting with the Referred Participating Teacher to:
 - discuss the Peer Assistance and Review Program
 - establish performance goals
 - develop an assistance plan
 - establish a mutually agreed upon time frame and timeline to address the areas recommended for improvement
 - develop a process for determining successful completion of the Peer Assistance and Review Program
- (c) monitoring the progress and providing written reports to the Referred Participating Teacher for discussion and review;
- (d) providing consultative assistance to improve in the specific areas targeted by the Evaluator or the District Evaluation Standards;
- (e) engaging in multiple observations of the Participating Teacher for no fewer than 30 minutes per observation during periods of classroom instruction;
- (f) allowing the Participating Teacher to observe the Consulting Teacher and/or other selected teachers;
- (g) attending training in specified teaching techniques and/or in designated subject matter;
- (h) demonstrating and modeling good instructional and professional practices to the Participating Teacher;
- (i) maintaining appropriate records of each Participating Teacher's activities and progress;

19.4.4 The Consulting Teachers will prepare all written reports as required by Section 19.13.1.3 of this Article.

19.5 Other Provisions

- 19.5.1 Functions performed by unit members under this document shall not constitute either management or supervisory functions.
- 19.5.2 The District agrees to indemnify, hold harmless, and provide a defense to any Joint Panel member or Consulting Teacher in their role as a participating unit member as other public school employees have pursuant to Div. 3.6 (commencing with Section 810) of Title I of the California Government Code. The District additionally agrees to represent the Association through the District's legal counsel for litigation and proceedings resulting from the Association's participation in the Peer Assistance and Review Program in the event the Association is included in any such actions.

This indemnification does not include any discriminatory or illegal actions within the scope of the unit member's and/or Association's participation in the Peer Assistance and Review Program.

19.5.3 Records

19.5.3.1 All proceedings and materials related to evaluations, reports, and other personnel matters shall be strictly confidential. Therefore, Joint Panel members and Consulting Teachers may disclose such information only as necessary to administer this Article.

19.5.3.2 All documents for the Peer Assistance and Review Program will be filed by the Human Resources office separately from the individual personnel records, except as set forth in 19.13.1.8 above.

- 19.5.4 Members of the bargaining unit who are not classroom teachers are covered by this Article. The Joint Panel shall select the method by which their participation in the Peer Assistance and Review Program takes place.
- 19.5.5 Any grievance related to this Article shall be limited to a claim that the above procedures have been violated or unreasonably applied.
- 19.5.6 No unit member shall be required to substitute for any participant in the Peer Assistance and Review Program who is released from his or her regular classroom assignment to observe or be observed as part of the Peer Assistance and Review Program. This shall not apply to the Joint Panel's selection process for Consulting Teachers.

If no subs are available, Peer Assistance and Review Program observations will be cancelled for the day.