

ARTICLE XI

Peer Assistance and Review Program for Teachers

A. **PURPOSE OF THE PROGRAM:** The Teachers Association of Long Beach and the Long Beach Unified School District support the highest possible quality of education. In order for students to succeed in learning, teachers must succeed in teaching. Teachers who are referred to or who volunteer for the Peer Assistance and Review Program are valuable professionals who shall be provided the best resources and support for improving and strengthening their instructional performance.

B. **DEFINITIONS OF TERMS:**

1. **Peer Assistance.** Both new and experienced teachers benefit from professional support provided by other classroom teachers. For the purposes of this Article, peer assistance describes activities planned and implemented by the Consulting Teacher in collaboration with the Participating Teacher and the supervising administrator. These activities shall be designed to strengthen the Participating Teacher's skill and expertise in the California Standards for the Teaching Profession:

1. Engaging and Supporting All Students in Learning
2. Creating and Maintaining Effective Environments for Student Learning
3. Understanding and Organizing Subject Matter for Student Learning
4. Planning Instruction and Designing Learning Experiences for All Students
5. Assessing Students for Learning
6. Developing as a Professional Educator

2. **Peer Review.** Peer review describes a process by which the Consulting Teacher shall monitor, guide, and support the progress of one or more assigned Referred Participating Teachers toward an effective level of classroom performance. The review process shall include the following:

- a. Collaboration between the Consulting Teacher and the Referred Participating Teacher in developing mutually agreeable performance goals for the Referred Participating Teacher.
- b. Monthly written reports to the Referred Participating Teacher which shall be shared with the Peer Assistance and Review Panel and the supervising administrator.
- c. A collaborative and cooperative relationship between the Consulting teacher and the administrator who supervises the Participating Teacher to whom the Consulting Teacher is assigned.

1 d. A non-evaluative Summary Report prepared by the Consulting Teacher
2 which shall be provided to the Referred Participating Teacher, the Peer
3 Assistance and Review Panel, and the supervising administrator. A copy of
4 the Summary Report shall be placed in the personnel file of the Referred
5 Participating Teacher and the Summary Report may be reflected in the final
6 evaluation of the Referred Participating Teacher. The final evaluations of the
7 Referred Participating Teacher shall be completed by the supervising
8 administrator.
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10 3. **Peer Assistance and Review Panel.** The Peer Assistance and Review Panel shall be
11 comprised of nine (9) members, the majority of whom shall be teachers. Five (5) teacher
12 members shall be appointed by the Executive Board of Directors of the Teachers
13 Association. Four (4) members shall be administrators selected by the Long Beach
14 Unified School District.
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16 4. **Referred Participating Teacher.** A Referred Participating Teacher is a teacher who
17 has achieved permanent status and who, as a result of either an interim or a final
18 evaluation in which one or more ratings of unsatisfactory or multiple developing have
19 been earned, demonstrates a need for assistance to improve his/her competencies in the
20 California Standards for the Teaching Profession.
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22 A teacher with permanent status who is not initially assigned to the Peer Assistance and
23 Review Program and who receives more than one developing or an unsatisfactory
24 evaluation in the course of the prescribed evaluation process may, with the
25 recommendation of the supervising administrator and the approval of the PAR Panel, be
26 assigned immediately to the Peer Assistance and Review Program and be designated as
27 a Referred Participating Teacher. Assignment shall occur in a timely manner following
28 the teacher's receipt of the unsatisfactory evaluation. Teachers assigned to the Program
29 as the result of an ongoing evaluation shall participate in the Peer Assistance and Review
30 Program for the remainder of the year in which the initial assignment occurred and for
31 the entire subsequent school year.
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33 A Referred Participating Teacher shall participate in both the peer assistance and peer
34 review components of this program.
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36 5. **Consulting Teacher.** A Consulting Teacher is a permanent classroom teacher selected
37 by the Peer Assistance and Review Panel to provide support to a Participating Teacher
38 and/or to assume additional responsibilities determined as appropriate by the Peer
39 Assistance and Review Panel or the District. These responsibilities may include:
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- 41 a. Assistance and guidance to experienced teachers upon mutual agreement of the
- 42 parties.
- 43 b. Staff development activities appropriate for certificated employees.
- 44 c. Collaborative lesson planning
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1 C. **PEER ASSISTANCE AND REVIEW PANEL – ORGANIZATION AND**
 2 **RESPONSIBILITIES:**

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- 4 1. The Peer Assistance and Review Panel shall be comprised of a majority of teachers.
 5 Five (5) permanent classroom teachers shall serve on the Peer Assistance and Review
 6 Panel. Teachers participating on the panel shall be selected by the Teacher
 7 Association of Long Beach. In addition, there shall be four (4) administrators on the
 8 panel. These individuals will be selected by the Long Beach Unified School District.
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- 10 2. If a teacher serving as a panel member is unable to complete his/her term because of
 11 any reason, the Teacher Association of Long Beach shall appoint another teacher to
 12 continue in the position. After the first year of the Peer Assistance and Review
 13 Program, panel members shall upon selection, serve three-year terms.
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- 15 3. The Peer Assistance and Review Panel shall establish its own meeting schedule. A
 16 quorum requires two-thirds (2/3) of the members be present and that the majority of
 17 those present shall be members of the Association. Such meetings shall take place
 18 during the regular workday. Teachers who are members of the panel shall be released
 19 from their regular duties to attend meetings. If, in carrying out their responsibilities,
 20 the panel finds it necessary to work beyond their regular workday, they shall be
 21 compensated at their additional hourly pay rate.
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- 23 4. The Peer Assistance and Review Panel shall be responsible to:
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- 25 a. Provide annual training for Peer Assistance and Review Panel members.
 26 b. Establish its own rules of procedure including the method for the selection of
 27 a chairperson.
 28 c. Establish an application procedure for those desiring to become
 29 Consulting Teachers.
 30 d. Organize and implement a plan for classroom observations of applicants for
 31 Consulting Teacher Positions.
 32 e. Participate in classroom observations or review artifacts of selected
 33 applicants for Consulting Teacher positions.
 34 f. Nominate Consulting Teachers to the governing board for approval.
 35 g. Notify Consulting Teacher applicants that they have been approved by the
 36 governing Board of Education.
 37 h. Approve training and support for Consulting Teachers and Participating
 38 Teachers.
 39 i. Provide final approval of assignments of Consulting Teachers to Participating
 40 Teachers.
 41 j. Review the final report prepared by the Consulting Teacher and making
 42 recommendations to the governing Board of Education regarding each
 43 Participating Teacher's progress in the Peer Assistance and Review Program.
 44 k. Conduct an annual review of Consulting Teachers' activities and
 45 effectiveness.

- 1 l. Recommend to the governing Board of Education that terms of Consulting
2 Teachers who are not performing effectively not be renewed.
3 m. Evaluate annually the impact of the Peer Assistance and Review Program in
4 order to improve the program.
5 n. Work with the District to draft the preliminary PAR budget; however, the
6 final budget approval authority shall be retained by the district.
7 o. Adopt rules and regulations to accomplish the provision of this Article. These
8 rules and regulations shall be consistent with the provision of the Agreement
9 and in the event of any inconsistency the Agreement shall prevail.
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11 5. All proceedings and materials related to evaluations, reports, and other personnel matters
12 shall be strictly confidential. Disclosure of such information by panel members and
13 Consulting Teachers is appropriate only in the implementation of this Article.
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15 6. The Long Beach Unified School District shall hold harmless the members of the Peer
16 Assistance and Review Panel and the Consulting Teacher from any liability arising out
17 of their participation in this program as provided in Education Code, Section 44503 (e).
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19 **D. PARTICIPATING TEACHERS:**

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21 1. **Referred Participating Teachers:**
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23 a. A Referred Participating Teacher is a teacher with permanent status who as a
24 result of one or more unsatisfactory or multiple developing ratings in the
25 course of the prescribed evaluation process is referred to the Peer Assistance
26 and Review Panel for assistance and support. This assistance and support
27 shall be designed to strengthen the competencies in the California Standards
28 of the Teaching Profession.
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30 b. The Peer Assistance and Review Panel shall assign Consulting Teacher(s) to
31 Referred Participating Teachers. Additional Consulting Teachers may be
32 assigned by the Peer Assistance and Review Panel at any time the panel
33 determines a need for additional support exists.
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35 c. Notwithstanding Article VIII of this contract, Referred Participating Teachers
36 shall not be eligible for voluntary transfer or voluntary reassignment while
37 they remain in the program.
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39 **E. CONSULTING TEACHERS:**

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41 1. A Consulting Teacher is a teacher who provides assistance to a Participating Teacher
42 pursuant to the Peer Assistance and Review Program. The following qualifications
43 are required of candidates making application for this position:
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45 a. The Consulting Teacher shall be a credentialed teacher who has attained
46 permanent status.

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- b. The Consulting Teacher shall have substantial recent experience in classroom instruction.
 - c. The Consulting Teacher shall have demonstrated exemplary teaching ability characterized by effective communication skills, strong knowledge of subject matter, and a mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.
2. The application process for candidates for Consulting Teachers shall include:
 - a. Completed application form.
 - b. Statement by the current principal or immediate supervising administrator.
 - c. Statement by at least one other classroom teacher who is familiar with the classroom performance of the applicant. All applications and statements shall be treated with confidentiality.
 - d. All information about Consulting Teacher applications shall remain confidential.
 3. Applications for Consulting Teachers shall be approved by a majority vote of the Peer Assistance and Review Panel.
 4. The governing board may meet in closed session to consider the appointment of any nominee to be a Consulting Teacher. The governing board may gather information it deems necessary to evaluate nominees. The governing Board of Education may reject any nominations. The final designation of any person as a Consulting Teacher shall be by action of the governing board.
 5. Classroom observations may be conducted by members of the Peer Assistance and Review Panel or a selection team appointed by the panel to review a teaching video submission as part of the selection process for Consulting Teachers.
 6. Initially, the term of the Consulting Teachers shall be for one (1) year. Upon successful completion of the first year, the Consulting Teacher may be eligible for two (2) consecutive terms of three (3) years.
 7. Consulting Teachers shall be provided release time for the purpose of observing Participating Teachers and meeting with them to plan and provide support and assistance.
 8. Upon completion of each school year, the performance of the Consulting Teacher will be reviewed by the governing board. A Consulting Teacher assignment may be terminated if the Peer Assistance and Review Panel determines the Consulting Teacher has not performed his/her duties effectively. A Consulting Teacher not recommended to the Board shall be entitled to a conference with the chairperson of the Peer Assistance and Review Panel to be advised of the reasons and he/she may

1 attach a written response to the report which shall be sent to the governing Board of
2 Education.

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4 a. The term of a Consulting Teacher may be renewed for a second consecutive
5 three (3) year term. Renewal shall be initiated and conducted in the same
6 manner as a new application for Consulting Teacher.

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8 b. If for any reason a Consulting Teacher is unable to complete the duties of the
9 position, the Peer Assistance and Review Panel may select an alternate
10 teacher from a list approved by the Peer Assistance and Review Panel.

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12 c. Consulting Teachers who voluntarily request an unpaid leave of absence for
13 a semester or longer for other than health reasons shall be terminated as
14 Consulting Teachers and must reapply for the position.

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16 9. Responsibilities performed by Consulting Teachers pursuant to this Article shall
17 constitute neither management nor supervisory functions. The Consulting Teachers
18 shall retain all rights of bargaining unit members.

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20 **F. PEER ASSISTANCE PROCESS:**

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22 1. The Referred Participating Teacher shall meet with his/her administrative evaluator
23 according to the deadline dates established by Human Resource Services for the
24 purpose of discussing the traditional evaluation policy, procedures, standards, and
25 expectations. The Referred Participating Teacher and the administrative supervisor
26 shall collaboratively develop written goals and objectives within the prescribed
27 timelines.

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29 2. Consulting Teachers may work individually with Referred Participating Teachers or
30 as a part of a team of Consulting Teachers. Each Referred Participating Teacher shall
31 receive not less than sixty (60) hours of assistance
32 per year from the Consulting Teacher(s) assigned to work with him/her.

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34 Consulting Teachers shall assist Referred Participating Teachers by demonstrating,
35 modeling, observing, coaching, conferencing, and referring or by other activities
36 which in the professional judgment of the Consulting Teacher would support the
37 Referred Participating Teacher in strengthening his/her skills. A concerted effort
38 shall be made to limit the number of Participating Teachers with whom a Consulting
39 Teacher shall work to two (2) or fewer.

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41 3. The Consulting Teacher shall meet with his/her assigned Referred Participating
42 Teacher by the end of the fourth week of the school year. The purposes of this
43 meeting shall be to discuss the Peer Assistance and Review Program, to establish
44 mutually agreed upon performance goals, to begin developing the specific
45 components of a written individualized assistance plan, and to agree to a process for
46 determining the successful completion of the Peer Assistance and Review Program.

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4. The Consulting Teacher shall conduct multiple observations of the classroom performance of the Referred Participating Teachers to whom he/she is assigned. The Consulting Teachers shall conduct pre and post-observation conferences with the Referred Participating Teachers.
 5. The Consulting Teacher shall monitor the progress of the Referred Participating Teacher to whom he/she is assigned and shall provide written reports no less than once each school month to the Referred Participating Teacher for discussion and review and to the Peer Assistance and Review Panel for the purpose of keeping the Panel apprised of the Referred Participating Teacher's level of performance.
 6. The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until the Consulting Teacher and the supervising administrator determine the teaching performance of the Referred Participating Teacher is consistently effective or further assistance will not result in effective performance.
 7. At least four weeks prior to the deadline date for the submission of the teacher's final evaluation, a copy of the Consulting Teacher's Summary Report shall be given to the Referred Participating Teacher, the supervising administrator, and the Peer Assistance and Review Panel. A copy bearing the signature of the Referred Participating Teacher indicating acknowledgment of receipt shall be retained in the site file.
 8. The Referred Participating Teacher may request to appear before the Peer Assistance and Review Panel and to be represented in the meeting by an Association representative.
 9. As indicated above, a copy of the Summary Report shall be placed in the personnel file of the Referred Participating Teacher, and the document may be reflected in the final evaluation of the Referred Participating Teacher as a means of support.
 10. Deadline dates for each step in the Peer Assistance and Review process shall be developed by Human Resource Services and agreed to by TALB and distributed to all sites at the beginning of the school year along with evaluation guidelines.

37 **G. ANNUAL STIPEND FOR CONSULTING TEACHERS:**

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1. Consulting Teachers shall be provided release time for all activities conducted during the school day related to Peer Assistance and Review. Peer Assistance and Review Consulting Teachers shall receive an annual stipend. This stipend shall not be counted as salary or wages for employer contributions or employee benefits under the State Teachers Retirement System/Public Employees Retirement System.
 2. The stipend shall be paid at the end of each semester. Federal and State income taxes will be deducted from each stipend payment as required by law.

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- 3. The annual stipend shall be prorated if the employee cannot or chooses not to complete the Consulting Teacher duties according to the Peer Assistance and Review Agreement.
- 4. The annual number of hours of service required of a Consulting Teacher shall be sixty (60).

H. CONTINUATION OF THE PEER ASSISTANCE AND REVIEW PROGRAM:

- 1. District participation shall be contingent upon receipt by the District of sufficient sums to which it is entitled to pay fully the cost of the program.
- 2. There will be no encroachment of the general fund of the District to fund the Peer Assistance and Review Program.