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## 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.

21  
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.

35  
36       5.   **Voluntary Participating Teachers.** Teachers who want to receive PAR Support, but  
37            were not referred to the PAR program, may voluntarily apply for the program.  
38            Acceptance into the PAR program will depend on the availability of Consulting Teachers  
39            to provide the necessary services.

40  
41       6.   **Consulting Teacher.** A Consulting Teacher is a permanent classroom teacher selected  
42            by the Peer Assistance and Review Panel to provide support to a Participating Teacher  
43            and/or to assume additional responsibilities determined as appropriate by the Peer  
44            Assistance and Review Panel or the District. These responsibilities may include:  
45

- a. Assistance and guidance to experienced teachers upon mutual agreement of the parties.
- b. Staff development activities appropriate for certificated employees.
- c. Collaborative lesson planning

C. **PEER ASSISTANCE AND REVIEW PANEL – ORGANIZATION AND RESPONSIBILITIES:**

1. The Peer Assistance and Review Panel shall be comprised of a majority of teachers. Five (5) permanent classroom teachers shall serve on the Peer Assistance and Review Panel. Teachers participating on the panel shall be selected by the Teacher Association of Long Beach. In addition, there shall be four (4) administrators on the panel. These individuals will be selected by the Long Beach Unified School District.
2. If a teacher serving as a panel member is unable to complete his/her term because of any reason, the Teacher Association of Long Beach shall appoint another teacher to continue in the position. After the first year of the Peer Assistance and Review Program, panel members shall upon selection, serve three-year terms.
3. The Peer Assistance and Review Panel shall establish its own meeting schedule. A quorum requires two-thirds (2/3) of the members be present and that the majority of those present shall be members of the Association. Such meetings shall take place during the regular workday. Teachers who are members of the panel shall be released from their regular duties to attend meetings. If, in carrying out their responsibilities, the panel finds it necessary to work beyond their regular workday, they shall be compensated at their additional hourly pay rate.
4. The Peer Assistance and Review Panel shall be responsible to:
  - a. Provide annual training for Peer Assistance and Review Panel members.
  - b. Establish its own rules of procedure including the method for the selection of a chairperson.
  - c. Establish an application procedure for those desiring to become Consulting Teachers.
  - d. Organize and implement a plan for classroom observations of applicants for Consulting Teacher Positions.
  - e. Participate in classroom observations or review artifacts of selected applicants for Consulting Teacher positions.
  - f. Nominate Consulting Teachers to the governing board for approval.
  - g. Notify Consulting Teacher applicants that they have been approved by the governing Board of Education.
  - h. Approve training and support for Consulting Teachers and Participating Teachers.
  - i. Provide final approval of assignments of Consulting Teachers to Participating Teachers.

- 1           j.       Review the final report prepared by the Consulting Teacher and making  
2                    recommendations to the governing Board of Education regarding each  
3                    Participating Teacher’s progress in the Peer Assistance and Review Program.  
4           k.       Conduct an annual review of Consulting Teachers’ activities and  
5                    effectiveness.  
6           l.       Recommend to the governing Board of Education that terms of Consulting  
7                    Teachers who are not performing effectively not be renewed.  
8           m.       Evaluate annually the impact of the Peer Assistance and Review Program in  
9                    order to improve the program.  
10          n.       Work with the District to draft the preliminary PAR budget; however, the  
11                    final budget approval authority shall be retained by the district.  
12          o.       Adopt rules and regulations to accomplish the provision of this Article. These  
13                    rules and regulations shall be consistent with the provision of the Agreement  
14                    and in the event of any inconsistency the Agreement shall prevail.  
15  
16          5. All proceedings and materials related to evaluations, reports, and other personnel matters  
17                    shall be strictly confidential. Disclosure of such information by panel members and  
18                    Consulting Teachers is appropriate only in the implementation of this Article.  
19  
20          6. The Long Beach Unified School District shall hold harmless the members of the Peer  
21                    Assistance and Review Panel and the Consulting Teacher from any liability arising out  
22                    of their participation in this program as provided in Education Code, Section 44503 (e).  
23

24 **D. PARTICIPATING TEACHERS:**

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26 1.       **Referred and Voluntary Participating Teachers:**

- 27  
28          a.       The Peer Assistance and Review Panel shall assign Consulting Teacher(s) to  
29                    Referred Participating Teachers. Additional Consulting Teachers may be  
30                    assigned by the Peer Assistance and Review Panel at any time the panel  
31                    determines a need for additional support exists.  
32  
33          b.       The Peer Assistance and Review Panel shall assign Consulting Teacher(s) to  
34                    Voluntary Participating Teachers based on the availability of Consulting  
35                    Teachers.  
36  
37          c.       Notwithstanding Article VIII of this contract, Referred Participating Teachers  
38                    shall not be eligible for voluntary transfer or voluntary reassignment while  
39                    they remain in the program.  
40

41 **E. CONSULTING TEACHERS:**

- 42  
43 1.       A Consulting Teacher is a teacher who provides assistance to a Participating Teacher  
44                    pursuant to the Peer Assistance and Review Program. The following qualifications  
45                    are required of candidates making application for this position:  
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- 1 a. The Consulting Teacher shall be a credentialed teacher who has attained  
2 permanent status.  
3
- 4 b. The Consulting Teacher shall have substantial recent experience in classroom  
5 instruction.  
6
- 7 c. The Consulting Teacher shall have demonstrated exemplary teaching ability  
8 characterized by effective communication skills, strong knowledge of subject  
9 matter, and a mastery of a range of teaching strategies necessary to meet the  
10 needs of pupils in different contexts.  
11
- 12 d. The Consulting Teacher shall maintain effective or higher ratings in all areas  
13 of their most recent evaluation.  
14
- 15 2. The application process for candidates for Consulting Teachers shall include:  
16
- 17 a. Completed application form.  
18
- 19 b. Statement by the current principal or immediate supervising administrator.  
20
- 21 c. Statement by at least one other classroom teacher who is familiar with the  
22 classroom performance of the applicant. All applications and statements shall  
23 be treated with confidentiality.  
24
- 25 d. All information about Consulting Teacher applications shall remain  
26 confidential.  
27
- 28 3. Applications for Consulting Teachers shall be approved by a majority vote of the  
29 Peer Assistance and Review Panel. After approved returning consulting teachers are  
30 placed with a participating and/or voluntary participating teachers, National Board  
31 Designated Teachers will be prioritized for remaining consulting teacher  
32 assignments.  
33
- 34 4. The governing board may meet in closed session to consider the appointment of any  
35 nominee to be a Consulting Teacher. The governing board may gather information  
36 it deems necessary to evaluate nominees. The governing Board of Education may  
37 reject any nominations. The final designation of any person as a Consulting Teacher  
38 shall be by action of the governing board.  
39
- 40 5. Classroom observations may be conducted by members of the Peer Assistance and  
41 Review Panel or a selection team appointed by the panel to review a teaching video  
42 submission as part of the selection process for Consulting Teachers.  
43
- 44 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.

- 1           7.     Consulting Teachers shall be provided release time for the purpose of observing  
2 Participating Teachers and meeting with them to plan and provide support and  
3 assistance.  
4
- 5           8.     Upon completion of each school year, the performance of the Consulting Teacher  
6 will be reviewed by the governing board. A Consulting Teacher assignment may be  
7 terminated if the Peer Assistance and Review Panel determines the Consulting  
8 Teacher has not performed his/her duties effectively. A Consulting Teacher not  
9 recommended to the Board shall be entitled to a conference with the chairperson of  
10 the Peer Assistance and Review Panel to be advised of the reasons and may attach a  
11 written response to the report which shall be sent to the governing Board of  
12 Education.  
13
- 14           a.     The term of a Consulting Teacher may be renewed for a second consecutive  
15 three (3) year term. Renewal shall be initiated and conducted in the same  
16 manner as a new application for Consulting Teacher.  
17
- 18           b.     If for any reason a Consulting Teacher is unable to complete the duties of the  
19 position, the Peer Assistance and Review Panel may select an alternate  
20 teacher from a list approved by the Peer Assistance and Review Panel.  
21
- 22           c.     Consulting Teachers who voluntarily request an unpaid leave of absence for  
23 a semester or longer for other than health reasons shall be terminated as  
24 Consulting Teachers and must reapply for the position.  
25
- 26           9.     Responsibilities performed by Consulting Teachers pursuant to this Article shall  
27 constitute neither management nor supervisory functions. The Consulting Teachers  
28 shall retain all rights of bargaining unit members.  
29

30 **F.     PEER ASSISTANCE PROCESS:**

- 31
- 32           1.     The Referred or Voluntary Participating Teacher shall meet with the assigned  
33 administrative evaluator according to the deadline dates established by Human  
34 Resource Services for the purpose of discussing the traditional evaluation policy,  
35 procedures, standards, and expectations. The Referred Participating Teacher and the  
36 administrative evaluator shall collaboratively develop written goals and objectives  
37 within the prescribed timelines.  
38
- 39           2.     Consulting Teachers may work individually with Referred or Voluntary Participating  
40 Teachers or as a part of a team of Consulting Teachers. Each Referred or Voluntary  
41 Participating Teacher shall receive not less than sixty (60) hours of assistance  
42 per year from the assigned Consulting Teacher(s).  
43

44 Consulting Teachers shall assist Referred or Voluntary Participating Teachers by  
45 demonstrating, modeling, observing, coaching, conferencing, and referring or by  
46 other activities which in the professional judgment of the Consulting Teacher would

1 support the Referred and Voluntary Participating Teacher in strengthening his/her  
2 skills. A concerted effort shall be made to limit the number of Participating Teachers  
3 with whom a Consulting Teacher shall work to two (2) or fewer.  
4

- 5 3. The Consulting Teacher shall meet with his/her assigned Referred or Voluntary  
6 Participating Teacher by the end of the fourth week of the school year. The purposes  
7 of this meeting shall be to discuss the Peer Assistance and Review Program, to  
8 establish mutually agreed upon performance goals, to begin developing the specific  
9 components of a written individualized assistance plan, and to agree to a process for  
10 determining the successful completion of the Peer Assistance and Review Program.  
11

12 a. The Consulting Teacher shall conduct multiple observations of the  
13 classroom performance of the Referred or Voluntary Participating  
14 Teachers. The Consulting Teachers shall conduct pre and post-observation  
15 conferences with the Referred or Voluntary Participating Teachers.  
16

- 17 4. The Consulting Teacher shall monitor the progress of the assigned Referred or  
18 Voluntary Participating Teacher and shall provide written reports no less than once  
19 each school month to the Referred Participating Teacher for discussion and review  
20 and to the Peer Assistance and Review Panel for the purpose of keeping the Panel  
21 apprised of the Referred Participating Teacher's level of performance.  
22

- 23 5. The Consulting Teacher shall continue to provide assistance to the Referred or  
24 Voluntary Participating Teacher until the Consulting Teacher and the supervising  
25 administrator determine the teaching performance of the Referred or Voluntary  
26 Participating Teacher is consistently effective or further assistance will not result in  
27 effective performance.  
28

- 29 6. At least four weeks prior to the deadline date for the submission of the teacher's final  
30 evaluation, a copy of the Consulting Teacher's Summary Report shall be given to the  
31 Referred or Voluntary Participating Teacher, the supervising administrator, and the  
32 Peer Assistance and Review Panel. A copy bearing the signature of the Referred or  
33 Voluntary Participating Teacher indicating acknowledgment of receipt shall be  
34 retained in the site file.  
35

- 36 7. The Referred and Voluntary Participating Teacher may request to appear before the  
37 Peer Assistance and Review Panel and to be represented in the meeting by an  
38 Association representative.  
39

- 40 8. As indicated above, a copy of the Summary Report shall be placed in the personnel  
41 file of the Referred Participating Teacher, and the document may be reflected in the  
42 final evaluation of the Referred or Voluntary Participating Teacher as a means of  
43 support.  
44

- 45 9. It is understood, Voluntary Participating Teachers will have flexibility in the outlined  
46 tenets of the program with the approval of the Consulting Teacher.

- 1  
2 10. Deadline dates for each step in the Peer Assistance and Review process shall be  
3 developed by Human Resource Services and agreed to by TALB and distributed to  
4 all sites at the beginning of the school year along with evaluation guidelines.  
5

6 **G. ANNUAL STIPEND FOR CONSULTING TEACHERS:**  
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- 8 1. Consulting Teachers shall be provided release time for all activities conducted during  
9 the school day related to Peer Assistance and Review. Peer Assistance and Review  
10 Consulting Teachers shall receive an annual stipend. This stipend shall not be  
11 counted as salary or wages for employer contributions or employee benefits under  
12 the State Teachers Retirement System/Public Employees Retirement System.  
13  
14 2. The stipend shall be paid at the end of each semester. Federal and State income taxes  
15 will be deducted from each stipend payment as required by law. National Board  
16 Teachers are not eligible for an additional stipend but their participation hours as  
17 consulting teacher count towards the required sixty (60) hour requirement for  
18 designated master teachers as outlined in Appendix D, Section 10.  
19  
20 3. The annual stipend, or the required sixty (60) hour requirement for designated master  
21 teachers outlined in Appedix D, Section 10, shall be prorated if the employee cannot  
22 or chooses not to complete the Consulting Teacher duties according to the Peer  
23 Assistance and Review Agreement.  
24  
25 4. The annual number of hours of service required of a Consulting Teacher shall be  
26 sixty (60).  
27

28 **H. CONTINUATION OF THE PEER ASSISTANCE AND REVIEW PROGRAM:**  
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- 30 1. District participation shall be contingent upon receipt by the District of sufficient  
31 sums to which it is entitled to pay fully the cost of the program.  
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33 2. There will be no encroachment of the general fund of the District to fund the Peer  
34 Assistance and Review Program.  
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