

ARTICLE 23: PEER ASSISTANCE AND REVIEW

- 23.1 The former Article 23, Implementation of the Mentor Teacher Program, is hereby deleted and replaced by this Article 23, Peer Assistance and Review.
- 23.2 The District and the Association continuously strive to improve the quality of education. In order for students to succeed in learning, and for teachers to be successful, the District and the Association agree to cooperate in the design and implementation of programs to improve the quality of instruction.

A critical element toward achievement of this goal is through expanded and improved professional development and peer assistance. The Peer Assistance and Review (PAR) Program supports exemplary teachers in assisting their colleagues in subject matter knowledge, teaching strategies, teaching methods, and classroom management.

PAR support and assistance shall not involve participation in, nor the conducting of, the evaluation of certificated unit members (Stull evaluation), as set forth in Article 12, Exhibit L, and Education Code Section 44660, et seq.

23.3 Peer Assistance and Review (PAR) Committee

23.3.1 The PAR Committee serves as the governing body for the program and determines program guidelines that are consistent with the terms of the Collective Bargaining Agreement and the California Peer Assistance and Review Program for Teachers, AB1x. The PAR Committee shall consist of four (4) members selected by the Association, who shall compose the majority of the Committee, and three (3) members appointed by the Superintendent.

23.3.2 The recommended composition of the committee is as follows: one (1) elementary classroom teacher, one (1) middle school classroom teacher, one (1) high school classroom teacher, one (1) Association president's appointee, one (1) elementary site administrator, one (1) secondary site administrator, and one (1) other administrator.

23.3.3 Members of the PAR Committee shall serve for a term of two (2) years. For the first term, two (2) Association members, as determined by the Association, and one (1) administrator, as determined by the Superintendent, shall serve for three (3) years; thereafter, the term of office shall be two (2) years. No more than two (2) consecutive terms may be served without a one year break in service.

23.3.4 Bargaining unit members who are on the PAR Committee shall receive an annual stipend as per Exhibit F.

23.4 Meetings

23.4.1 The PAR Committee shall establish its own meeting schedule. However, the committee shall convene prior to the end of the school year for data collection and to review the number of program participants for the following school year. Minutes shall be kept of each meeting and

- distributed to PAR Committee members.
- 23.4.2 Five members of the PAR Committee must be present to conduct business. When PAR Committee meetings are scheduled during normal work hours on a day of instruction, such meetings shall not begin until 9:00 a.m. in recognition of the time required to prepare for a substitute.
- 23.4.3 Bargaining unit members who are on the PAR Committee shall be released from their regular duties to attend PAR meetings held during regular duty hours.
- 23.5 PAR Committee Duties and Responsibilities
- 23.5.1 Plan and participate in annual training for the PAR Committee members.
- 23.5.2 Develop, adopt and disseminate Rules and Procedures for the PAR Program consistent with the terms of the Collective Bargaining Agreement and the California Peer Assistance and Review Program for Teachers, AB1x.
- 23.5.3 Establish an application procedure for Consulting Teachers.
- 23.5.4 Select Consulting Teachers.
- 23.5.5 Select and approve initial and on-going training opportunities for Consulting Teachers and Participating Teachers to be available throughout the year, including the summer months.
- 23.5.6 Provide written notification to referred Participating Teacher as needed. Copies of necessary notifications shall be sent to Consulting Teacher and the Principal.
- 23.5.7 Notify the Participating Teacher of the available panel of Consulting Teachers.
- 23.5.8 Develop procedures to recruit Voluntary Teachers.
- 23.5.9 Develop a timeline for PAR Committee activities to provide services beginning May 2001 and annually thereafter.
- 23.5.10 Develop, approve, and monitor annual PAR Program budget and expenditures.
- 23.5.11 Review reports submitted by Consulting Teachers.
- 23.5.12 Compile and maintain a list of professional development opportunities for use by Participating and Voluntary Teachers.
- 23.5.13 Forward to the Board of Education the names of individuals who, after sustained assistance of two (2) or more consecutive cycles, as defined in Section 23.7.2, are not able to demonstrate, as determined by the Stull evaluation process, satisfactory improvement. However, no names shall be submitted to the Board of Education prior to June 15, 2004.
- 23.5.14 The PAR Committee shall establish a process for assessing, planning, implementing and evaluating professional development that is paid for by PAR Program funds for all bargaining unit members. Professional development shall include, but not be limited to, new teacher orientation, class-size reduction training, training for substitute teachers, and general professional development for all bargaining unit members. The PAR Committee shall strive, through professional development, to support the District content and performance standards, and the California Standards for the Teaching Profession.

- 23.5.15 Establish an application and process for Voluntary Teachers that shall, at a minimum, elaborate on the area(s) of requested assistance that could include, but not be limited to, engaging and supporting all students in learning; creating and maintaining effective environments for student learning; understanding and organizing subject matter for student learning; planning instruction and designing learning experiences for all students; and assessing student learning.
 - 23.5.16 Evaluate annually the impact of the program, and make recommendations to the Superintendent and the President of the Association on improvements to the program.
- 23.6 Consulting Teachers
- 23.6.1 Purpose and Function: Consulting Teachers provide assistance, remedial efforts, and activities for Participating and Voluntary Teachers in a directed and multifaceted process.
 - 23.6.2 Qualifications and Conditions: The qualifications of Consulting Teachers shall be set forth in the PAR Committee Rules and Procedures, provided that the following shall constitute minimum qualifications:
 - 23.6.2.1 Shall, at the time of application, be a classroom teacher, where classroom teacher is defined as someone who carries a caseload of students.
 - 23.6.2.2 Shall have been a classroom teacher two (2) out of the immediate past three years.
 - 23.6.2.3 Shall be a credentialed and permanent teacher who has received satisfactory evaluations for the last two Stull evaluations.
 - 23.6.2.4 Shall have at least a minimum of five (5) years classroom experience either within or outside of the District.
 - 23.6.2.5 Shall participate in training related to fulfilling the Consulting Teacher responsibilities.
 - 23.6.3 Length of Term: The length of term shall be two (2) years, with no more than two (2) consecutive terms served without a one (1) year break in service, excluding the year of implementation, 2001-2002.
 - 23.6.4 Application Process: The application process for Consulting Teachers shall include, but not be limited to, the following:
 - 23.6.4.1 (a) A letter of application; and (b) Three confidential, written recommendations including one from recent or current administrator/principal/supervisor, one from a classroom teacher, and one from a current or past Association leader (for example, Faculty Representative, Member of the Board of Directors, Executive Officer, or Committee Chairs).
 - 23.6.4.2 Applicants shall be observed by at least two (2) members of the PAR Committee for the purpose of confirming exemplary skills, including extensive knowledge and mastery of subject matter, teaching strategies, instructional

- techniques, and classroom management strategies necessary to meet the needs of a diverse student population.
- 23.6.4.3 Applicants shall be interviewed by the PAR Committee.
 - 23.6.4.4 Applicants shall have demonstrated the following skills: (a) have cooperatively and effectively worked with teachers and administrators; (b) have effectively demonstrated leadership as evidenced by site, District, or Association activities.
 - 23.6.4.5 Applicants shall express a commitment to engage in instructional practices that align with (a) District adopted content standards and (b) California Standards for the Teaching Profession.
 - 23.6.4.6 Consulting Teachers shall be selected by a majority vote of the PAR Committee.
- 23.6.5 Duties: Duties and responsibilities of Consulting Teachers shall include the following:
- 23.6.5.1 Confer with the Participating Teacher and evaluator with respect to the PAR process.
 - 23.6.5.2 Meet with the teacher on a frequent basis.
 - 23.6.5.3 Establish mutually agreed upon performance goals, and develop the specific components of a written assistance plan.
 - 23.6.5.4 Provide support as a peer coach.
 - 23.6.5.5 Provide materials and resources needed to assist teachers.
 - 23.6.5.6 Identify additional activities that support successful participating in PAR.
 - 23.6.5.7 Monitor the progress of the Participating Teacher and provide periodic written reports to the Participating Teacher for discussion and review.
 - 23.6.5.8 Provide periodic written reports on Consulting Teacher activities to the PAR Committee.
 - 23.6.5.9 Prepare and submit an end-of-the-year self-evaluation to the PAR Committee for review.
- 23.6.6 A copy of the Consulting Teacher's report(s) (Form-PAR1) shall be submitted to and discussed with the Participating Teacher at least two weeks prior to submission to the PAR Committee to receive his or her input and signature.
- 23.6.7 The Consulting Teacher shall submit a final report (FORM-PAR2) to the PAR Committee. The Participating Teacher shall have the right to submit a written response within twenty (20) working days and have it permanently attached to the final report.
- 23.7 Participating Teachers: Conditions, Responsibilities, and Assurances
- 23.7.1 A Participating Teacher is a teacher with permanent status who receives an unsatisfactory rating as a result of the Stull evaluation process, that is defined, for purposes of this Article, as follows:
 - 23.7.1.1 "Continued Employment With Professional Assistance Required," or "Continued Employment Not Recommended"

which appear on the Burbank Unified School District Overall Summary Evaluation Form C.

- 23.7.2 A Participating Teacher shall participate in the PAR program throughout the full-cycle of the program, which shall be one school year.
- 23.7.3 The Participating Teacher shall rank his/her three preferences for Consulting Teacher from the available Consulting Teachers.
- 23.7.4 The PAR Committee shall confirm the Consulting Teacher from those selected. In the event the PAR Committee is unable to honor the preference requests of the Participating Teacher, the PAR Committee shall provide written rationale to the Participating Teacher.
- 23.7.5 The Participating Teacher shall have the right to request in writing that a specific Consulting Teacher be replaced and another Consulting Teacher assigned.
- 23.7.6 Notwithstanding the above provisions, ultimate responsibility of all Consulting Teacher assignments rests with the PAR Committee.
- 23.7.7 The Participating Teacher shall have the right to determine if his/her "Professional Assistance Plan (Form D)" or any part of the Plan will be utilized for the development of the PAR goals and objectives.
- 23.7.8 All communication between the Participating Teacher and Consulting Teacher shall be confidential, except for written reports to the PAR Committee.
- 23.7.9 The Participating Teacher shall be provided with copies of all written reports generated by the Consulting Teacher at least two (2) weeks prior to the submission to the PAR Committee.
- 23.7.10 The Participating Teacher shall have the right to address the PAR Committee on matters related to the PAR Program.
- 23.7.11 No forms (observational, notes or other anecdotal materials) from the Consulting Teacher shall be placed in the Participating Teacher's file except as specifically referenced in the Consulting Teacher's final report to the PAR Committee.
- 23.7.12 The Participating Teacher shall receive a copy of the Consulting Teacher's final report (Form PAR1) to the PAR Committee. The Participating Teacher's signature on the report does not necessarily mean agreement, but rather that he or she has received a copy of the report. The Participating Teacher shall have the right to submit a written response within twenty (20) working days and have it permanently attached to the final report.
- 23.7.13 The Participating Teacher shall be provided reasonable release time to meet with the Consulting Teacher to determine goals and objectives, to plan strategies and needs, to plan observations, to observe other teachers, to debrief observations, and for other activities that will assist in the attainment of his/her goals. The cost of release time shall be charged to the PAR Program funds, as approved by the PAR Committee.
- 23.7.14 The Participating Teacher will not be required to perform any duties related to PAR which fall outside the normal work day, nor be asked or required to spend non-reimbursed money out-of-pocket as a condition of meeting

his/her goals.

- 23.8 Voluntary Teachers: Conditions, Responsibilities, and Assurances.
- 23.8.1 A Voluntary Teacher is a teacher with permanent status whose most recent evaluation is satisfactory and who elects to participate in the PAR program because he or she would like to receive peer assistance in the area(s) of subject matter, grade level knowledge or teaching strategies, or classroom management/discipline.
 - 23.8.2 The Voluntary Teacher shall submit a written application to the PAR Committee in order to voluntarily participate in the PAR Program.
 - 23.8.3 The purpose of participation by a Voluntary Teacher is for peer assistance only and the Consulting Teacher shall not submit a written report.
 - 23.8.4 The Voluntary Teacher may terminate in writing his/her participation in the PAR Program at any time.
 - 23.8.5 The Voluntary Teacher's participation in the PAR Program shall be confidential.
 - 23.8.6 The Voluntary Teacher may select a Consulting Teacher from a list of available Consulting Teachers provided by the PAR Committee. Any changes in Consulting Teacher assignment, after the initial selection, shall be made in writing and approved by the PAR Committee. The assignment of Consulting Teachers resides with the PAR Committee.
 - 23.8.7 Communications between a Consulting Teacher and Voluntary Teacher shall not be shared with others, including site principals and the PAR Committee.
 - 23.8.8 Any written documentation of a Voluntary Teacher's participation in the PAR Program shall not be placed in the Voluntary Teacher's personnel file unless the Voluntary Teacher requests, in writing, that such materials be placed in his/her file.
- 23.9 Beginning Teachers: Conditions and Responsibilities
- 23.9.1 A Beginning Teacher is a first or second year teacher who qualifies for participation in the Beginning Teacher Support and Assessment Program (BTSA). The District shall encourage, but not require, Beginning Teachers to participate in the BTSA program so long as the BTSA program is funded by the State of California.
 - 23.9.2 The District shall encourage, but not require, the following teachers to receive support from the PAR program: 1) Teachers who are newly hired by the District, and 2) Teachers who have changed grade level or subject matter. Support from the PAR Program may include Consulting Teacher assignment, staff development opportunities, and release time.
- 23.10 The PAR Committee shall establish a process for assessing, planning, implementing and evaluating professional development that is paid for by PAR Program funds for all bargaining unit members. Professional development shall include, but not be limited to, new teacher orientation, class-size reduction training, training for substitute teachers, and general professional development for all bargaining unit members. The PAR Committee

shall strive through professional development to support the District content and performance standards, and the California Standards for the Teaching Profession.

23.11 Experienced Teachers: Conditions and Responsibilities

23.11.1 Professional Development opportunities shall be provided for all Burbank Unified School District teachers.

23.11.2 The PAR Committee shall establish a process for assessing, planning, implementing, and evaluating professional development for all teachers directed at supporting teachers in teaching to District content and performance standards, and the California Standards for the Teaching Profession.

23.11.3 The PAR Committee shall also address specific support activities such as new teacher orientation, class-size reduction, training for substitute teachers, etc.

23.11.4 The PAR Committee shall allocate available resources to support planned professional development activities.

23.12 Miscellaneous Provisions

23.12.1 Should a Consulting Teacher apply for an administrative position within the District, he/she shall inform his/her Participating Teacher immediately of this fact. The Participating Teacher may at his/her discretion:

- 1) decide to continue with the Consulting Teacher.
- 2) request, and be granted, as per the provisions of Article 23.7.5, a new Consulting Teacher.

Any documentation developed or held by the Consulting Teacher regarding the Participating Teacher shall be turned over to the Participating Teacher for his/her use as he/she determines appropriate.

In addition, a Consulting Teacher who attains an administrative position shall not evaluate a former Participating Teacher of his/hers for a period of two (2) years from the date of appointment as an administrator.

23.12.2 Bargaining unit members who serve on the PAR Committee or as a Consulting Teacher shall have the same protection from liability and access to appropriate defense as other public school employees pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. Should litigation be initiated against a bargaining unit member arising out of the above, a representative from the Association and the unit member(s) charged in the litigation shall be active participants in the selection of legal counsel from the panel of attorneys representing the District's liability insurance provider.