

TENTATIVE AGREEMENT BETWEEN THE
CENTRALIA SCHOOL DISTRICT and the CENTRALIA EDUCATION ASSOCIATION
PEER ASSISTANCE AND REVIEW (PAR) PROGRAM

1.0 The PAR Panel

1.1 The Peer Assistance and Review Program (PAR) shall be administered by a PAR panel. The PAR Panel shall be composed of five (5) members: , Three (3) classroom teachers selected by a vote of the CEA Representative Council and two (2) administrators selected by the District.

1.2 The PAR Panel shall set its own meeting schedule and agenda, at a time and place to be determined by the PAR Panel. A quorum shall be required to conduct business and shall consist of at least two (2) teacher members and at least **(1)** administrator. The PAR Panel shall select its Chairperson by consensus, if possible, and failing that, by majority vote. The chair shall thereafter rotate on an annual basis between teacher members and administrator members. Teacher members. may receive release time to perform their duties and shall be compensated at a rate of \$3,600 annually for. school years 2000/01 through 2002/03 and the compensation will be reevaluated for the 2003/04 school year.

1.3 Teacher members of the PAR Panel shall serve for three (3) years, staggered terms. Should a member retire from the PAR Panel prior to the end of the three years, their replacement shall serve out the balance of that term.

1.4 Duties and Responsibilities of PAR Panel

The duties and responsibilities of the PAR Panel shall include the following:

1.4.1 Establish its own rules of procedures subject to consensus approval, and consistent with provisions of the collective bargaining agreement, Board Policies and Administrative Regulations, and laws.

1.4.2 Select the trainers and provide training for members of the PAR Panel and Consulting Teachers, subject to consensus approval.

1.4.3 Prepare written guidelines for Consulting Teachers and their activities.

1.4.4 Determine the number of, application procedures and selection of Consulting Teachers in any given school year, based on PAR participation, subject to consensus approval.

1.4.5 Assign Consulting Teachers to Participating Teachers, in consultation with the Participating Teacher's evaluator.

- 1.4.6 Review assistance plans and assessment reports prepared by Consulting Teachers.
- 1.4.7 Forward the names of mandated Participating Teachers to the Governing Board prior to March 15th of each school year, who, after sustained assistance, are unable to demonstrate satisfactory performance.
- 1.4.8 Evaluate the effectiveness of the Consulting Teachers in the role of Consulting Teacher.
- 1.4.9 Prepare an annual review of the PAR Program, including recommendations for improvement. This report should be addressed to the Superintendent for presentation to the Board of Trustees.
- 1.4.10 The PAR Panel shall collaborate with the Assistant Superintendent of Instructional Services to prepare a budget on the funds allocated under ABIX based on consensus approval, and subject to final approval by the Board of Trustees.
- 1.4.11 Refrain from taking any actions which exceed the annual budget for the PAR Program approved by the Board.

2.0 **The Consulting Teachers**

- 2.1 The PAR Panel shall select a team of Consulting Teachers. From this team, a group shall be selected to provide assistance to Participating Teachers pursuant to the PAR Program. No Consulting Teacher who is teaching in a full-time assignment shall have a caseload of more than two (2) Referred Participating Teachers.
- 2.2 The PAR Panel shall determine the caseload for Consulting Teachers assigned to Voluntary Participating Teachers based on the self-stated needs of the applicant(s).

2.3 **Qualifications**

A Consulting Teacher is a classroom teacher who has the following qualifications:

- 2.3.1 Consulting Teachers shall be CEA bargaining unit members.
- 2.3.2 Six (6) years or more of experience is preferred. Such experience shall be recent and substantial. Classroom teaching experience is defined as a minimum of three (3) consecutive years of uninterrupted service in the District as a full-time classroom teacher with permanent status.

2.3.3 Exemplary teaching ability, as indicated by mastery of subject matter, effective classroom management skills and an awareness of and experience with research-based assessment practices and the latest teaching strategies designed to meet the differentiated needs of students, and the ability to coach and mentor other teachers.

2.3.4 Ability to communicate effectively both orally and in writing.

2.3.5 Ability to work cooperatively and effectively with other teachers and administrators.

2.3.6 Ability to organize and prioritize tasks and manage time effectively.

2.3.7 Ability to maintain a positive and student-centered learning environment.

2.3.8 Must possess a valid California Teaching credential.

2.4 **Application Process**

2.4.1 Consulting Teacher positions shall be filled by the District posting the position for a period of not less than twenty (20) working days.

2.4.2 A classroom teacher may apply for a Consulting Teacher position by submitting a completed application developed by the PAR Panel.

2.4.3 The application packet will consist of an application form and job description developed by the PAR Panel.

2.5 **Selection Process**

2.5.1 Based on criteria set forth in 2.2 and a reference from the site administrator or immediate supervisor, candidates shall be selected for an interview by the PAR Panel.

2.5.2 Part of the interview process shall include an oral interview and a classroom observation of each candidate by at least three (3) PAR Panel members, one of whom shall be an administrator member.

2.5.3 Consulting Teachers shall be selected by consensus vote by the PAR Panel.

2.5.4 The application, interview procedure and necessary Board approval of Consulting Teachers, will be processed by the District's Human Resources Department.

2.6 **Term**

2.6.1 Consulting Teachers shall be appointed to **two-year** terms and a teacher may not serve in the position for more than two (2) consecutive terms unless an inadequate number of applicants apply to fill the posted vacancies. In such an event, the Consulting Teacher who has reached the maximum number of consecutive terms, may submit a written request to continue in that position for the designated term.

2.6.2 Consulting Teachers shall be provided release time as needed.

2.7 **Remuneration**

2.7.1 Consulting Teachers shall receive a maximum annual stipend of \$3,600, paid tenthly, provided they perform 120 hours of service assigned by the PAR Panel.

2.8 **Duties and Responsibilities**

Consulting Teachers shall provide assistance to Participating Teachers which may include, but not be limited to, the following activities:

- (a) Providing consultative assistance to improve the specific areas targeted by the-evaluating Administrator;
- (b) Meeting and consulting with evaluating Administrator regarding the nature of the assistance being provided;
- (c) Conducting observations of the Participating Teacher during periods of classroom instruction;
- (d) Arranging for the Participating Teacher to observe the Consulting Teacher or other selected teachers;
- (e) Attending training in specified teaching techniques or in designated subject matter;
- (f) Demonstrating effective instructional practices and/or classroom management for the Participating Teacher;
- (g) Maintaining appropriate records of the service provided each Participating Teacher, including activities, observations and assistance.
- (h) Serving and assisting Volunteer Participating Teachers as assigned by the PAR Panel.
- (i) Providing staff development as assigned by the PAR Panel.

3 The Participating Teacher

Teachers shall be referred to the Peer Assistance Program (PAR) in one of two ways: (1) by receiving an unsatisfactory performance evaluation; (2) or by voluntary self-referral.

3.3 A Referred Participating Teacher is a tenured teacher who received an unsatisfactory rating on his/her final evaluation in areas of subject matter knowledge, teaching methods and instructional skills, or classroom management.

3.3.1 During participation in the PAR Program, Referred Participating Teachers shall remain at the school site where the unsatisfactory evaluation was received. Under extenuating circumstances, the PAR Panel may make a recommendation to the District to transfer the **Referred Participating Teacher**.

3.4 A Volunteer Participating Teacher is a tenured teacher whose last three annual performance evaluations have indicated satisfactory performance and has volunteered for peer assistance from an assigned Consulting Teacher to assist in specific area(s) identified by the Volunteer Participating Teacher.

3.2.1 Volunteer Participating Teachers shall receive peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. Neither the Consulting Teacher nor the PAR Panel shall forward to the Board the names of Volunteer Participating Teachers. The Volunteer Participating Teacher may terminate his/her participation in the PAR Program at any time. The maximum length of participation in the volunteer PAR Program is one school year, subject to review by the PAR Panel.

3.2.2 Volunteer Participating Teachers are expected to be high performing individuals who wish to grow and **learn with** the assistance of a peer or tenured individuals who wish to learn specific assessment or instructional strategies or classroom management techniques, or who may be seeking assistance due to a change in assignment or implementation of new curriculum.

3.2.3 All communication between the Consulting Teacher and a Volunteer Participating Teacher shall be confidential, and without the written consent of the Volunteer Participating Teacher, shall not be shared with others, including the site administrator, or evaluator, or the PAR Panel.

3.3 In the event that there are an excessive number of Participating Teachers in a given school year, the PAR Panel may limit the number of Volunteer Participating Teachers.

4 Procedures for Peer Assistance and Review Program (PAR)

- 4.1 Upon issuance of an unsatisfactory evaluation and by May 1st, the site administrator or evaluator shall notify the teacher of the referral to PAR for assistance and forward a copy of the evaluation to the PAR Panel.

Teachers who want to be a Volunteer Participating Teacher for the school year, must notify their site administrator or evaluator of their desire to participate in the PAR Program. The administrator will notify the PAR Panel.

- 4.2 Within a reasonable period of time, the PAR Panel shall send a written confirmation to the Participating Teacher of his/her participation in the PAR Program. With input from the Participating Teacher both Referred and Volunteer, the PAR Panel shall select a Consulting Teacher for the Participating Teacher. The Participating Teacher shall have the right to request up to one (1) assignment change.

- 4.3 The Consulting Teacher, the site administrator (or evaluator) of the Referred Participating Teacher, and the Referred Participating Teacher shall meet to discuss the reason(s) for the unsatisfactory evaluation and the specific areas recommended for improvement.

- 4.4 Based on the meeting (4.3) and one classroom observation of the Referred Participating Teacher, the Consulting Teacher and the Referred Participating Teacher shall prepare an Assistance Plan which will include the goals and objectives for improvement (written by the site administrator/evaluator) and the process for determining successful completion of the PAR Program. A copy of the Assistance Plan is to be submitted to the PAR Panel to review and approve the plan, and provide such modifications to the plan as necessary. The site administrator/evaluator shall receive a copy of the Assistance Plan.

- 4.5 During the year of Peer Assistance, the Consulting Teacher shall conduct multiple classroom visits of the Referred Participating Teacher during classroom instruction. The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall be available to appear before the PAR Panel for discussion and review of the progress of the Referred Participating Teacher toward meeting the goals and objectives for improvement and whether continued assistance is necessary.

The written progress reports shall be on forms approved by the PAR Panel.

- 4.6 On or before March 1, the Consulting Teacher shall complete a final report of the unit member's participation in the PAR Program consisting solely of: (1) a description of the assistance provided to the Referred Participating Teacher; and (2) a description of the results of the assistance in targeted area(s); and (3) description of any further assistance required in the targeted areas in terms of the

current skill level of the Referred Participating Teacher. This report shall be submitted to the PAR panel, with a copy also submitted to the Referred Participating Teacher and the site administrator/evaluator. The Referred Participating Teacher must sign the report, but the signature does not imply agreement, only an acknowledgement of receiving the report. The Referred Participating Teacher shall have the right to reply within twenty (20) working days to all progress reports as well as the final report and said reply shall be attached to the report.

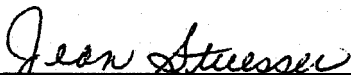
The Referred Participating Teacher also shall have the right to request a meeting with the PAR panel and to be represented at this meeting by the Association Representative of his or her choice.

- 4.7 The final report may be placed in the Referred Participating Teacher's personnel file and used by the District in any personnel decisions or proceedings.
- 4.8 The Referred Participating teacher shall continue participating in the PAR Program until the PAR Panel determines the teacher no longer benefits from participation in the PAR program, the teacher receives a satisfactory evaluation, or the teacher is separated, retires, or resigns from the District, Subject to review by the PAR Panel, no Referred Participating Teacher may remain in the PAR Program for more than one (1) year. The District has the sole authority to determine whether the Referred Participating Teacher has been able to demonstrate satisfactory improvement.
- 4.9 All documentation generated through the PAR Program shall be treated as personnel records and shall be confidential to the extent permitted by law.

5. Other Provisions

- 5.1 The functions unit members perform as Consulting Teachers or PAR Panel members shall not constitute management or supervisory functions, except to the extent required by the PAR Program and the provisions contained herein.
- 5.2 The District shall defend and hold harmless individual PAR Panel members and Consulting Teachers from any lawsuit or claim arising out of the performance of their duties under the PAR Program as provided by the California Government Code Tort Claim Act.
- 5.3 Nothing herein shall be interpreted as limiting the authority of the Governing Board or District to initiate any form of discipline against the Participating Teacher Referred or Volunteer at any time consistent with the law and the certificated collective bargaining agreement between the District and the Association.
- 5.4 The provisions of the PAR Program may be revised by written mutual consent of the District and Association at any time.

- 5.5 The PAR Program shall be contingent upon the continuation of direct State funding.
- 5.6 The PAR Program shall encourage a cooperative relationship between the Consulting Teacher and the Principal/Evaluator.
- 5.7 This Article is not subject to the collective bargaining grievance procedures as outlined in Article 12 of the collective bargaining agreement between the Association and the District.



District Representative



Association Representative

Date: June 9, 2000

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