The parties desire to establish and maintain a program, as permitted by Chapter 4 of the Statutes of the 1999-2000 First Extraordinary Session, to provide assistance to permanent teachers employed by the District who are in need of development in subject matter knowledge and/or teaching strategies or skills. This Program shall herein be entitled the Peer Assistance and Review (PAR) Program.

19.1 Definitions

19.1.1 PAR Program: A program that allows exemplary teachers to assist permanent teachers in the areas of subject matter knowledge, instructional techniques and strategies, and classroom management.

19.1.2 PAR Panel: A joint teacher/administrator peer review panel that administers the PAR Program, selects Consulting Teachers, reviews Consulting Teachers’ reports, makes recommendations to the Board of Education regarding Referred Participating Teachers in the program, and conducts an annual evaluation to improve the effectiveness of the program.

19.1.3 Teacher: Any member of TUSD who is covered by Article 3 of the TUSD contract.

19.1.4 Referred Participating Teacher: Any permanent teacher who receives two or more unsatisfactory ratings in Standards I-V in the Final Evaluation Form shall be referred to the PAR Program.

19.1.5 Voluntary Participating Teacher: Any teacher with permanent status who volunteers to participate in PAR.

19.1.6 PAR Consulting Teacher: An exemplary teacher who meets the requirements of Section III and is selected by the PAR Panel to provide PAR assistance to a Referred or Voluntary Participating Teacher.

19.1.7 Principal/Designee: The certificated site administrator who is designated to evaluate a teacher.

19.1.8 Board of Education: The governing Board of the Tustin Unified School District.

19.1.9 Improvement Plan: Includes performance goals for an individual teacher in writing, clearly stated, aligned with pupil learning and consistent with Education Code Section 44662.

19.1.10 Instructional Specialist: Selected by the PAR Panel to provide support in such areas as, but not limited to, instruction, classroom management, standards, curriculum, assessment, and technology.
Support Provider: Teachers selected to provide site based direct assistance to teachers.

### Purpose of PAR Program

**19.2.1** PAR Program: A program that allows exemplary teachers to assist permanent teachers in the areas of subject matter knowledge, instructional techniques and strategies, and classroom management.

**19.2.2** The extent of the PAR Program depends on whether the participating teacher is (1) a permanent teacher who is required to participate in the program as a result of receiving two or more unsatisfactory ratings in Standards I-V on the Final Evaluation Form or (2) a permanent teacher who volunteers.

**19.2.3** PAR Program assistance shall be provided through PAR Consulting Teachers as described in Section III of this Article. This assistance shall not involve the participation in the annual evaluation of teachers as set forth in Article 11 of the TUSD contract except for making available to the Principal the report of the Referred Participating Teachers’ participation in the PAR Program.

### Peer Assistance and Review (PAR) Panel

**19.3.1** The PAR Program shall be administered by a PAR Panel, which shall consist of seven (7) members. Four members shall be certificated classroom teachers who are chosen to serve by the Association. Three of the teachers shall be one from an elementary school, one from a middle school, and one from a high school. The President of the Association or his/her designee shall be the fourth teacher. The District (Superintendent/designee) shall select the three (3) administrators on the PAR Panel. The PAR Panel Association members’ terms shall be three (3) years.

**19.3.2** The PAR Panel shall make all decisions through majority vote in the areas of appointments, reports, and recommendations to the Governing Board, and the Program plan and budget.

**19.3.3** The PAR Panel shall supervise the Consulting Teachers, coordinate appropriate training, and provide other Program support as may be required.

**19.3.4** The PAR Panel shall establish its own meeting schedule and meet a minimum of two (2) times during the academic year.

**19.3.4.1** To hold meetings, a quorum consisting of a two-thirds (2/3) majority of the members of the PAR Panel, with at least three teachers and at least two administrators, must be present.

**19.3.4.2** Such meetings will be private, and will normally take place after the regular teacher workday.
19.3.4.3 Teachers who are members of the PAR Panel may be released from their regular duties to attend meetings and training without loss of pay or benefits.

19.3.5 The PAR Panel shall be responsible for the following:

19.3.5.1 Developing an annual budget.

19.3.5.2 Providing annual training for the PAR Panel members.

19.3.5.3 Establishing rules and procedures, including the method for the selection of a Chairperson. The Chairperson shall alternate annually between the teachers and administrators beginning with a teacher the first year.

19.3.5.4 Selecting trainers and/or training providers.

19.3.5.5 Selecting and assigning Consulting Teachers.

19.3.5.5.1 If there is a conflict with an assignment, the Consulting Teacher or the Referred Participating Teacher shall put in writing to the PAR Panel for consideration the reason for the conflict, within five (5) days of receipt of the assignment.

19.3.5.5.2 Requests for reassignment by either the Referred Participating Teacher or the Consulting Teacher shall be limited to one time.

19.3.5.6 Providing training for Consulting Teachers prior to the Consulting Teacher’s participation in the Program.

19.3.5.7 Sending written verification notices of participation in the PAR Program to the Referred Participating Teacher, the Consulting Teacher, and the site Principal.

19.3.5.8 Establishing a procedure for application as a Consulting Teacher.

19.3.5.9 Determining the number of Consulting Teachers in any school year based upon participation in the PAR Program, the budget available, and other relevant considerations.

19.3.5.10 Preparing written guidelines for Consulting Teachers and their activities.

19.3.5.11 Monitoring and evaluating Consulting Teachers.
19.3.5.12 Reviewing reports prepared by the Consulting Teachers and making recommendations to the Board of Education by the last Board meeting in May of each school year regarding the Referred Participating Teachers’ progress in the PAR Program.

19.3.5.13 Forwarding to Personnel Services at the end of the year all records regarding the Program to be filed separately from individual personnel records.

19.3.5.13.1 Consulting Teachers’ reports on Referred Participating Teachers’ participation in the Program shall be made available to the District for placement in the Referred Participating Teacher’s personnel file.

19.3.5.14 Reviewing reports prepared by the Consulting Teachers and making recommendations to the Board of Education regarding the Referred Participating Teacher’s progress in the program.

19.2.5.15 Submitting to the Board of Education and the Association an annual evaluation of the impact of the PAR Program including recommendations for improvement.

19.2.5.15.1 The annual evaluation may include, but is not limited to, the use of surveys and interviews.

19.4 Participating Teachers

19.4.1 Referred Participating Teacher

19.4.1.1 Any permanent teacher who receives two or more unsatisfactory ratings in Standards I-V in the Final Evaluation Form shall be referred to the PAR Program.

19.4.1.2 During the participation in the PAR Program, the Referred Participating Teacher shall remain at the school site where the unsatisfactory/does not meet standards rating evaluation was received.

19.4.1.3 The PAR Consulting Teacher’s assistance and review shall focus on the specific areas recommended for improvement by the principal/designee (performance goals shall be consistent with Education Code 44662).

19.4.1.4 By May 15 of each year, the Deputy Superintendent, Personnel Services, shall notify teachers of their referral to the PAR Program for the following school year.

19.4.1.5 By May 31 of each year, the PAR Panel shall notify the Referred Participating Teacher of the PAR Consulting Teacher with whom they will be assigned.
19.4.1.6 The Referred Participating Teacher and the PAR Consulting Teacher will meet to discuss the PAR Program, to establish mutually agreed upon performance goals, to develop the Improvement Plan, and to develop a process for determining successful completion of the PAR Program.

19.4.1.7 By the last school day, the principal/designee shall meet with the Referred Participating Teacher and the PAR Consulting Teacher to review the Improvement Plan. A copy of the written Improvement Plan shall be given to the Referred Participating Teacher.

19.4.1.8 At the end of the first year of participation, by May 15, the PAR Panel shall meet to determine whether the Referred Participating Teacher will benefit from continued participation in the PAR.

19.4.1.9 The Referred Participating Teacher will normally conclude participation in the PAR Program at the end of the school year unless the PAR Panel determines the teacher would benefit from continued participation in the Program, or the teacher receives two or more unsatisfactory in Standards I-V in the Final Evaluation Form.

19.4.1.10 The PAR Consulting Teacher’s report on the Referred Participating Teacher shall be placed in the Referred Participating Teacher’s personnel file.

19.4.1.11 The Referred Participating Teacher has the right to be represented throughout the PAR procedures by an Association representative of his/her choice.

19.4.2 Voluntary Participating Teacher

19.4.2.1 Any permanent teacher may volunteer to utilize the services of a PAR Consulting Teacher. Volunteer Participating Teachers are individuals who wish to grow and learn with the assistance of a peer, or who may be seeking assistance due to a change in assignment or the implementation of new curriculum.

19.4.2.2 The Voluntary Participating Teacher may participate based on resources as determined by the PAR Panel. Referred Participating Teachers shall take precedence.

19.4.2.3 Because Volunteer Participating Teachers are not mandated by law to participate in PAR, neither the PAR Consulting Teacher, the PAR Panel, nor the principal/designee shall forward to the Board of Education names of Volunteer Participating Teachers.
19.4.2.4 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 principal/designee, the Board, or the PAR Panel.

19.4.2.5 The PAR Consulting Teacher’s report shall not be placed in the personnel file of the Volunteer Participating Teacher.

19.4.2.6 The Volunteer Participating Teacher may terminate participation at any time after written notification to the PAR Panel.

19.4.2.7 Participation as a Volunteer Participating Teacher shall not be in lieu of the regular evaluation of the teacher pursuant to Article XI of the Contract between the District and the Tustin Educators Association.

19.4.3 Consulting Teachers

19.4.3.1 PAR Consulting Teachers shall have the following minimum qualifications:

19.4.3.1.1 a minimum of five (5) years of teaching experience with the last three (3) consecutive years in the District and have permanent status

19.4.3.1.2 exemplary teaching ability as indicated by:
  • effective communication
  • skill in classroom management
  • expertise in monitoring student progress
  • subject matter knowledge
  • adherence to State and District adopted standards and curriculum
  • mastery of a range of teaching strategies and techniques

19.4.3.1.3 ability to work cooperatively and effectively with teachers and administrators

19.4.3.1.4 effective leadership skills

19.4.3.1.5 experience in working on school, District, or Association committees
19.4.3.2 Application, Selection, and Monitoring of Consulting Teachers

19.4.3.2.1 The District shall post the Consulting Teacher position. Each candidate will be required to submit a completed application to the PAR Panel. The applicant shall include at least three references from teachers/administrators who have direct knowledge of the applicant’s abilities for the position. One reference shall be from the applicant’s current principal/designee.

19.4.3.2.2 All applications and references shall be treated with confidentiality and will not be disclosed except as required by law.

19.4.3.2.3 The selection process shall consist of:
(a) screening of the written applications
(b) interviews of applicants
(c) observation of applicant’s classroom performance (a minimum of one administrator and one classroom teacher)

19.4.3.2.4 Consulting Teachers shall be selected by the 2/3 majority vote of the entire panel.

19.4.3.2.5 The PAR Panel may remove consulting teachers from the position at any time. Monitoring the effectiveness of the Consulting Teacher will determine his/her continuation in the program.

19.4.3.2.6 Continuation as a Consulting Teacher is dependent upon meeting the responsibilities of a Consulting Teacher written in Section E.

19.4.3.2.7 Prior to effective date of the removal of the Consulting Teacher, the PAR Panel will provide him/her with an opportunity to meet with the Panel to discuss the reasons for removal.

19.4.3.3 Term of the Consulting Teacher

19.4.3.3.1 The term of the Consulting Teacher shall be a period of up to three (3) years, with a maximum of two (2) consecutive terms.
19.4.3.4 Assignment of Consulting Teachers

19.4.3.4.1 The number of Consulting Teachers to be selected may vary from year to year depending on the number of teachers who are referred or who volunteer for the PAR Program. Each year the PAR Panel shall maintain a pool of four classroom teachers, two elementary (one primary, one upper grade), one middle school and one high school, as Consulting Teachers. No more than one (1) Referred Participating Teacher shall be assigned to each PAR Consulting Teacher. If no Referred Participating Teacher is assigned to a Consulting Teacher, the Consulting Teacher will assume other duties as assigned by the PAR Panel.

19.4.3.4.2 Each Consulting Teacher shall be required to conduct a minimum of five (5) classroom observations between the first day of the second month of the school year and April 15 of each Referred Participating Teacher assigned to them.

19.4.3.4.3 Each Consulting Teacher shall be provided release time needed with 5-day prior notification to the site administrator.

19.4.3.4.4 Assignments of Consulting Teachers are subject to receipt of funds from the State. Any and all appointments as PAR Consulting Teacher shall terminate in the event that State funding is terminated.

19.4.3.5 Responsibilities of Consulting Teachers

19.4.3.5.1 The Consulting Teacher will meet with the principal/designee to discuss the prior year’s evaluation and Performance Action Plan. The Consulting Teacher shall then meet with the Referred Participating Teacher to discuss the PAR Program, to establish mutually agreed upon performance goals, to develop the Improvement Plan, and to develop a process for determining successful completion of the PAR Program. During the year a bargaining unit member is a Referred Participating Teacher in the PAR Program, Article 11.6.6 (Assistance Plan) shall not apply. Assistance may be included but is not limited to:
a) providing consultative assistance to the Referred Participating Teacher to improve in the specific areas targeted by the principal/designee, which may require coordinating resources and activities to assist the Referred Participating Teacher in meeting the goals identified by principal/designee

b) meeting and consulting with the principal/designee on a regular basis; including, but not limited to pre and post conferences

c) meeting with the Referred Participating Teacher on a regular basis

d) conducting a minimum of five (5) classroom observations of the Referred Participating Teacher and both pre and post observation conferences

e) arranging for the Referred Participating Teacher to observe the PAR Consulting Teacher and/or other selected teachers

f) arranging for the Referred Participating Teacher to attend training in specified teaching techniques or in designated subject matter, including demonstration lessons, coaching, in-service courses, workshops and conferences

g) maintaining appropriate records of each Referred Participating Teacher’s activities

19.4.3.5.2 The PAR Consulting Teacher and the principal/designee are expected to establish a cooperative relationship and shall coordinate and align the assistance provided to the Referred Participating Teacher.

19.4.3.5.3 By April 15, the PAR Consulting Teacher shall submit a written report to the PAR Panel, the Referred Participating Teacher and the principal/designee describing the Referred Participating Teacher’s participation in PAR. The report shall consist solely of (1) a description of the assistance provided by the Referred Participating Teacher, and (2) a description of the results of the implementation through a narrative description of observation notes. This report shall not evaluate the teacher’s participation in the Program.
19.4.3.5.4 The PAR Consulting Teacher’s report on the Referred Participating Teacher shall be made available to the principal/designee as information. The principal/designee shall have discretion as to whether and how to use this information in the annual evaluation.

19.4.3.6 Timelines for selection of PAR Consulting Teachers:

19.4.3.6.1 The District shall post the PAR Consulting Teacher position no later than the last week of March.

19.4.3.6.2 The PAR Panel will make the selection and report a list of selected PAR Consulting Teachers no later than the third week of April.

19.4.3.6.3 The Board of Education shall designate by the first Board meeting in May of each year those teachers who shall be a PAR Consulting Teacher.

19.5 Instructional Support Program

19.5.1 The District and the Association recognize the need to provide on-going support for experienced and beginning teachers in such areas as, but not limited to, instruction, classroom management, standards, curriculum, assessment, and technology. Each year the PAR Panel, in consultation with the Superintendent/designee, shall review the annual Board of Education priorities to determine the areas of focus for the Instructional Support Program.

19.5.1.1 Instructional Specialists shall be selected by the PAR Panel to provide support in such areas as, but not limited to, instruction, classroom management, standards, curriculum, assessment, and technology. The areas of focus will be determined annually by the PAR Panel in consultation with the Superintendent/designee.

19.5.1.1.1 The qualification requirements for Instructional Specialists shall be a minimum of three (3) years of successful teaching experience. The term of service is for a period of two (2) years.

19.5.1.1.2 The District shall post the Instructional Specialist position no later than the third week in September. Each candidate shall be required to submit a completed application. The applicant shall include at least three references from teachers/administrators who have direct knowledge of the applicant’s abilities for the position. One of the references shall be from their current principal/designee.
19.5.1.1.3 All applications and references shall be treated with confidentiality and will not be disclosed except as required by law.

19.5.1.1.4 The selection process will consist of two stages:
- screening of the written applications
- interviews of remaining applicants

19.5.1.1.5 Instructional Specialists shall be selected by the two-thirds (2/3) vote of the PAR Panel.

19.5.2 The PAR Panel, in consultation with the District, shall select Support Providers to provide site based direct assistance to teachers. The term of service for Support Providers shall be one year. Support Providers may serve consecutive terms.

19.6 Records

19.6.1 All documents and information relating to the participation in this Program shall be regarded as a personnel matter and subject to the personnel record exemption of the California Public Records Act (Government Code Section 6250, et seq.). The annual evaluation of the Program’s impact, excluding any information on identifiable individuals, shall be subject to disclosure under the Public Records Act.

19.6.2 All portions of the selection processes shall be treated as confidential and will not be disclosed except as may be required by law.

19.6.3 All documents for the PAR Program will be stored separately from individual personnel records.

19.7 Status and Liability Protection of Bargaining Unit Members

19.7.1 Functions performed by teachers under this Article shall not constitute either management or supervisory functions as defined by subdivisions (g) and (m) of Section 3540.1 of the Government Code.

19.7.2 Certificated employees who perform functions as Consulting Teachers or members of the PAR Panel shall have the same protection from liability and access to appropriate legal defense as afforded to other District employees pursuant to Division 3.6 (commencing with Section 810) of Title I of the Government Code.
19.8 Funding

19.8.1 No portion of this Program shall be budgeted or paid from general income of the District. It shall be implemented only to the extent that special funding for the California Peer Review and Assistance Program for Teachers’ from the State is provided.

19.9 Compensation

19.9.1 PAR Consulting Teachers shall be paid an annual stipend of $6,000 over and above the teachers’ regular salaries.

19.9.2 Teacher members of the PAR Panel shall be paid an annual stipend of $5,000 over and above the teachers’ regular salaries.

19.9.3 PAR Instructional Specialists shall be paid an annual stipend of $4,000 over and above the teachers’ regular salaries.

19.9.4 PAR Support Providers shall be paid an annual stipend of $1,000 over and above the teachers’ regular salaries.

19.9.5 If no teacher is referred to PAR, the PAR Panel members shall receive a $100 stipend for attendance at each PAR Panel meeting on an as needed basis throughout the year.

19.9.6 If no teacher is referred to PAR, the stipend positions for Consulting Teachers, Instructional Specialists, and Support Providers will not be filled, and the annual PAR funds shall be appropriated to support District programs as specified by state legislation.

19.9.7 If a permanent teacher voluntarily participates in the PAR Program, a Consulting Teacher will be assigned by the PAR Panel. The Consulting Teacher will receive $40 per hour for a maximum of 25 hours per semester for providing assistance to the self-referring teacher. Remaining PAR funds for the year shall be appropriated to support District programs as specified by state legislation.