

PEER ASSISTANCE AND REVIEW TRUST AGREEMENT

1. Preamble

The Las Virgenes Educators Association (Association) and the Las Virgenes Unified School District (District) strive to provide the highest possible quality of education to the students in the Las Virgenes Unified School District. Both parties agree that optimum student performance can be achieved only if there is a fully qualified teacher in every classroom. In order for students to succeed in learning, teachers must succeed in teaching. The parties believe that all teachers, even the most skilled, must focus on continuous improvement in their professional practice. Therefore, the parties agree to cooperate in the design and implementation of a professional development program to improve the quality of instruction through expanded and improved staff development, peer assistance, and professional accountability.

Teachers recommended to the program are viewed as valuable professionals who are entitled to have resources available to them to enhance continuous performance improvement.

2. Peer Assistance and Review (PAR) Council

2.1. The PAR Council will consist of seven (7) members, five (5) of whom are voting members and the other two (2) are alternates. Members of the PAR Council will include the Association President or designee, two (2) voting members and one (1) alternate selected by the Association, the Assistant Superintendent of Personnel or designee and one (1) other voting member and one (1) alternate appointed by the District. If a voting member is not present, an alternate will receive voting privileges. The PAR Council will establish the operational procedures of the Council, including the method for the selection of a Chairperson or Co-Chairs.

2.2. Responsibilities of the PAR Council

- Select and participate in ongoing training for the PAR Council members.
- Adopt rules and procedures for the PAR Council.
- Select the panel of Consulting Teachers.
- Select trainers and/or training providers for Consulting Teachers.
- Provide training for Consulting Teacher prior to the Consulting Teacher's participation in the program.
- Provide written notification to all participants in the PAR Program.
- Adopt Rules and Procedures for the PAR Program.
- This Trust Agreement will be posted on the District website.
- Administer the budgetary dollars available to the program.
- Review documentation submitted by Consulting Teachers.
- Make recommendations to the School Board regarding the Experienced Teacher's progress in the PAR Program.
- Evaluate annually the impact of the program and make recommendations to improve the program.
- Develop a format for the Consulting Teacher's final report.
- Develop firm evaluation timelines, consistent with the Collective Bargaining Agreement.

2.3. The PAR Council will establish the meeting schedule by September 15. To hold meetings, five (5) of the seven (7) members (at least three teachers and two administrators) of the PAR Council must

be present. Such meetings may take place during the regular workday, in which event teachers who are members of the Council will be released from their regular duties without loss of pay. If, subject to PAR Council approval, in carrying out their responsibilities as members of the Council, members find it necessary to work beyond the regular workday, they will be compensated for such additional work at pro-rata salary or compensatory time (member decision).

- 2.4. By September 15, the Committee shall annually select a chairperson (or co-chairs) for the Committee, who shall in alternate years be from among the Association and administrative members.
- 2.5. The PAR Council shall be responsible for selecting Consulting Teachers (defined in Section D), monitoring Consulting Teachers and their documentation of participating teachers, and for providing in-service training during the school year. Written confirmation of participation in the PAR Program will be provided by the PAR Council to participating teachers, Principals or immediate supervisors, and Consulting Teachers.
- 2.6. By September 15, the PAR Council will assign the Consulting Teacher to a participating teacher. The participating teacher has the right to meet with the PAR Council to discuss the assignment of the Consulting Teacher within two (2) weeks of notification.
- 2.7. It is intended that all documentation and information related to participation in the PAR Program be regarded as a personnel matter, and as such is subject to the personnel record exemption in Government Code 6250 et seq.
- 2.8. By April 1, the PAR Council reviews the final report prepared by the Consulting Teacher and makes a recommendation(s) to the School Board regarding the Experienced Teacher Participants' (as defined in Section C) progress in the PAR Program.
- 2.9. The PAR Council is responsible for evaluating annually the impact of the PAR Program in order to improve the program.
- 2.10. Selection of Trainers and Training Providers.

The PAR Council is responsible for selecting, participating in ongoing training for the PAR Council members and for providing training for Consulting Teachers prior to his/her participation in the Peer Assistance Program.

Annual training for the PAR Council may include but not be limited to:

- Team Building
- Verbal Skills
- Adult Learning Theory
- Budget Development
- Due Process
- Observation Techniques
- Documentation and Report Writing

Annual training for Consulting Teachers may include but not be limited to:

- Best Practices
- Characteristics of Consulting Teachers
- Formal Case Study Presentations
- Dealing With Difficult Stakeholders
- Adult Learning Theory
- Conferencing Strategies
- Documentation and Report Writing
- Developing a Supportive Collegial Atmosphere
- Evaluation Standards
- Due Process
- Mentoring and Coaching Skills
- Cognitive Skills
- Conflict Resolution
- Intervention Strategies
- Classroom Management
- Different Assessment Techniques
- Multiple Intelligence and Multiple Modalities
- Observation Techniques

2.11. Budget Development and Administration

The PAR Council is responsible for developing the annual budget for the Peer Assistance and Review Program based on available funding and other relevant considerations and administering the budgetary dollars available to the program defined by LCAP.

By April 1 of each fiscal year, the Panel will propose the PAR Program budget for the succeeding year, which will include:

2.11.1. The estimated revenues for the Program

2.11.2. The estimated expenditures, involving:

- Projected number of Participating Teachers
- Projected (full or part time) number of Consulting Teachers needed to service the projected need
- Release time for the PAR Council and Consulting Teachers
- Compensation for PAR Council and Consulting Teachers
- Projected costs for training, administrative overhead, and if necessary, legal and consulting assistance.

By May 1 of each year, the PAR Program plan/budget will be submitted to the LVEA President and the Superintendent for approval. If the plan/budget is not approved by both parties, it may be modified by mutual agreement. By-May 15, if the parties cannot reach agreement to either approve the plan/budget or to amend it, then the plan/budget will be implemented as submitted by the Panel.

2.12. PAR Report to Board of Education

The PAR Council will make an annual report in April to the School Board in closed session regarding the PAR Program impact and any recommendations regarding Experienced Teacher participants, including forwarding the names of the permanent teachers with unsatisfactory evaluations who, after sustained assistance, are unable to demonstrate satisfactory improvement.

3. Participating Teachers

3.1. A participating teacher is a unit member who receives assistance and coaching to improve instructional skills, classroom management, knowledge of subject, and related aspects of teaching performance. There are two (2) categories of participating teachers.

3.2. Experienced Teacher Participant (ET)

3.2.1. The purpose of participation in the PAR Program is to help correct job-related deficiencies and to assist unit members in improving performance. Permanent unit members who exhibit serious job-related deficiencies, as indicated by an unsatisfactory rating by the Principal or designee on any of the Certificated Summary Evaluation Reports in Parts I, II, III, IV or V, shall be required to participate in the PAR Program as an intervention. Unit members retain the right to grieve the evaluation; however, the ET cannot grieve the referral to PAR.

3.2.2. Procedure for Providing PAR to an Experienced Teacher (ET)

3.2.2.1. The Consulting Teacher's assistance and review shall focus on the specific areas recommended for improvement by the ET's-evaluating administrator as reflected in the formal evaluation.

3.2.2.2. The recommendations shall be in writing, aligned with the California Standards for the Teaching Profession, student learning, and clearly stated. These recommendations shall be considered as the performance goals required by Education Code Sections 44664 (a) and 44500 (b)(2).

3.2.2.3. The Consulting Teacher and the evaluating administrator are expected to establish a cooperative relationship and shall coordinate and align the assistance provided to the ET. They will meet and discuss the recommended areas of improvement outlined by the Principal and the types of assistance that should be provided by the Consulting Teacher by October 1.

3.2.2.4. The Consulting Teacher and the ET shall meet to discuss the improvement plan for assistance by October 1. After that meeting, the Consulting Teacher will provide assistance, including multiple classroom observations and consultations.

3.2.2.5. Before December 1st of each year or after at least ten (10) weeks of assistance, in consultation with the evaluating administrator the Consulting Teacher shall complete a written report assessing the teacher's participation in the PAR Program. The report shall consist of:

- A description of the assistance provided to the ET.
- A description of the result and impact of the assistance in the targeted areas.
- Recommendations for future assistance.
- This report shall be called the Interim PAR Report and shall be submitted to the PAR Council for review, with a copy also submitted to the ET and the Principal.

3.2.2.6. Before March 15th of each year or after at least twenty (20) weeks of assistance, the Consulting Teacher shall prepare a final report for the PAR Council to review, with a copy also submitted to the ET and the Principal.

3.2.2.7. The evaluating administrator shall have the discretion as to whether and how to use the results in the formal evaluation in addition to their own observational information. The Consulting Teacher's report shall be made available to the District for placement in the ET's personnel file if referenced by the Principal in the formal evaluation. The ET may include a copy of the Consulting Teacher's report as a response to his/her evaluation.

3.3. The Experienced Teacher will continue participating in the PAR Program until the PAR Council determines the teacher no longer benefits from participation in the PAR Program, the teacher receives a satisfactory evaluation, or the teacher is separated from the district. The District has the final authority to determine whether the ET has been able to demonstrate satisfactory improvement based on the criteria above.

3.4. The Consulting Teacher will continue to provide assistance to the ET until he or she and the Principal or designee concludes that the teaching performance of the ET is satisfactory, or that further assistance will not be productive, at which time the Consulting Teacher will submit a final report to the PAR Council. The ET shall have the right to submit a written response to the final report. The ET shall also have the right to request a meeting with the PAR Council and to be represented by LVEA at this meeting.

3.5. The PAR Council will forward its final report including recommendations to the School Board.

3.6. The results of the ET 's participation in the PAR Program may be used in the evaluation of the teacher pursuant to Education Code Section 44660 et seq

4. Volunteer Teacher Participants (VT)

4.1. A permanent unit member who seeks to improve teaching performance may request the PAR Council to assign a Consulting Teacher to provide peer assistance subject to the constraints of budget and Consulting Teacher caseloads. It is understood that the purpose of such participation is to provide peer assistance, and that the Consulting Teacher will play no role in the evaluation of the teaching performance of a VT. The VT may terminate his/her participation in the PAR Program at any time without a reason for said request.

- 4.2. By mutual agreement, information obtained by the Consulting Teacher while working with the VT can be utilized in the evaluation process and/or as the basis for mandatory participation in the PAR process.

5. Consulting Teachers

- 5.1. A Consulting Teacher is a permanent unit member who provides assistance to a Participating Teacher pursuant to the PAR Program.
- 5.2. A Consulting Teacher provides assistance to a participating teacher in improving instructional performance.

This assistance will typically include

- Setting and discussing performance goals with the participating teacher.
- Assist in developing an individual performance plan.
- Multiple observations of the participating teacher during periods of classroom instruction.
- Meeting and consulting with the Principal or designee of the ET.
- Demonstrating good classroom instructional practice to the participating teacher.
- Using school district resources to assist the participating teacher by providing materials, supplies, conferences and release time.
- Monitoring the progress of the participating teacher and maintaining a written record.
- Making ET status reports to the PAR Council on a quarterly basis.

5.3. Rules and Procedures for Consulting Teachers

5.3.1. Qualifications for Consulting Teachers

- Strong knowledge of the context and content area of the candidate's teaching assignment.
- A demonstrated commitment to professional learning and collaboration.
- The ability, willingness, and flexibility to meet candidate needs for support.
- Holds a clear credential.
- A minimum of four years of teaching experience in LVUSD with at least satisfactory evaluations.
- Classroom experience within the last 2 years preferred.
- Strong interpersonal skills.
- Previous experience mentoring/coaching adults preferred.
- Demonstrates exemplary teaching ability.
- Knowledge and mastery of subject matter, teaching strategies, instructional techniques, California Standards for the Teaching Profession (CSTPs), and classroom management strategies necessary to meet the needs of pupils in different contexts.
- Ability to communicate effectively both orally and in writing.
- Ability to work within established timelines.
- Noted ability to work with adults.
- Understanding of the Collective Bargaining Agreement
- Ability to maintain confidentiality

5.4. Duties of Consulting Teachers

5.4.1. Consulting Teacher shall assist Participating Teacher (ET and/or VT) by demonstrating, observing, coaching, conferencing, or other activities which will assist the Participating Teacher.

5.4.2. A Consulting Teacher provides assistance to a Participating Teacher in improving instructional performance. Guidance and clear expectations include:

5.4.2.1. Duties of Consulting Teacher for ET and VT:

- Developing strategies and activities to achieve the Assistance Plan with the evaluating administrator.
- Observing Participating Teacher during multiple periods of classroom instruction and providing specific, immediate feedback after each visit.
- Meeting and consulting with the Participating Teacher evaluating administrator or designee.
- Demonstrating best practices to the Participating Teacher using school district resources to assist the Participating Teacher

5.4.2.2. Duties of Consulting Teacher for ET only:

- Monitoring the progress of the Participating Teacher and maintaining a written record.
- Documenting all observations, visitations and meetings.
- Making interim and final status reports to the PAR Council for an Experienced Teacher Participant.

5.4.2.3. Duties of Support Provider for Beginning Teacher (BT):

- Providing timely support for candidates, along with long-term guidance to promote enduring professional skills.
- Facilitation of candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction.
- Connecting BT with available resources to support his/her professional growth.
- Regularly reviewing the Individualized Learning Plan (ILP) with BT and making adjustments as needed.

5.5. Release Time for Consulting Teacher

5.5.1. Consulting Teacher shall be provided sufficient release time to complete his/her duties determined by the PAR council.

5.5.2. Consulting Teacher shall be provided sufficient release time for training and staff development.

5.6. Compensation for Consulting Teachers

5.6.1. Consulting Teachers shall be reimbursed for all intra-district mileage and pre-approved travel expenses.

5.6.2. Consulting Teachers shall have a budget to purchase supplies and materials needed.

- 5.6.3. Consulting Teachers who find it necessary to work beyond the regular workday, will be compensated for such additional work at a pro-rata salary or compensatory time (member decision).
- 5.7. In order to fill a position of Consulting Teacher, a notice of vacancy will be posted internally. All those interested who meet the qualifications of Section D are encouraged to apply.
- 5.8. Consulting Teachers shall be selected by a majority vote of the PAR Council. For candidate finalists, part of the selection process may include on-site visits or classroom visitations by members of the PAR Council. All applications and references shall be treated with strict confidentiality. Candidates who are not accepted as Consulting Teachers shall be notified in writing within ten (10) working days of the decision.
- 5.9. Determined in collaboration with PAR Consulting Teachers will attend ongoing training to both offer peer assistance and to understand the specific functions of the PAR Program. The Council will monitor the effectiveness of the Consulting Teacher and will make decisions regarding their continuation in the program. The PAR Council may remove a Consulting Teacher from the position at any time because of the specific needs of the PAR Program, inadequate performance of the Consulting Teacher, or other just cause. Prior to the effective date of such removal, the PAR Council will provide the Consulting Teacher with a written statement of the reasons for the removal, and, at the request of the Consulting Teacher, will meet with him/her to discuss the reasons within ten (10) working days of the decision.
- 5.10. Number of Consulting Teachers

Annually by September 15, the PAR Council shall determine the number of Consulting Teachers needed to implement the Peer Assistance and Review Program as determined by the Collective Bargaining Agreement.

The PAR Council should consider the agreed upon intent of the PAR Program and the funding received to support the program. All aspects of the program should be considered including:

- Number of unsatisfactory evaluation referrals.
- Number of probationary teachers to receive assistance (BTSA).
- Number of participants.
- Training needs of the Consulting Teachers.
- Release time needed by Consulting Teachers, PAR Council and Participating Teacher(s).
- Compensation for PAR participants as agreed upon in the Collective Bargaining Agreement.
- Administrative costs.

6. Miscellaneous Provisions

- 6.1. The term of a full-time Consulting Teacher will be a maximum of three (3) years. A full-time Consulting Teacher may reapply after returning to the classroom for one (1) year.
- 6.2. Upon completion of his/her service as a full-time Consulting Teacher, a teacher will have the right

to return to his/her previous site if the Consulting Teacher position is for a full year. At the end of the second or third year, a Consulting Teacher will be returned to his/her previous site assignment when possible. In the event an opening does not exist, the Consulting Teacher will be guaranteed a teaching position for which he/she is credentialed or legally authorized.

- 6.3. Full-time Consulting Teachers shall have a caseload determined by a ratio of Consulting Teachers to participating teachers. Participating teachers include BT's, ET's and VT's. This ratio is dependent on the amount of intervention time determined by the PAR Council and Consulting Teachers. Maximum caseload may not exceed fifteen (15) Participating Teachers. Any Modification of this maximum may occur with the approval of the PAR Council and the consent of the Consulting Teacher.
- 6.4. The PAR Program encourages a cooperative relationship between the Consulting Teacher, participating teacher and the Principal with respect to the process of peer assistance and review. Prior to working with an Experienced Teacher Participant (ET), the Consulting Teacher will meet with the Principal or immediate supervisor to review and discuss the basis for referral to the PAR Program by October 1. It is assumed that this relationship among the Participating Teacher, Consulting Teacher, Administration and any CTA provided support person shall be confidential.
- 6.5. At the request of the participating teacher or the Consulting Teacher, the PAR Council may assign a different Consulting Teacher to work with the participating teacher at any time during the year.
- 6.6. The District agrees to indemnify and hold harmless the Association, any Association members on the PAR Council, and Consulting Teachers from any liability arising out of their participation in the PAR Program as provided in Education Code Section 44503, Subdivision.

PAR Trust Agreement 2/23/17