

APPENDIX H

Orange Unified School District Peer Assistance and Review (PAR) MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) delineates agreement between the Orange Unified School District (OUSD) and the Orange Unified Education Association (OUEA) relating to the administration, roles and responsibilities of the Peer Assistance and Review (PAR) Program/Committee. This MOU specifically delineates the services provided by the PAR Program to support teachers within the Orange Unified School District. The PAR Advisory Board acts as the governing agent for the PAR Program and annually reviews the allocation of services and makes determinations pertaining to the effectiveness of these services in supporting teachers.

PAR ADVISORY BOARD MEMBERSHIP AND RESPONSIBILITIES

- A. The PAR Advisory Board consists of seven (7) members. Three members shall be permanent certificated OUEA members. Certificated members selected shall represent elementary and secondary levels. The District shall select three administrators to serve on the PAR Advisory Board. The OUSD Induction Coordinator is the seventh member of the PAR Advisory Board and serves as Chairperson. The Chairperson is responsible for presenting information pertaining to the on-going allocation of PAR services to teacher candidates to the Board for review and action. No limitations are placed on the number of years that PAR Advisory Board members may serve. It is the responsibility of both District and OUEA to fill any respective vacancies on the PAR Advisory Board, as appropriate.
- B. The PAR Advisory Board is responsible for making all decisions about the allocation and effectiveness of services through consensus.
- C. The PAR Advisory Board will meet a minimum of four (4) times annually. These meetings will take place outside of the members' contractual hours (workday). PAR Advisory Board OUEA Certificated Members receive compensation for their service with an annual stipend of \$2,000.
- D. The PAR Advisory Board is responsible for:
 - a. Allocating direct assistance/support to permanent teachers who:
 - i. Received an overall "Unsatisfactory" rating on their final evaluation from the previous year. These Teacher Candidates are provided with "Mandatory" PAR Services.
 - ii. Received an overall "Needs Improvement" rating or received "Unsatisfactory" or "Needs Improvement" ratings on any elements of their final evaluation from the previous year. These Teacher Candidates are provided "Voluntary" PAR Services upon request.
 - iii. Experienced significant change in their teaching assignment from the previous year or who have expressed the desire to seek professional development to improve their instructional practices. These Teacher Candidates are provided with "Voluntary" PAR Services based on their assessed needs upon request.
 - b. Reviewing and evaluating the effectiveness of services provided to Teacher Candidates on a quarterly basis.

- c. Interviewing PAR Consulting Teachers who provided support services to a Teacher Candidate, when appropriate, to make a determination on the effectiveness of PAR services in meeting Candidate needs.
 - d. Determining the need for on-going services for candidates and making recommendations for additional services as appropriate to meet candidate needs.
 - e. Communicating to Teacher Candidates, Administrators, and, as appropriate, to the Orange Unified School District Board of Education, any determination of growth/no growth (e.g., “limited” or “unsatisfactory”) when documented over time through the reports/interviews/data collection of a PAR Consulting Teacher.
- E. The PAR Advisory Board delegates the following supervisory responsibilities to the Induction Coordinator:
- a. Recruiting, training, and hiring of PAR Consulting Teachers to provide direct support to Teacher Candidates.
 - b. Documenting with Teacher Candidates and Administrators professional goals to focus the support provided by PAR Consulting Teachers.
 - c. Retaining PAR Consulting Teacher Reports for review by the PAR Advisory Board.
 - d. Managing all budgetary elements of program administration including stipends and professional development opportunities.
 - e. Scheduling PAR Advisory Board Meetings and retaining records and proceedings from the meetings.

PAR CONSULTING TEACHERS

- A. A PAR Consulting Teacher is a teacher who provides direct support and assistance to identified Teacher Candidates. PAR Consulting Teachers must:
- a. Possess a “Clear” teaching credential and hold permanent status in the Orange Unified School District with a minimum of three (3) years of service in the District. District Retirees demonstrating these qualities are also eligible to become PAR Consulting Teachers.
 - b. Demonstrate overall “meets” District standard on previous final evaluations.
 - c. Demonstrate effective communication and mentoring skills.
 - d. Demonstrate appropriate subject matter skills and instructional strategies aligned with the identified needs of the Teacher Candidate.
- B. PAR Consulting Teachers responsibilities include:
- a. Participation in the goal setting process for a Teacher Candidate.
 - b. A minimum of two observations monthly of the Teacher Candidate.
 - c. Providing regular (e.g., weekly) collaboration, observation, or feedback to the Teacher Candidate.
 - d. Completing a monthly report to the Induction Coordinator.
 - e. Maintaining a record of all interactions and support provided to the Teacher Candidate and submitting that record to the Induction Coordinator.
 - f. Demonstrating/modeling instructional practices for the Teacher Candidate’s as appropriate to meet the Teacher Candidate’s needs.
 - g. Providing clear evidence based feedback to the candidate on a regular (e.g., weekly) basis.
 - h. Providing resources to support the growth of a Teacher Candidate.

- i. Report directly to the Induction Coordinator by submitting progress monitoring paperwork and documentation.
- j. Present to the PAR Advisory Board, upon request, information pertaining to the progress of a Teacher Candidate.

C. PAR Consulting Teachers:

- a. Receive \$2,000 annually for services rendered for a “Mandatory” Teacher Candidate.
- b. Receive \$1,000 annually for services rendered for a “Voluntary” Teacher Candidate.
- c. Stipends may be pro-rated for “Voluntary” Teacher Candidates as appropriate to their needs and established PAR Goals.
- d. Stipends are to be paid in two installments each year, once in the winter and once in the spring.

TEACHER CANDIDATES

- A. “Mandatory” PAR Teacher Candidates are permanent teachers who have received an overall “Unsatisfactory” rating on their final evaluation from the previous year. The PAR Program support process for “Mandatory” Teacher Candidates includes:
 - a. **Mandatory PAR Teacher Candidate Identification**—PAR Teacher Candidates who received an unsatisfactory evaluation as defined in the Evaluation Article 7 of OUEA/OUSD Agreement are identified by the evaluator. The evaluator will be asked to provide specific written recommendations for improvement.
 - b. **Annual goal development**—Administrators, Mandatory PAR Teacher Candidates, and PAR Consulting Teachers meet at the onset of the school year to develop goals and identify professional development opportunities that will improve the PAR Candidate’s practices. The California Standards for the Teaching Profession as well as the Academic Content standards provide a foundation for goal setting.
 - c. **Regular Support**—PAR Consulting Teachers meet regularly (e.g., weekly) with candidates to provide one or more of the following, including but not limited to; instructional planning, observation, modeling, formative/summative feedback, examination of student work, etc.
 - d. **Progress Monitoring**—The PAR Consulting Teacher regularly (e.g., monthly) reviews the PAR Teacher Candidate’s work and makes a summative determination on the progress the candidate has made toward goal attainment. This progress report and all the accompanying evidence is reviewed with the candidate prior to being submitted to the Induction Coordinator.
 - e. **PAR Advisory Board Review**—The PAR Advisory Board meets at least four times per year to review candidate progress toward goal attainment. The PAR Advisory Board evaluates each candidates’ progress, and makes the following determinations:
 - i. **Candidates demonstrating growth**—The PAR Advisory Board makes recommendations, to the Induction Coordinator for continued support to candidates who demonstrate acceptable levels of growth. These recommendations may include recommendations for observations, demonstrations and professional development opportunities for candidates.
 - ii. **Candidates who are not demonstrating sufficient evidence of growth**—The PAR Advisory Board actions may include but are not limited to:

1. PAR Candidate and/or PAR Consulting Teacher may be asked to attend a PAR Advisory Board meeting to provide the PAR Advisory Board with more information.
 2. PAR Advisory Board makes a determination of a candidate's progress toward goal attainment identifying "limited growth" or "no growth" toward attainment of PAR Candidate's identified goals.
 3. PAR Advisory Board makes a determination on whether the PAR Teacher Candidate will benefit from continued PAR Program support.
 4. PAR Advisory Board makes a determination that the teacher no longer benefits from participation in the PAR Program and creates a report for submission to the Candidate, PAR Consulting Teacher, Site Administrator and to the Orange Unified School District Board of Education for action. The District shall have the sole authority to determine whether the PAR Teacher Candidate has been able to demonstrate satisfactory improvement or the need for further action on behalf of the District. This final report shall be made available to the District for placement in the PAR Teacher Candidate's personnel file.
 5. Nothing herein shall modify or in any manner affect the rights of the District and /or Board of Education under provisions of the Education Code relating to the employment, classification, retention or non-re-election of certificated employees. Nothing herein shall modify or affect the District's right to issue notices of unsatisfactory performance and /or unprofessional conduct pursuant to Education Code Section 44938.
- B. "Voluntary" PAR Teacher Candidates are permanent District teachers in one of the following three categories who have requested assistance:
- a. Received an overall "Needs Improvement" rating or received an "Unsatisfactory" or "Needs Improvement" rating on any individual elements of their final evaluation from the previous year.
 - b. Experienced significant change in their teaching assignment from the previous year.
 - c. Expressed the desire to seek professional development to improve their instructional practices.
- C. The PAR Program Support process for "Voluntary" Teacher Candidates includes:
- a. **Annual goal development**—Administrators, Mandatory PAR Teacher Candidates, and PAR Consulting Teachers meet at the onset of the school year to develop goals and identify professional development opportunities that will improve the PAR Candidate's practices. The California Standards for the Teaching Profession as well as the Academic Content standards provide a foundation for goal setting.
 - b. **Regular Support**—PAR Consulting Teachers meet regularly (e.g., weekly) with candidates to provide one or more of the following, including but not limited to; instructional planning, observation, modeling, formative/summative feedback, examination of student work, etc.
 - c. **Progress Monitoring**—The PAR Consulting Teacher regularly, (e.g., monthly) reviews the PAR Teacher Candidate's work and makes a summative determination on the progress the candidate has made toward goal attainment. This progress report and

all the accompanying evidence is reviewed with the candidate prior to being submitted to the PAR Advisory Board.

d. **PAR Advisory Board Review**—At least four times per year, the PAR Advisory Board receives notification on Voluntary PAR Teacher Candidates who are not making satisfactory progress toward goal attainment. The monthly PAR Consulting Teacher Reports shall not be forwarded to the PAR Advisory Board or Board of Education, nor shall these be used for evaluation purposes.

e. Participation as a voluntary PAR Teacher Candidate shall not be in lieu of the regular evaluation of the teacher pursuant to Article 7 of the Collective Bargaining Agreement.

f. Voluntary PAR Teacher Candidates may terminate PAR Support Services, at any time, upon written request to the Induction Coordinator.

RECORDS

- A. Documents and information pertaining to individual participation in this program shall be treated as confidential and will not be disclosed, except as may be required by law.
- B. Documents for the PAR Program reside in the Induction Office separately from the individual personnel records, except as specified herein.

STATUS AND LIABILITY PROTECTION OF UNIT MEMBERS

- A. Functions performed by teachers under this article shall not constitute either management or supervisory function as defined in the Educational Employment Relations Act.
- B. Certificated employees who perform functions as PAR Consulting Teachers, or members of the PAR Advisory Board, have the same protection from liability, and access to appropriate defense as afforded to other public school employees under the provisions of the California Government Code.

TERM

- A. The provisions of the Memorandum of Understanding shall be in effect from the date of ratification by the parties subject to sufficient funding. Should reductions in funding occur, the parties agree to meet and re-negotiate this agreement. This Memorandum shall be attached to the Collective Bargaining Agreement as an appendix, and shall be renewed and/or subject to bargaining pursuant to the terms of such Agreement or upon mutual agreement of parties. Any claim of violation, misapplication or misinterpretation of a specific provision of the Memorandum of Understanding shall be subject to the grievance procedure in the Collective Bargaining Agreement in effect between the parties.

The above proposed Memorandum of Understanding for the District's Peer Assistance and Review (PAR) program is recommended by the PAR Advisory Board to the District and Association bargaining teams as a replacement for the 2005-2006 PAR MOU in Appendix H of the Collective Bargaining Agreement.

Whitney E. Amstutz 6/22/17
PAR AB Member Date

Brookley 6/22/17
PAR AB Member Date

N. G. [Signature] 6/22/17
PAR AB Member Date

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PAR AB Member Date

James Hill 6-22-17
PAR AB Member Date

Julie McCreary 6/22/17
PAR AB Member Date

Carsten Conell 6-22-17
PAR AB Member Date