



PROFESSIONAL DEVELOPMENT COMMITTEE GUIDELINES

Purpose Statement:

We do whatever it takes to ensure all students realize their potential.

I. General Responsibilities

- A. To provide a vehicle by which the expertise of the district personnel may be brought together regarding professional learning.
- B. Develop and oversee a mentor training program.
- C. Identify district-wide instructional concerns and remedies.
- D. Assess faculty needs and communicate in-service opportunities to school staff.
- E. Present faculty suggestions, ideas, and recommendations pertaining to professional learning to the administration.
- F. Approve expenditures for professional learning activities as outlined in the Outstanding Schools Act.
- G. Serve as professional learning resources in the schools and in the district.
- H. To function as an advisory organization submitting recommendations to the Superintendent and Board of Education for information and adoption.
- I. Review district-wide plans pertaining to professional learning prior to implementation.
- J. Report district-wide long-term planning regarding professional learning: including goals, budget issues, and areas of emphasis.
- K. Advocate for effective professional learning at both district and building level.

II. Structure

- A. The Professional Development Committee (PDC) will meet as a sub-committee of the Rockwood Learning Council (RLC).
- B. PDC will have an elementary and a secondary committee. Each committee will have their own Chair and Chair-Elect.

III. Representation

- A. Membership
 1. One PDC member will be elected by the certified staff from each elementary school, Early Childhood, Center for Creative Learning and the Individualized Learning Center. Certified staff members include teachers, librarians, and counselors.
 2. Two PDC members shall be elected by the certified staff from each middle school and high school. Certified members include teachers, librarians, and counselors.
 3. The PDC chair shall act as a non-voting, ex-officio member during their term of office.
 4. An elected representative from the PDC Chair's school will serve as the voting PDC representative of that school during the PDC Chair's term in office.
 5. One administrator from elementary, middle and high school levels shall be appointed as voting members.
 6. One parent representative appointed by the PTO President's forum shall serve as a voting member for the elementary committee and the secondary committee.

7. One Special School District administrator shall be appointed by the Rockwood Special School District staff as ex-officio, non-voting member. The administrator will have the option to attend either the elementary or secondary PDC meeting.
 8. One RNEA Executive Board member shall serve as ex-officio, non-voting member of the elementary and secondary committee.
 9. One Content Facilitator or Coordinator will serve as a voting member on either the elementary or secondary committee.
 10. One Instructional Technology specialist will serve as a voting member on either the elementary or secondary committee.
 11. One Data Analyst will serve as a voting member on either the elementary or secondary committee.
 12. The Coordinator of Professional Learning shall serve as ex-officio, non-voting member.
 13. The Director Learning Development will serve as ex-officio, non-voting member and act as the liaison between PDC and the superintendent's Cabinet. Shall the Director Learning Development be unable to act as liaison; the Coordinator of Professional Learning will serve in this capacity.
- B. Unexpired Terms
1. Should a vacancy of a PDC member (either temporary due to a leave of absence or permanent due to a transfer or leaving the district) occur, another member of the school faculty shall be elected to complete the term.
 2. Should a vacancy of the Chair position (either temporary due to a leave of absence or permanent due to a transfer or leaving the district) occur, the Chair-Elect will fill the vacancy and another member of the PDC shall be elected as the new Chair-Elect. An elected representative from the new Chair-Elect's school faculty will fill the representative position.
 3. Should a vacancy of the Chair-Elect position (either temporary due to a leave of absence or permanent due to a transfer or leaving the district) occur, another member of the PDC shall be elected as the new Chair-Elect. An elected representative from the new Chair-Elect's school faculty will fill the position.
- C. Qualifications for Membership
1. Staff members of the Professional Development Committee will have taught in the district for two or more years and be master teachers.
 2. Members of the PDC must be knowledgeable of school improvement efforts.
 3. PDC members shall show exceptional interest in professional learning and professional growth issues and be well-respected by staff and administration.
- D. Terms of Service
1. Newly elected certified members will serve a term of three years (including RNEA, Content Facilitator or Coordinator, Instructional Technology Specialist, Data Analyst and SSD).
 2. Newly appointed administrators will serve a term of two years.
 3. Newly appointed parent members will serve a term of two years.
 4. Should a member be chosen as Chair-Elect by the PDC at the end of their regular term of service, and not be re-elected by their school staff as PDC representative, they may serve as Chair-Elect the next school year and Chair the following year. Following their service as Chair, their term will expire.

E. Elections

1. When a new PDC member needs to be elected, qualifications will be discussed, a call for nominations from certified staff (teachers, librarians, and counselors) and nominations from the principal(s) will be sought in April.
2. The principal will create a ballot from the names submitted.
3. The building principal along with a certified staff member will coordinate the election during the month of April, with elections completed by May 1.
4. PDC Chair-Elect: Interested PDC members notify the Director Learning Development prior to the last meeting. Each candidate presents a speech to PDC at the last meeting regarding qualifications, and is selected through secret ballot vote. Ballots are counted after the meeting and the new PDC Chair-Elect will be notified through e-mail and shared with PDC.

IV. Procedures

- A. The Committee shall select a chair and a chair-elect for the elementary and secondary committee, who will serve as chair the following year. The minutes will be kept by the secretary to the Director Learning Development.
- B. The Committee will be made aware of the professional learning expenditures that traditionally amounted to well over 1% of the total district operating budget.
 1. All expenditures must be related to the objectives of the District Professional Learning Plan.
 2. The administration must be consulted and the Board must approve all expenditures.
- C. The committee shall vote on other issues that come before it, and communicate results to the appropriate parties.
- D. The Committee shall meet September through April, during regular school hours.
- E. The Committee shall communicate professional learning matter to their respective stakeholder groups.
- F. the Committee will periodically review the District Professional Learning Plan as it relates to professional learning.
- G. The Committee will divide into working sub-committees as needed.
- H. PDC will make an annual report to the Board of Education as required by MSIP Guidelines.