

CARROLLTON PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS

Article I Name, Scope and Number of Committees

Carrollton Professional Development Committee (CPDC) is hereby established as the name of the entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.

Article II Aims and Purpose

The purpose of the Carrollton Professional Development Committee is to review course work and other professional development activities completed by educators within the district for renewal of certificates or licenses.

In the discharge of its duties, the committee will:

- A. Foster the norm of continuous improvement
- B. Promote alignment of professional growth with individual, student, building and district needs and goals
- C. Promote best practice
- D. Emphasize increased student learning and achievement as a professional development priority
- E. Guide the development of Individual Professional Development Plans
- F. Support the inquiry into and study of teaching and learning
- G. Validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

Article III Membership, Qualifications, Training, Compensation

The Carrollton Professional Development Committee shall consist of five (5) members. Three of the members shall be teachers who shall be selected by the district bargaining unit and shall be representative of elementary (Preschool-5), middle school (6-8), and high school (9-12) levels. The remaining two members will be the director of programs or designee and a principal from the building level who shall be selected or appointed by the superintendent. Each committee member must have a minimum of three (3) years experience in education. Committee members shall be compensated through an annual stipend for their service as committee members.

Committee vacancies among teacher members shall be addressed by the bargaining unit who shall designate replacement members as necessary. Similarly, administrative member vacancies shall be addressed by the superintendent.

Article IV Roles and Terms of Office

The Carrollton Professional Development Committee shall consist of the following roles and corresponding terms of office:

Members of the committee shall serve staggered four-year terms. A term shall run from January 1 to December 31 with no more than half of the remaining members new to the committee at any one time. Committee members may be re-elected to the positions they hold an unlimited number of times.

The **Chair** will be the Superintendent's designee or the building administrator selected by a majority vote of the committee each year.

Article V Duties

The duties of the chair and other committee members shall be as follows:

The chair shall:

- A. Preside at all Carrollton Professional Development Committee meetings
- B. Call all meetings and set agendas in collaboration with the membership
- C. Ensure adherence to the Individual Professional Development Plan review processes and procedures
- D. Serve as appeals process contact and liaison
- E. Serve as a reviewer of district educator professional development plans for certification/license renewal
- F. Appoint a recorder who will be responsible for all necessary correspondence

The remaining committee members will:

- A. Elect one of their members by voice vote to act in the absence of the chair
- B. Serve as staff information contact person
- C. Serve as a reviewer of district education professional development plans for certificate/license renewal

Article VI Meetings

Carrollton Professional Development Committee members shall determine frequency, time, and place of meeting with the following parameters:

- A. Monthly
- B. 3:30 pm
- C. Carrollton High School Meeting Room
- D. Meetings may be called or canceled by the Chair

Article VII Individual Professional Development Plan Submission, Decision- Making and Appeals Processes

All **Individual Professional Development Plans (IPDPs)** will be submitted by September 15 of the first year of a newly issued certificate/license and completed by April 15 of the final year of that certificate/license. Notification of committee action in IPDPs shall occur by October 15 annually. A checklist/rubric will be used to monitor the progress of submitted IPDPs from submission to preapproval to implementation to completion. Any decision to approve or reject a submitted IPDP for certification/license renewal purposes must receive a two-thirds majority vote of the committee.

Educators up for renewal will be provided with a copy of the approval guidelines/criteria prior to the development and submission of their IPDP for review. If the IPDP is rejected, the individual shall be given a copy of the same guidelines/criteria sheet with reasons for rejection clearly marked. Educators whose plans have been rejected may submit a revised plan within ten (10) working days of the initial rejection notification, may secure more detailed supportive materials to substantiate the legitimacy of their original plan, or may contact the CPDC Chair for appeals process information.

Appeals Processes

If an educator disagrees with the CPDC's decision, the educator will be given the opportunity to meet with the CPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the CPDC.

If, after the reconsideration process has taken place, the CPDC and the educator are still unable to come to agreement, an appeals board will review the decision. The board will consist of one licensed educator selected by the CPDC; one licensed educator selected by the educator; and one licensed educator agreed upon by both parties. These three individuals then function as a panel to review the CPDC decision and either uphold it or overturn it.

Article VIII Reciprocity

The Carrollton Professional Development Committee (CPDC) shall accept outside district-approved IPDPs for any educator hired by the Carrollton Exempted Village School District Board of Education from another district as fulfilling all necessary requirements of the Carrollton Exempted Village School District renewal process. Hours already accumulated in the district of previous employment shall be honored. Remaining hours shall be accrued by attending Carrollton Exempted Village School District’s Professional Growth sessions.

Exceptional cases are subject to committee review. The educators’ IPDP will be requested as part of the application submission process and will be reviewed and marked as “acceptable” or as “in need of revision according to the following guidelines” at the time of scheduling for an interview.

Article IX Amending the By-Laws

The Carrollton Professional Development Committee shall meet annually to review the by-laws and recommend changes by June of each year.

Amendments shall be voted on via a roll call vote. A simple majority of members present and voting will prevail.

The Carrollton Exempted Village School District Board of Education and the district office will receive copies of ratified amendments for final approval.