



# Riverview Gardens

## School District

### Professional Development Committee Bylaws

*Adopted 2017*

#### **Article I. Name**

The Riverview Gardens School District Professional Development Committee, (hereafter referred to as the RGSD PDC or Committee) is hereby established as the name of the entity required by the state of Missouri<sup>1</sup>. The Committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.

The bylaws of the RGSD PDC shall serve as the governing document of the Committee.

#### **Article II. Aims and Purpose**

The RGSD PDC will provide strategic leadership for professional development activities that address the needs of certified district staff in the Riverview Gardens School District (RGSD). The RGSD PDC will:

- Implement a districtwide plan linking professional development needs of staff, buildings, and district to the improvement of student achievement.

- Promote the alignment of professional growth with individual, student, building, and district needs and goals.
- Foster a standard of continuous improvement within the school district.
- Ensure that District professional development is aligned with the RGSD Comprehensive School Improvement Plan.
- Review Professional Development Leave Requests to ensure they align to:
  - Improvement of student learning
  - Progress toward individual professional growth
  - The district's and/or building's stated goals.

#### **Article III. Membership, Qualifications, Structure, and Compensation**

##### *Section 1.*

The RGSD PDC shall consist of RGSD employees who were elected by RGSD teachers. The RGSD PDC shall consist of at least one (1) certified member per building.

Each member of the RGSD PDC must have completed a minimum of two (2) years of professional teaching experience.

The Committee will establish subcommittees and/or ad hoc committees as needed to most effectively accomplish its objectives. Subcommittees can be established and/or disbanded by the Chair as required.

Committee members may be compensated through a stipend, for service outside of contracted work hours.

##### *Section 2. Membership*



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1. One PDC member and shall 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. A maximum of two PDC members and shall be elected by the certified staff from each middle school and high school, a minimum of one representative per site. Certified staff members include teachers, librarians, and counselors.
3. One Special School District administrator shall be an ex-officio, non-voting member.
4. The Coordinator of Professional Learning shall serve as an ex-officio, non-voting member.

### **Article IV. Terms of Office and Vacancies**

#### *Section 1.*

Incoming RGSD PDC members shall serve for a term of three (3) consecutive years.

#### *Sections 2. 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.) Nominations will be sought in April by an electronic survey from the District PDC.
2. District PD follows up with nominees, confirms willingness to serve and sends electronic building ballot.
3. Results shared with building principal, elected representative and posted by District by PDC.

#### *Section 3.*

Teacher member vacancies shall be filled by the original selection process, and if the vacant term has less than one year remaining the replacement will automatically serve the next three-year term.

All regular terms shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the corresponding year.

### **Article V. Roles and Duties**

The RGSD PDC shall consist of the following roles and corresponding terms of office:

#### *Section 1*



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#### **General Responsibilities of District Committee**

- 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. Serve as professional learning resources in the schools and in the district.
- G. Review district-wide plans relating to professional learning prior to implementation.
- H. Advocate for effective professional learning at both district and building level.

#### *Section 2*

##### *Chairperson (1 year in role)*

The role of the Chairperson shall be filled by the person voted as Chair-Elect the previous year by vote of the RGSD PDC. The Chairperson shall serve a one year term, with the term to run from August 1<sup>st</sup> to July 31<sup>st</sup> of the year following her/his year as Chair-Elect.

The duties of the Chairperson shall include: a.

Preside at all RGSD PDC meetings.

- b. Work with the Chair-Elect to establish the meeting calendar, call all meetings, and set all agendas.
- c. Ensure the RGSD PDC processes and procedures are followed.
- d. Serve as the appeals process contact and liaison related to PD Leave Requests.

##### *Chair-Elect (Two year term, one as chair elect, then second as Chair)*

The Chair-Elect shall be elected by a majority vote of the RGSD PDC. Anyone interested in serving as the Chair Elect (and then Chair) may self-nominate or accept nomination by another member. The CoChairperson shall be elected for a two year term, with the term to run from August 1<sup>st</sup> to July 31<sup>st</sup> of the corresponding year.

The duties of the Co-Chairperson shall include:

- a. Preside at all RGSD PDC meetings in the absence of the Chairperson
- b. Work with the Chairperson to establish the meeting calendar, call all meetings, and set all agendas
- c. Ensure the RGSD PDC processes and procedures are followed in the absence of the Chairperson.
- d. Serves as the appeals process contact and liaison related to PD Leave Requests in the absence of the Chairperson.



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#### *Recorder/Secretary*

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The Recorder/Secretary shall be elected by a majority vote of the RGSD PDC. Anyone interested in serving as the Recorder/Secretary may self-nominate or accept nomination by another member. The Recorder/Secretary shall be elected for a one-year term, with the term to run from August 1<sup>st</sup> to July 31<sup>st</sup> of the corresponding year.

The duties of the Recorder/Secretary shall include: a.

Keep accurate minutes of PDC meetings

- b. Give access to (via Google Docs) or send minutes and agendas to PDC members in advance of upcoming meetings
- c. Serve as general communications liaison with the staff
- d. Maintain a record of all committee activities

#### *Building Representative*

The building PDC representatives shall be elected by a majority vote of teachers in their respective buildings. Anyone interested in serving as the Building Representative may self-nominate or accept nomination by another member. The term of a building representative will be for three years. If an individual cannot complete the three year term, that building should hold a special election to replace that representative. The terms run from August 1st to July 31st of each year.

The duties of the Building Representative shall include:

- a. Serves as communication liaison to the rest of the staff
- b. Ensure that sign-in sheets are available at all building-level PD activities
- c. Ensure copies of all (building-level) PD sign-in sheets are maintained in the building
- d. Assist with the implementation of PD related systems at the building level
- e. Assist staff members with PD Leave Request submittal, as needed

#### *Central Office Representative*

The RGSD Assistant Superintendent of Curriculum and Instruction, by nature of position, shall serve as an ex-officio member of the RGSD PDC as long as he/she is employed by the RGSD in the role of Assistant Superintendent of Curriculum and Instruction.

The duties of the RGSD PDC ex-officio member shall include:

- a. Update the PDC on pertinent information relevant to curriculum and instruction that may impact decision-making relevant to professional development.
- b. Offer advice and direction that will aid the RGSD PDC in decision-making relevant to professional development
- c. Participate in all RGSD PDC related activities (when possible) except for voting



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- d. Serve as an administrative advisor in the absence of, or in addition to, the Professional Development Coordinator.

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#### *Administrative Advisor*

The RGSD Professional Development Coordinator, by nature of position, shall serve as an administrative advisor to the RGSD PDC as long as he/she is employed by the RGSD in the role of Professional Development Coordinator.

The duties of the Administrative Advisor shall include:

- a. Receive, organize, and present to the RGSD PDC submitted individual professional development Leave Requests.
- b. Present budgetary information relevant to professional development
- c. Offer advice and direction that will aid the RGSD PDC in decision-making relevant to professional development
- d. Train and/or ensure training is provided for members of the RGSD PDC as needed

#### **Article VI. Meetings**

The RGSD PDC will meet during the school year to oversee and review professional development Leave Requests, and conduct other business relevant to RGSD professional development. Meeting times and locations shall be published on the RGSD Professional Development webpage.

During the months of June, July and August the RGSD PDC will meet on an as needed basis. The meetings shall be posted at least a week in advance. The chairperson has the right to call members for the purpose of cancellation if no Leave Requests or issues are submitted during a particular month.

An emergency meeting of the RGSD PDC may be called by the chairperson with the concurrence of the majority of the members. Conference calls or online meetings may be utilized for RGSD PDC business.

All discussions, voting and records regarding review and evaluation shall be kept as confidential as permitted by law.

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. A secret ballot vote will be cast when electing officers.

#### **Article VII. Denial and Appeals Process**

##### *Denials*



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If a Professional Development Leave Request is denied, the RGSD Administrative Advisor shall give the educator written notice with the reasons for denial clearly indicated. The PDC Chair and Building Representative will be copied in the email as well.

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#### *Appeals*

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Written appeals shall be submitted to the RGSD PDC chairperson within fifteen (15) days of denial of a Professional Development Leave Request, if the request was denied by the RGSD PDC. All written appeals will be reviewed at the next regularly scheduled meeting of the RGSD PDC. If needed due to time constraints a special meeting via video or phone conference will be held. If necessary, adjustments may be made for holiday and other Board approved non-contract days that occur during the school year.

An appeal may be presented in person at the next regularly scheduled RGSD PDC meeting. A written request for inclusion on the agenda should be given to the RGSD Chairperson no later than five (5) days before that regularly scheduled RGSD PDC meeting.

Upon further consideration, the RGSD PDC will provide written notification of the appeal decision within five (5) days.

#### *Appeal Denial and Mediation Team*

If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a threeperson Mediation Team chosen as follows: one person selected by the applicant (may not be related to the applicant), one person chosen by the RGSD PDC, and a third person mutually agreed upon by the first two. Members of the Medication Team must hold a valid MO Department of Elementary and Secondary Education certificate and be employed by the Riverview Gardens School District.

In the case of an administrator appeal, the process is the same as the above with the exception that the third person is selected by the superintendent.

Decision of the aforementioned Mediation Team shall be final. If modifications or additions to a Leave Request are agreed upon, those changes shall be submitted to the RGSD PDC upon completion.

#### **Article VIII. Quorum**

At all meetings of the RGSD PDC, the presence of the majority of members in office shall constitute a quorum. In addition to those members who are present in person at a meeting, members shall be deemed as present at such meeting if a telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The act of a majority of the members at a meeting at which a quorum is present shall be the act of the RGSD PDC.



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## **Article IX. Amendments to Bylaws**

The RGSD PDC process is one of growth and change. RGSD PDC reserves the right to make necessary changes as new needs are identified. The RGSD PDC may adopt an amendment to the RGSD PDC Bylaws

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by a vote of a simple majority of the RGSD PDC members present and voting in favor of the amendment. No action of the RGSD PDC shall bind the RGSD in any manner that may be contrary to any Board of

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Education policy or any law or regulation governing the operation of the Riverview Gardens School District.

Amendments altering the requirements for approval of a PD Leave Request shall not negatively impact any individual who has already begun pursuit of approval.

Amendments may be suggested by any certificated RGSD employee by submission in writing to the Committee chairperson, who shall make the RGSD PDC aware of such suggestions for consideration at the next regularly scheduled RGSD PDC meeting.

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#### **Bibliography** 1.

“Missouri Professional Learning Guidelines for Student Success” published by the Missouri Department of Elementary and Secondary Education – Revised August 2013.

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#### **RGSD PDC Bylaws Timeline:**

- Draft Published: **Published February 5, 2017**
- Draft Shared with the PDC in Google Docs: **Published February 5, 2017** ·
- Bylaws Adopted: · Revised: 11/13/18 · Revised:

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