

**OPERATING POLICIES**  
**of the**  
**SANTA ROSA PROFESSIONAL DEVELOPMENT COUNCIL**

NAME AND PURPOSE

The Council shall be known as the Santa Rosa **Professional Development Council**.

COMPOSITION OF THE COUNCIL

A. There shall be twenty (20) members\*\* of the Santa Rosa Professional Development Council recommended to the School Board through the Superintendent for approval and appointment as follows:

1. Eleven Instructional Personnel -- Three (3) each from the elementary, middle, and high school levels and one (1) each from the Exceptional Student and Vocational Departments. To be elected by the instructional personnel of the school system. Any instructional employee of the school system may run for a nomination from his or her school.
2. Three (3) School Administrators – One (1) each from the elementary, middle, and high school levels.
3. One (1) District Staff Member
4. One (1) Lay Citizen
5. One (1) Parent
6. Two (2) University/college Personnel
7. One (1) Teacher on Special Assignment

B. Elections

1. Each school shall be invited to nominate one candidate for the Professional Development Council. The Exceptional Student and Vocational Departments shall be invited to nominate up to three candidates.
2. The candidates' names and other information shall be submitted to the Director of Inservice on a form furnished by the council.
3. The Director of Inservice shall prepare resume sheets and ballots properly divided into elementary, middle, high, and department categories. Resume sheets will be sent out to the schools in advance of the ballots in order for personnel to study the qualifications of the nominees. Inservice Representatives will distribute ballots, collect ballots, and be in charge of a local school committee of three people to tabulate results in their schools. Tabulations and ballots will be returned to the Inservice Director.
4. A sub-committee will be approved by the Professional Development Council membership to record the countywide results. The Director will present the new membership to the superintendent for recommendation to the School Board. After approval, results will be published in countywide media.
5. Newly elected members will be notified by the Director and should be present at the next official meeting of the Council.

6.\*\* Administrative members (Items 2 and 3) shall be appointed by the Santa Rosa County Association of School Administrators. The Chamber of Commerce will recommend the lay citizen and the District Advisory Committee will recommend the parent (Items 4 and 5). UWF and PJC will recommend their representatives (item 6). The TSA member will be appointed by the Director of Inservice (Item 7).

## TERMS OF OFFICE

The twenty (20) members shall serve staggered three (3) year terms. Elections and appointments for replacements will be conducted annually in April.

In the event, an elected member becomes unable to serve the candidate receiving the next highest number of votes from the previous election will fill the position .

Replacements that fill vacancies will be for the duration of the un-expired term.

Once elected to the Council and approved by the School Board, a teacher may continue to serve out the full term to which elected even if transferred to a different school or grade level (but not into administration), if he/she desires to do so.

Council members should be granted release time to participate in council meetings without loss of pay whenever necessary.

## OFFICERS

A Chairperson, Vice-Chairperson, and Secretary shall be elected by a simple majority of the membership of the Professional Development Council. In order to serve as an officer of the council, a person must have been a member for a minimum of six months. Elections will be held annually at the first meeting of each school year. New officers will begin their position at the second meeting of each school year.

## DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Professional Development Council shall be as follows:

1. To recommend policy and procedures for the Professional Development Council.
2. To develop goals and objectives for professional development within the policies.
3. To develop and update the District Inservice Plan as needed.
4. To make recommendations on an appropriate budget planning and expenditures.

The program of the Santa Rosa Professional Development Council shall include, but not be limited to, the following:

1. Assessment of Inservice training needs.
2. Development of programs based on those identified Inservice needs.
3. Provision of human and material resources for Inservice training.
4. Assessment of clinical preservice teacher training.
5. Provision of support and assistance to beginning educational personnel and to personnel who are returning to the teaching profession.
6. Provision of Inservice training opportunities.
7. Facilitation of internal and external evaluation of Inservice training in the Santa Rosa County school system.

## MEETINGS AND VOTING

- A. Regularly scheduled meeting dates and times will be established by the Council at the first meeting of each academic year. Special meetings may be called as needed. Meetings shall be open to non-council members.
- B. The board-approved Council members shall have the only votes.
- C. A quorum at any meeting shall be those members present provided all members have been given due notice of the meeting.
- D. A simple majority of the quorum will constitute a voting majority.
- E. In case of absences, proxy voting will be allowed. In order for a proxy to be valid, it must be in written form, dated and signed by the person granting the proxy.
- F. The Chairperson will conduct meetings according to Robert's Rules of Order as deemed necessary.

## ABSENCES AND/OR RESIGNATIONS

The Council will recommend that any Santa Rosa Professional Development Council member who has missed three (3) consecutive regularly scheduled meetings per year will be replaced. Exceptions will be voted on by the Council. Resignations should be in writing to the Council.

## PROFESSIONAL DEVELOPMENT COUNCIL COMMITTEES

The Council may establish temporary and permanent committees as needed.

## SCHOOL REPRESENTATIVES

Each school in the district shall elect at least one facilitator (a school Inservice Representative) to serve as the communication link between the Professional Development Council and the school.

## **MASTER INSERVICE PLAN**

- A. The Director of Inservice will prepare the Master Inservice Plan with input from all affected groups. The Director will then submit it to the Council for approval. The Council will, in turn, forward the Master Inservice Plan to the Superintendent for approval by the School Board prior to forwarding it to the State Department of Education.
- B. The Master Inservice Plan will be published during the summer for distribution. Amendments, including new components, will be submitted to the council for review and approval during the academic year as needed.

### AMENDMENTS

The Operating Policies may be amended at any regular meeting or the Council by a two-thirds vote of those present, provided such amendments are mailed to all Council members at least two (2) weeks prior to the meeting.

Adopted by the Council on September 9, 1992  
Approved by School Board on September 24, 1992

Revised by the Council on August 13, 1997  
Approved by School Board on August 28, 1997

Adopted by the Council on May 11, 2000  
Approved by the School Board on June 22, 2000

Adopted by the Council on May 9, 2002  
Approved by the School Board on June 13, 2002

Approved by the school Board on September 25, 2003

Approved by the school Board on June 10 , 2004