

**ARTICLE NINE
DEPARTMENT CHAIRPERSONS, CURRICULUM COUNCILS
AND PROFESSIONAL DEVELOPMENT COUNCIL**

A. Selection of Department Chairpersons, Grade Level Chairpersons, and Team Leaders

1. **Selection Process:** The bargaining unit members in each school and center shall meet not later than May 1st of each school year to recommend the name of a qualified unit member who wish to serve as department/grade chairperson or team leader. Bargaining unit members may recommend the name of a non-qualified unit member if the members of the team/department/grade level who meet all supplementary job qualifications decline the position or if no team/department/grade level members meet the minimum job qualifications. The principal shall consider this input and will then submit his/her recommendation to the Superintendent. The Board shall act on the Superintendent's recommendation no later than the last workday in August. The person selected shall be paid in accordance with the salary schedule for said position. (See Appendix F)

2. **Filling A Vacancy During The School Year:** If a vacancy occurs during the school term in a position described above or in case of a newly-created position, such vacancy shall be filled pursuant to the procedure described in Section A.1. above. The input from the bargaining unit members shall be obtained within five (5) workdays of the occurrence of the vacancy and the principal shall submit his/her recommendation to the Superintendent. The Superintendent shall submit his/her recommendation within five (5) workdays of receipt of the recommendation submitted by the principal.* The Board shall act upon the Superintendent's recommendation at the first Board meeting following receipt and approval by the Personnel Office of the qualifications of the applicants.

3. **Appeal Meeting With Principal:** Should employees of the team/department/grade level disagree with the principal's recommendation for the position, a meeting shall be arranged with the principal to discuss the specific reasons for his/her selection. If the principal is unable to resolve the complaint, the employee may present the complaint to the Area Superintendent for review.

If the Area Superintendent is unable to resolve the complaint, the Superintendent of Schools and the President of the BTU will meet

periodically to jointly resolve the unresolved complaints. The resolution at this level is final and binding and shall not be further challenged under Article 34 of the contract.

***See Article 19-F-2**

4. **Chairperson/ Team Leader Duties:** The responsibility of the department or grade level chairperson or team leader shall be as prescribed in the Board-adopted job descriptions which may include but not be limited to:
 - (a) serving on curriculum councils as set forth in these procedures,
 - (b) implementing programs and curriculum adopted by the Board,
 - (c) assisting and advising principals in all of the itemized performance responsibilities which are designed to maintain and improve employee performance, and where applicable,
 - (d) serving on the Professional Development Council as outlined in the procedures of this Article when duly appointed by the Board,
 - (e) Participate with principals and assistant principals in performance assessment conferences for the purpose of assisting unit members in understanding their strengths and possible areas for improvement. Provide coaching opportunities and assist with curriculum development for teachers assigned to their departments/teams.
 - (f) serve on professional development teams for teachers who need professional performance assistance.
 - (g) monitor the implementation of school improvement plans.

- B. **Release Time:** Department/grade level chairpersons and team leaders will be provided release time to carry out duties contained in their supplemental job descriptions and responsibilities listed in number four (4) above. Elementary schools will provide one (1) day of release time per month (10 months) for up to seven (7) team leaders. Middle, high, exceptional centers, adult, technical centers and community schools will provide one (1) day of release time per month (10 months) for up to eight (8) department/grade level chairpersons.

ESE support facilitators, autism coaches, and ESE teachers who have an entire class comprised of ESE students shall be provided at least two (2) days of release time. The ESE teachers at each work location shall schedule said days and use this time for the purpose of attending IEP meetings, writing IEP's, completing individualized planning and other appropriate curricular activities for their students. The principal shall approve the scheduling of these days.

C. Professional Development Network (PDN)

1. The Professional Development Network (PDN) serves as a liaison between the Education Program, Student Services, the Professional Development Division, classroom teachers and other stakeholders with concerns relating to student achievement and professional development.

Through collaboration, communication and support, PDN members assist with the development of activities designed to increase the skills and abilities of all educators and members of the school community to facilitate and enhance student achievement. In addition, the Network assists with the implementation of the Broward Standards through appropriate professional development activities.

A professional Development Network, hereinafter called the "Network" shall be established, and members shall be appointed annually by August, by the Board as follows:

- a. The Network Committee shall have two (2) bargaining unit representatives elected by their peers from the elementary curriculum councils from the north, north central, south and south central areas (8) and
- b. One (1) representative will be elected by their peers from subject area councils in each of the following areas:

1	Language Arts/Reading	Middle
1	Science	Middle
1	Mathematics	Middle
1	Social Studies	Middle
1	Multi-Discipline	Middle
1	Science	High
1	Social Studies	High
1	Mathematics	High
1	English or Language Arts	High
1	Multi-Discipline	High
1	Adult/Community School	At-Large

1	ESE-Centered Based	At-Large
1	ESE School Based	At-Large
1	Social Worker/Attendance	At-Large
1	Psychologist	At-Large
1	Guidance Representative	At-Large
1	CTACE Representative	At-Large
	(Career, Technical and Adult Community Education)	
1	Non-Instructional	At-Large
2	Representatives Selected by the BTU	At-Large
2	Parents	At-Large

- c. The Superintendent or designee shall be included as part of the PDN. The Superintendent shall select other members for PDN as appropriate to align the Network with Florida State Statutes.
- d. One (1) representative from each collaborating State University up to a maximum of two (2) from universities to be appointed by the Dean(s) of the College(s) of Education, and one (1) representative from Broward College.
- e. The School Board shall reserve the right to request additional nominees from any of the above upon official notice. The Chairperson shall be elected by and from the Network membership. The Director of the Human Resource Development Division or designee shall serve as executive officer to the Network.
- f. The Network shall not exceed thirty (30) bargaining-unit members. All questions pertaining to representation shall be resolved by a majority vote of the Network.
- g. The PDN Executive Board shall consist of eight (8) members recommended by the Superintendent. The BTU shall appoint one (1) representative to the Executive Board. The Executive Board meetings shall be scheduled monthly.
- h. The Directors of Elementary and Secondary Education or designee shall attend Executive Board meetings.
- i. The PDN committee bargaining unit members who conduct activities such as but not limited to, training programs, provide coaching assistance, coordinate curriculum council functions or offer assistance in planning and/or the implementation of professional development events shall be

compensated for their efforts beyond the normal workday at their hourly rate.

2. **Reports:** The PDN shall present their respective reports and recommendations to the Board through the Superintendent and Council Chairpersons.
3. **Sub-Committees-Curriculum Councils:** Curriculum councils shall function as sub-committees of the Professional Development Network (PDN). All members of the PDN will serve on at least one curriculum council committee. PDN members not associated with a designated content subject area may select the curriculum council committee on which they will serve.
 - a. Curriculum councils shall be established under the direction of the Division of Instruction and shall be comprised of the department or grade level chairperson, team leader or other representative.
 - b. The council shall be responsible for developing recommendations concerning the evaluation, planning, development, implementation and articulation of the respective subject areas and/or grade level curricula.
 - c. The County Curriculum Council sub-committees shall elect a chairperson from among its members.
 - d. Meetings of the Council shall be held as required to fulfill their duties and responsibilities.
 - e. The Council's sub-committee shall present their respective reports and recommendations to the Board through the Council Chairpersons, the Division of Instruction, and the Superintendent.
 - f. District level subject area and/or grade level administrators/supervisors shall serve in advisory capacities to their respective curriculum council committees.
 - g. The Directors of Elementary Education and Secondary Education shall serve in advisory capacities to the respective curriculum council committees and shall meet with the curriculum committees in their regularly scheduled monthly meetings.

4. The PDN shall perform the duties and responsibilities as provided by Florida Statutes and shall make recommendations for an appropriate budget.
5. All names submitted must meet the criteria contained in the Board approved job descriptions.
6. The PDN Committee shall select one of its members to serve on the Superintendent's Ad Hoc Teachers Committee.