

PROFESSIONAL DEVELOPMENT COMMITTEE PROCEDURES

1. The Professional Development Committee (PDC) will meet a minimum of ten times annually to evaluate the master plan system.
2. Special sub-committees will meet as often as necessary.
3. Minutes of all regular meetings will be kept as appropriate.
4. Regular attendance shall be required by each member. The PDC is empowered to request the resignation, substitution or replacement of a member who misses three or more consecutive meetings to ensure a quorum of the committee.
5. A quorum will consist of a simple majority of the active membership.
6. The voting membership will consist of thirteen (13) to fourteen (14) members chosen according to the New Hampshire Professional development guidelines:
 - a. eight teachers – one per school
 - b. one administrator
 - c. the superintendent or his/her representative
 - d. a school board member and community member on a consulting basis
 - e. 2 para-professionals
7. As of July 1, 2003 all new members, with the exception of the paraprofessional representatives who will serve terms of 2 years and the Superintendent who shall be a permanent member of the committee, shall serve for a term of three years.
8. The paraprofessional representatives will be selected from the districts on a rotational basis (Allenstown, Chichester, Deerfield, Epsom, and Pembroke in that order). The paraprofessional representatives will be selected in alternate years. For the 2003/04 school year only, the Allenstown paraprofessional representative will be selected for a one-year term so that the alternate year selection procedure can begin during 2004/05.
9. No member shall serve more than two consecutive terms.
10. In the event of a resignation a new member shall be selected to complete the term. This selection shall take place before the next scheduled meeting of the PDC.
11. The PDC shall select a chairperson during the September meeting for a term of one year.