

**RECOMMENDED OPERATING PROCEDURES FOR LOCAL
PROFESSIONAL DEVELOPMENT AND EVALUATION COMMITTEES**

The Performance Evaluation Advisory Council (PEAC) recommends the following practices to increase the likelihood of highly effective local Professional Development and Evaluation Committees (PDECs). The role of the local PDEC is to develop the local educator evaluation and support plan document(s), as well as the professional learning plan within a local school district (or where deemed appropriate, at the building-level) in accordance with Connecticut General Statutes (C.G.S.), Section 10-220a(b), based on identified needs of the system.

Membership:

- a) Bargaining unit appointees, in accordance with C.G.S. 10-220a(b), with additional representation from certified staff, including central office personnel, building administrators, and teachers.
- b) One teacher and one administrator serving as co-chairs, appointed and/or approved by the PDEC membership; and

Meeting Norms:

- a) Meet at least three times over the course of the school year; and
- b) Record minutes for all meetings, which will then be made available to all staff (electronically or in written form).

Decision-Making:

- a) Decisions occur through a consensus process. If consensus is not achieved, decisions can be made through a majority vote of the members on the committee; and
- b) The Educator Evaluation and Support Plan document(s) and/or related amendments submitted to the CSDE for approval shall have, at minimum, the signature of the Superintendent of Schools, or a designee. The superintendent or designee should indicate whether the PDEC and the local or regional board of education reached mutual agreement on the plan submitted. If mutual agreement was not reached, the superintendent is expected to provide confirmation that the board of education submitted a plan following the process as outlined in C.G.S. 10-151b.