



**Copley/Revere/Woodridge
Master Teacher Consortium**

Guidelines and Operating Procedures

Copley/Revere/Woodridge Master Teacher Consortium Committee

Purpose and Authority

In the spirit of collaboration and with the requirements set forth by the Ohio Department of Education, there shall be established a Master Teacher Consortium, the members of which shall be the Copley-Fairlawn City School District, the Revere Local School District, and the Woodridge Local School District. The Consortium Committee will consist of two teaching faculty members from each member district whose duties shall include:

- Reviewing and approving applications for designation of eligible employees as Master Teachers in accordance with Ohio Revised Code 3319.61 F. 5. and 3301.0714 B.2.d., and in accordance with the processes and procedures set forth by the Ohio Department of Education Office of Educator Standards
- Facilitating the application process
- Reviewing requirements for the formatting, assembling and submitting of Master Teacher applications
- Establishing and carrying out an appeals process
- Complying with Ohio's Sunshine Laws and adhering to the Open Meetings Act and Public Records Act including the preparation of minutes for and public notice of meetings
- Maintaining a Master Teacher Resource Manual for reference by all consortium members

Selection and Terms of Committee Members

A. The committee shall be comprised of six (6) members as follows:

- Each district will seat two (2) members on the committee who are current teachers in the district and who are recognized as "Master Teachers" having a) achieved NBPTS (National Board Certification) b) achieved "Master Teacher" status (except in the first year of the program in which they may be in process of applying for designation)
- In the event of a mid-term vacancy, teacher members shall be replaced by appointment from the home district through collaboration with the Superintendent of said district and said district's Teacher Bargaining Unit.

- B. The chairmanship of the committee shall rotate annually among each of the three member districts:
- 2013-14 Copley
 - 2014-15 Revere
 - 2015-16 Woodridge
- C. The term of office for a Consortium Committee member shall be no more than two (2) years. If necessary to assure consistency in the operation of the Consortium Committee through the presence of experienced members on the committee, members may be reappointed to *no* more than three consecutive terms (for a total of no more than six consecutive years).
- D. Nothing relating to membership on the Consortium Committee shall have an adverse impact on the educator's performance evaluation. Such protection extends even to the point of a Consortium Committee member being removed.

Consortium Committee Procedures

A. Meetings and Due Dates

- Fall applications will be due by the first Friday in December and spring applications by the first Friday in May.
- Master Teacher applications will be read and scored by committee members during the second week of December and May.
- The teacher committee chairpersons will rotate annually among the district consortium members.
- The readings will occur in the district that is chairing the committee that year.

B. Master Teacher Application Process

- The application procedure will follow ODE guidelines as set forth by the Office of Educator Standards.
- All forms and processes published by ODE will be utilized.
- All applications must follow the guidelines set forth in the "Master Teacher Style Guide" to be considered for evaluation.
- Evaluations will be read/evaluated in groups of two and then reported out to the entire committee for approval on "Reading Days." No committee member will be allowed to evaluate applications of candidates from their home district.

C. Master Teacher Appeals Process

- Employees who believe that the processes and procedures outlined in the ODE Application for Master Teacher were not followed may appeal to the Consortium Committee per procedures established by the Committee.

- No appeals will be considered based on scoring of a candidate's application.
- The Consortium Committee decision is not subject to the grievance/arbitration procedure outlined in the Negotiated Agreement.

Training

- A. Consortium members will be provided with training as determined by the committee and approved by the Superintendents of the three member districts.
- B. The Consortium Committee will be provided with release time for training and reading/evaluation days based upon need according to the number of applicants with the approval of the Superintendents of the three member districts.

Facility, Equipment, and Support Services

- A. The Consortium Committee shall be provided with adequate and secure space for the safe and secure storage of records, files, etc.
- B. The Consortium Committee will give their district score report forms and narratives to their district administrators to be filed.

Employee Protection

- A. Involvement in either the activities of the DMTC (District Master Teacher Consortium) or the Master Teacher application process shall not be used for employment decisions by the Board. Nothing in the Master Teacher Process shall have an adverse impact on an educator's performance evaluation.

Responsibilities of Member Districts

- A. Appoint two qualified members to serve on the committee
- B. Promote the Master Teacher Program and the Consortium
- C. Confirm eligibility of applicants by verifying their years of experience and type of licensure with the Personnel Office or Superintendent's Office (district dependent)
- D. Release appointed committee members from their classroom duties for required training and for fall and spring Reading Days

- E. Maintain records including the Candidate's Score Report forms and each candidate's written narrative
- F. Host a reception in the spring of each year on a rotational basis for new "Master Teachers"
 - 2014 – Copley
 - 2015 - Revere
 - 2016 – Woodridge
- G. Provide 150 business cards to each Master Teacher recognizing their achievement
- H. Serve as a host site on a rotational basis for Reading Days. Reading Days will be hosted in the home district of Consortium Chairman.
- I. Provide administrative and secretarial support to collect and organize district materials
- J. Work in collaboration with other consortium member districts and send a representative to any meeting needed to work out logistics or deal with issues related to the consortium

Members of the Master Teacher Consortium 2012-2013

Copley-Fairlawn

Kathy Welsh
Jeanne Mathey

Revere Local

John Faust
Ellen Friery

Woodridge

Laura Rorrer
Jon Rodkey

Administrative Contacts

Copley-Fairlawn, Aaron Sable
Revere, Kathy Bearer
Woodridge, Kirk Bennett