



# **BCSD Teacher Forum HANDBOOK**

REVISIONS APPROVED ON:

MARCH 24, 2016

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Dear Teacher Forum Members,

Congratulations on being recognized as one of our district's best teachers, and thank you for going the extra mile to be part of the Teacher Forum. You are here for a reason: You have effectively led your classrooms and are respected by your peers.

I look forward to hearing your questions, concerns and opinions. It is vital to have your feedback and share understanding as we continue to make improvements throughout the district and enhance both the job you do every day and the education our students receive.

At its best, this forum can serve as the voice and the ears for your colleagues. I invite and encourage you to participate actively in our conversations and give honest feedback. Dive into the legislative issues and let your voice be heard. I challenge you to do all these things, not only because I know you are capable, but also because of the profound difference it will make throughout our growing community.

Your time and input is valuable. Thank you again for participating. It's going to be a great year!

Best regards,

Jeffrey C. Moss, Ed.D.

Superintendent



# MISSION

The purpose of the Beaufort County  
Teacher Leadership Forum is to

- celebrate the profession of teaching
- develop leadership among teachers
- provide teachers a collaborative voice in educational issues
- use our professional knowledge and passion to create a positive environment of growth



# CONSTITUTION AND BYLAWS OF THE BEAUFORT COUNTY TEACHER LEADERSHIP FORUM

## ARTICLE I

The organization shall be called the Beaufort County School District Teacher Leadership Forum, herein known as the BCSD Teacher Forum.

## ARTICLE II

The purpose of the BCSD Teacher Forum is as follows: celebrate the profession of teaching, develop leadership among teachers, provide teachers a collaborative voice in educational issues, and use our professional knowledge and passion to create a positive environment of growth.

## ARTICLE III

The membership of the BCSD Teacher Leadership Forum shall consist of the following:

1. The BCSD Teacher Forum Chairperson shall be the previous year's District Teacher of the Year.
2. The BCSD Teacher Forum Vice Chairperson shall be the current District Teacher of the Year.
3. The BCSD Teacher Forum Secretary shall be appointed by the Chairperson from the Finalists of the previous year.
4. The Advisory Council shall consist of all District Teachers of the Year and Finalists for a minimum of three years.
5. The BCSD Teacher Forum shall be current and one-year previous Teachers of the Year and Advisory Council.
6. The Teacher Forum District Advisor.

## ARTICLE IV

### BCSD Teacher Forum Membership Appointment

1. In the event that the Chairperson, Vice Chairperson, or Secretary is unable to serve, Advisory Council (hereafter referred to as AC), the governing body of the BCSD Teacher Forum, shall elect a Chairperson from the Advisory Council.
2. In the event of a resignation from the AC, the Chairperson shall appoint, with approval of a majority of the remaining members of AC, an individual to fill the position. The Chairperson shall recommend the appointee from the BCSD Teacher Forum and the appointee shall be selected by consensus of the AC.
3. In the event that all clusters are not represented in the county, the Chairperson may appoint a previous member to represent their area.

## ARTICLE V

This Constitution may be amended by a simple majority vote of the total Advisory Council. A quorum of ten members must be in attendance for the vote to take place.

# **BYLAWS OF THE BCSD TEACHER FORUM**

## **ARTICLE I**

The Advisory Council shall meet quarterly with the superintendent or at such time as decided by the Advisory Council.

The BCSD Teacher Forum shall meet six times and at other times as deemed necessary to carry out the mission of the BCSD Teacher Forum.

## **ARTICLE II**

Funds for BCSD Teacher Leadership Forum activities must be requested by the Chairperson and be approved by the Chief Administrative and Human Resources Officer.

## **ARTICLE III**

All action taken regarding calendar proposals and projects shall be set by the Chairperson and District Advisor in conjunction with the superintendent's calendar. This calendar shall be presented to the BCSD Teacher Forum.

## **ARTICLE IV**

The Chairperson of the BCSD Teacher Forum may constitute or dissolve such standing and temporary committees, as he or she deems necessary, with the majority support of the Advisory Council. The Chairperson shall name the committee chairpersons once the Advisory Council has approved their creation.

## **ARTICLE V**

These bylaws may be amended by a simple majority vote of the Advisory Council. A quorum of ten members must be in attendance for the vote to take place.

## **ARTICLE VI**

All donations to the BCSD Teacher Forum must be presented in writing to the Chairperson, Vice Chairperson, and District Advisor.

## Additional Commitments of Forum Members

BCSD Teacher Leadership Forum members shall attend meetings and be responsible for planning and carrying out Forum activities.

The Chairperson shall be responsible for activities of the AC, upholding the constitution, dissolving any standing or temporary committees, mentoring the Vice Chairperson, and coordinating with the South Carolina Center for Educator Recruitment, Retention, and Advancement (CERRA).

The secretary will serve as a recorder and historian for the BCSD Teacher Forum.

## Teacher Forum Committees

Listed below are the BCSD Teacher Forum Committees. Members may actively participate on committees.

### **Legislative Committee**

This committee is responsible for fostering relationships with our school board, county council, BCSD senior staff, state representatives, other government officials and the business community. They will keep the BCSD Teacher Forum abreast of legislative issues. The Legislative Committee will organize the annual Legislative Breakfast.

### **Governance Committee**

The Advisory Council is responsible for upholding and revising the Constitution and Handbook as deemed necessary by the Advisory Council. The committee will provide a Handbook to all new Teachers of the Year and inform the BCSD Teacher Forum when changes are made.

### **Committees at-large**

Temporary ad-hoc committees can be created as needed with a vote of majority from the Advisory Council or BCSD Teacher Forum. It is responsibility of the Chairperson and Vice Chairperson to monitor the effectiveness of the committees and keep them active only as long as needed.



# TEACHER OF THE YEAR

Teachers of the Year must meet the following criteria:

- A South Carolina certified staff member (including all subject-area teachers, media specialists, and guidance counselors) who has contact with students for a minimum of three hours per day. This requirement must have been met for three or more years within our school district (consecutive years not required). A teacher may be in the process of completing the third year during the selection process.
- A skillful and dedicated educator who plans to be in active teaching status at his or her current school next year.
- A respected person by teachers, parents and co-workers.
- An active member of the school community.
- A person who goes beyond the minimum to devote time and energy to activities that improve instruction for children.
- A person who models life-long learning.
- A teacher who has not been selected as Teacher of the Year for the previous five years.

Teachers of the Year will be elected at the school-level using the following process:

- Faculty makes nominations (two-week window).
- Celebrate all nominees and ask for acceptance of the nomination.
- Faculty vote on all accepted nominations.
- Top three nominees submit essay. Each school's administration and current TOY will select an essay topic from the state TOY application.
- Final faculty vote between the three nominees.

Once chosen, each school's Teacher of the Year will:

- Be presented to the Board of Education at a meeting in May.
- Receive a District Teacher of the Year application, instructions, and deadline in May.
- Submit application to the District Advisor by the pre-determined July deadline.

## DISTRICT TEACHER OF THE YEAR FINALISTS

District Finalists will

- be chosen by a diverse selection committee and notified before the start of school.
- participate in a workshop to prepare for the videotaping and interviewing process.
- allow a lesson to be videotaped during the first three weeks of instruction.
- participate in interviews with the selection committee in September.

## DISTRICT TEACHER OF THE YEAR

District Teacher of the Year will:

- Be announced in September and assume the role as vice-chair of BCSD Teacher Forum.
- Attend the regional workshop, CERRA Winter Workshop, and the State Teacher of the Year Banquet.
- Submit the state application prior to winter break.
- Assume all rights and responsibilities of the Chair of the BCSD Teacher Forum at the Legislative Breakfast.
- Plan the BCSD Teacher Forum calendar with the District Advisor during the Summer.
- Work with the District Advisor to form the selection committees in July and provide instructions to interview committee in advance of the interviews.
- Announce Teachers of the Year and the five Finalists before the start of school.
- Coordinate, with the Finalists, the Teacher of the Year Breakfast and announcement of the District Teacher of the Year in September.
- Co-lead six BCSD Teacher Forum meetings throughout the year.
- Co-lead four Advisory Council meetings throughout the year
- Coordinate with the Legislative Committee to plan the Legislative Breakfast.
- Send out guidelines describing the process of selecting the Teacher of the Year at all BSCD schools in January.

## Points of Contact

If any questions arise, feel free to contact any of the people listed below and we will be happy to answer your questions to the best of our ability!

2015-16 District Teacher of the Year

Aracely Johnson

[Aracely.johnson@beaufort.k12.sc.us](mailto:Aracely.johnson@beaufort.k12.sc.us)

2014-2015 District Teacher of the Year

Amy Simmons

[Amy.simmons@beaufort.k12.sc.us](mailto:Amy.simmons@beaufort.k12.sc.us)

2013-2014 District Teacher of the Year	Kristen Karszes <a href="mailto:kristen.karszes@beaufort.k12.sc.us">kristen.karszes@beaufort.k12.sc.us</a>
2012-2013 District Teacher of the Year	Erin Reichert <a href="mailto:erin.reichert@beaufort.k12.sc.us">erin.reichert@beaufort.k12.sc.us</a>
2011-2012 District Teacher of the Year	Christine Gray <a href="mailto:christine.gray@beaufort.k12.sc.us">christine.gray@beaufort.k12.sc.us</a>
2010-2011 District Teacher of the Year	Tennille Scheriff <a href="mailto:tennille.scheriff@beaufort.k12.sc.us">tennille.scheriff@beaufort.k12.sc.us</a>
2009-2010 District Teacher of the Year:	Colleen Wynn <a href="mailto:colleen.wynn@beaufort.k12.sc.us">colleen.wynn@beaufort.k12.sc.us</a>
2008-2009 District Teacher of the Year:	Mike Allen <a href="mailto:mike.allen@beaufort.k12.sc.us">mike.allen@beaufort.k12.sc.us</a>
2007-2008 District Teacher of the Year:	Annette Lee <a href="mailto:anntte.lee@beaufort.k12.sc.us">anntte.lee@beaufort.k12.sc.us</a>
2006-2007 District Teacher of the Year:	Colleen Kowal <a href="mailto:colleen.kowal@beaufort.k12.sc.us">colleen.kowal@beaufort.k12.sc.us</a>
2003-2004 District Teacher of the Year:	Therese Plair <a href="mailto:therese.Plair@beaufort.k12.sc.us">therese.Plair@beaufort.k12.sc.us</a>