

Highland Local Schools Local Professional Development Committee By-Laws

Establishing a Local Professional Development Committee as authorized in Senate Bill 230, effective Fall, 2009.

Article I. Name, Scope and Number of Committees

Section 1.

The Highland Local Professional Development Committee (HLPDC) is hereby established as the name of the entity required by Senate Bill 230. This committee shall serve the licensed/certified staff, administrators and teachers of HLS and shall be the only committee of its type authorized to operate on behalf of HLS.

Article II. Aims and Purposes

Section 1.

Responsibilities of the Local Professional Development Committee

Local Professional Development Committees are responsible for reviewing and approving Individual Professional Development Plans (IPDP), coursework and other professional development activities that educators propose to complete for the purpose of license renewal. To carry out this responsibility, the LPDC need to:

Be Informed:

- Know the district goals, particularly as identified in the district Comprehensive Continuous Improvement Plan (CLIP);
- Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal;
- Ensure that educators' coursework and other professional development activities meet the standards for renewal of certificates or licenses;
- Register the LPDC with the Ohio Department of Education annually (See Appendix D);
- Submit LPDC signature verification to the Ohio Department of Education annually (See Appendix E).

Educate and Assist All Members:

- Orient new members to the licensure standards and the operating principles, timelines and processes of the LPDC;
- Stay up to date on quality professional development principles and practices.

Establish and Abide by Operating Procedures:

- Develop the format for an IPDP for use by educators;
- Establish clear criteria by which the LPDC will review educators' IPDPs;
- Establish the operating procedures and timelines for the submission and review of an IPDP, coursework and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEUs);
- Establish a local process and timelines for educators to appeal the decision of the LPDC;
- Establish a policy for reciprocity between LPDCs to provide verification of IPDP approval and accepted professional development activities for educators leaving the

LPDC and to honor such verification provided by LPDCs of educators entering the LPDC (see Appendix C for a sample reciprocity form);

- Evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.

Communicate Clearly and Maintain Records:

- Communicate to all constituents in a regular and systematic way;
- Keep records of LPDC decisions regarding educator IPDPs and completed coursework and other professional development activities.

Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act

A full update of the Ohio Open Meetings Act and the Public Records Act is available from the Ohio Attorney General's Office. A summary of the Open Meetings Act (Sunshine Law) is available at the Ohio School Boards Association Web site. See Appendix F: Resources, for Web site addresses.

Section 2.

Responsibilities of the Educator

Be Informed:

- Meet licensure renewal requirements in a timely manner, including the submittal of the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration;
- Choose coursework and other professional development activities that reflect the principles of quality professional development;
- Know district goals, particularly as identified in the district Comprehensive Continuous Improvement Plan (CLIP).

Abide by LPDC Operating Procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs, coursework and other professional development activities;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license;
- Obtain LPDC approval of the IPDP **before** engaging in professional development for licensure renewal;
- Professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.

Maintain Records

Keep records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP, coursework and other professional development activities.

Article III. Membership, Qualifications, Training, Compensation

Section 1.

A Local Professional Development Committee composed of seven (7) members shall be established with District-wide responsibility to perform the functions required by Section 3319.22 of the Ohio Revised Code and the administrative rules adopted under that statute.

Three (3) members shall be appointed by the Superintendent, and four (4) members shall be appointed by the Association; with respect to Association-appointed members, there will be an equitable representation of grade levels and areas of licensure.

Committee members shall be compensated for related activities at a yearly amount of \$1,300; paid in two semester increments for these activities completed outside of the school year and/or school day, and it is mutually agreed that no supplemental contract will need to be executed with any employee for this purpose. (Contract, Article XVIII)

Section 2.

Vacancies will be filled by the Superintendent or Association, whichever applies. (Contract, Article XVIII)

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw simply by notifying the chair orally or in writing. No reasons need be given.

Section IV. Roles and Terms of Office

The HLS LPDC shall consist of the following roles and corresponding terms of office:

Chairperson: The Chairperson shall be elected by a majority vote, conducted via written ballot by the LPDC members. Anyone interested in serving as Chairperson may self-nominate. The Chairperson will be elected for a two-year term. A term shall run from August to August, beginning August 1998.

Recorders: The Recorders shall be elected by a majority vote, conducted via written ballot, by the LPDC members. Anyone interested in serving as Recorder may self-nominate. The Recorder will be elected for a one-year term. A term shall run from August to August, beginning August 1998.

Members shall serve two-year terms, except that the initial term of one (1) Superintendent-appointed member and three (3) Association-appointed members shall be for three (3) years. (Contract, Article XVIII) A term shall go from August to August with no more than half of the members new to the committee at any one time. Committee members may be re-elected to the positions they hold an unlimited number of times.

Article V. Duties

Section 1.

The duties of the chairpersons, recorders, evaluator, appeal contact, and other committee members shall be as follows:

The Chairpersons shall:

- a) preside at all HLPDC meetings
- b) call all meetings and set agendas in collaboration with the membership
- c) oversee adherence to the LPDC review process and procedures
- d) serve as a liaison to other departments for professional growth development
- e) serve as a reviewer of HLS employee's IPDPs for certification/renewal
- f) suggest necessary professional growth needs for LPDC

The Recorders (2 people) shall:

- a. keep accurate minutes of all HLPDC meetings
- b. send minutes to LPDC members at least a day in advance of each meeting
- c. serve as staff communication liaison
- d. be responsible for all necessary correspondence
- e. keep membership records up to date and keep a mailing list of all members including names, addresses, and telephone numbers
- f. maintain a notebook or easily accessible electronic record of all committee activities
- g. serve as a reviewer of HLS employee's IPDPs for certification/renewal
- h. suggest necessary professional growth needs for LPDC

The Evaluator shall:

- a. document committee process and product activities
- b. submit periodic reports to the Ohio Department of Education
- c. train new committee members in this evaluation process so that the group can self-monitor its operation
- d. serve as a reviewer of HLS employee's IPDPs for certification/renewal
- e. suggest necessary professional growth needs for LPDC

The Appeal Contact & Liaison shall:

- a. serve as appeals process contact and liaison
- b. serve as a reviewer of HLS employee's IPDPs for certification/renewal
- c. suggest necessary professional growth needs for LPDC

The remaining members shall:

- a. elect one of their member by voice to act in the absence of the chair
- b. serve as staff information contact person
- c. serve as a reviewer of HLS employee's IPDPs for certification/renewal
- d. suggest necessary professional growth needs for LPDC

Article VI. Meetings

Section 1.

The LPDC will operate the Open Meetings Act (Sunshine Law) and Public Records Act. The Committee shall determine the frequency, time and place of all LPDC related sessions. All meetings must be held with a quorum present to be official. Any meetings scheduled during the school day must be approved by the Superintendent in advance.

Article VII. IPDP Submission, Decision-Making and Appeals Processes

Section 1.

All employees eligible for renewal of licensure must submit an IPDP as soon as new license has been issued. All employees eligible for renewal will meet with the LPDC by April during the fourth year of a five year license to ensure progress on their IPDP. Employees may make changes to their IPDP in writing. All changes will need to be pre-approved by the LPDC. All documentation regarding completion of IPDP must be submitted by May of their renewal year.

All IPDPs to be evaluated within the current year must be submitted by September 15. Notification of pre-approval of IPDPs shall occur by October 15 annually. A checklist will be used to monitor the progress of all submitted IPDPs from submission to pre-approval to implementation to completion. Any decisions to approve or reject a submitted IPDP for renewal purposes must receive a two-thirds majority vote of the quorum of the committee.

HLPDC members whose IPDP is being considered for renewal will not vote on their own proposal. The other LPDC members will be asked to vote on the plan.

Employees up for renewal will be provided with a copy of the approval guidelines/ criteria prior to development and submission of their IPDP for review. If the IPDP is rejected, the individual shall be given a copy of the same guideline/criteria sheet with reasons for rejection clearly marked. Educators whose plans have been rejected must submit a revised plan or secure more detailed supportive materials to substantiate the legitimacy of their original plan within ten (10) working days of the initial rejection notification. The LPDC will again review the plan. If the plan is rejected the educator has recourse through the appeals process.

For people holding multiple certificates, as each certificate/license expires, it will transfer to the new license. Each person will only need to complete one IPDP regardless of the number of certificates even if they expire at different times. All coursework and CEUs must reflect one of the areas on an existing certificate.

Section 2.

The appeals process allows a licensed educator to appeal a decision of the HLPDC. The appeals committee will consist of the HLS Appeals Contact & Liaison, a former LPDC member from the district, and a HLS licensed, non-related educator of the appealing party's choice. Appeals decisions will be on a majority vote.

Upon the denial of all or part of the IPDP, an educator has fifteen (15) days to submit a written request to begin the appeals process to the chairperson of the LPDC. Within fifteen (15) days after the appeal has been received, the appeals committee will meet to discuss the appeal. A decision will be reached within forty-eight (48) hours and a written notification will be forwarded to the educator and to the HLPDC.

Article VIII. Reciprocity

The HLPDC shall accept outside district-approved **IPDPs** for any employees hired by the HLS as fulfilling all necessary requirements of the renewal process. Hours already accumulated in the district of previous employment shall be honored. Exceptional cases may arise and will **be** subject to committee review.

Article IX. Amending the By-Laws

Section 1.

The LPDC will meet annually to review the by-laws and determine necessary changes by June of each year.

Section 2.

Amendments shall be voted on via roll call vote. A simple majority of members present and voting will prevail.

Section 3.

The HLS Board of Education and all certified/licensed employees will receive copies of ratified amendments.

Drafted: September 14, 2008

Reviewed:

_____ Superintendent

_____ Committee Chairperson