

New Richmond Exempted Village School District

RESOLUTION
ESTABLISHMENT OF PROFESSIONAL DEVELOPMENT COMMITTEE

WHEREAS, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

WHEREAS, each local professional development committee will determine whether coursework that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

WHEREAS, the New Richmond Exempted Village School District Board of Education's Collective Bargaining Agreement with the teachers' association does not specify or dictate the establishment of the local professional development committee;

NOW THEREFORE BE IT RESOLVED by the New Richmond Exempted Village School District Board of Education that a local professional development committee (LPDC) shall be established pursuant to O.R.C. 3319.22 in accordance with the following:

SECTION I

The LPDC shall have a district level scope.

SECTION II

The LPDC shall consist of five (5) teachers (one from each building) and two (2) administrators for a total of seven (7) members.

SECTION III

The exclusive bargaining representative shall have discretion in choosing the five (5) teacher members to serve on the LPDC.

SECTION IV

The Superintendent will designate the two (2) administrative personnel to serve on the LPDC.

SECTION V

LPDC members will serve for a five (5) year term provided they remain employed by the Board.

SECTION VI

Teacher vacancies shall be filled by designation of the exclusive bargaining representative. The Superintendent shall appoint members to fill administrative vacancies.

SECTION VII

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

SECTION VIII

The committee will promulgate bylaws, procedures, and policies to be recommended for adoption by the Board of Education. Such procedures must include an appeals process and process for the conduct of elections.

SECTION IX

Minutes shall be kept at each meeting with reports to the Board on a quarterly basis.

New Richmond Exempted Village School District

Local Professional Development Committee By-Laws

Establishing Local Professional Development Committee as mandated by Ohio Revised Code 3319.22.

Article 1. Name, Scope, and Mission

Section 1. Name of Committee

New Richmond Exempted Village School District Local Professional Development Committee is hereby established pursuant to O.R.C 3319.22. Hereafter in this document, the committee shall be referred to as LPDC.

Section 2. Scope of Committee

The LPDC shall have a district-level scope.

Section 3. Mission and Purpose

The mission of the LPDC shall be to review professional development goals for certification and license renewal for the New Richmond Exempted Village School District educators as they assist the community in preparing its members for lifelong learning and productive living.

The purpose of the LPDC is to oversee and review coursework and other professional development activities for certificate renewal and licensure. Such activities shall evidence the following: improvement of student learning, progress toward individual professional growth, and the alignment with the district's and/or buildings' stated goals.

Article II. Membership, Qualifications, Training, and Compensation

Section 1. Membership

The LPDC shall consist of five (5) teachers and two (2) administrators for a total of seven (7) members.

The exclusive bargaining unit shall have discretion in choosing the five (5) teacher members to serve on the LPDC. A "teacher" shall be defined as an individual represented by the exclusive bargaining unit.

The Superintendent will designate the two (2) administrative personnel to serve on the LPDC. An "administrator" shall be defined as an individual currently working under an administrative contract.

Section 2. Qualifications

All members shall have completed at least one full year of employment in the district and at least three years of education experience overall prior to being selected to serve on the LPDC.

Section 3. Training

All new members will be required to "shadow" the outgoing member they are to replace for at least one semester prior to the official beginning of their term. They will be trained for their new position by reviewing pertinent materials provided to them by the LPDC and through the shadowing experience, which includes, but is not limited to, attending all required meetings.

Section 4. Compensation

Educators participating on the LPDC will be compensated in accordance with negotiated agreement. Committee members are also eligible to submit their work for LPDC towards Professional Development Units as part of their own proposal of certificate or license renewal.

Article III. Terms of Office and Vacancies

Section 1. Term of Office

Members shall serve for five years, with members rotating off the committee in different years, according to a schedule established by the original committee members. Any member may serve no more than two (2) consecutive terms. New members shall be appointed on or before the third Monday of January prior to the beginning of their term.

Officers shall serve terms of one year, with no barrier to re-election. A “year” shall begin July 1 and end June 30.

Section 2. Vacancies

Teacher vacancies shall be filled by designation of the exclusive bargaining unit. The Superintendent shall appoint members to fill administrative vacancies.

If a member finds it necessary to resign before their term is completed, a new member shall be selected to fulfill that term. Mid-term replacements are exempted from the shadowing requirement.

Article IV. Roles and Duties of Committee Members

Section I. Roles and Duties of Officers

The committee shall choose two officers at the first meeting of each year.

The Chairperson shall:

- conduct LPDC meetings.
- communicate information to the members of the LPDC.
- represent the LPDC at meetings of other stake holder organizations.
- ensure vacancies on the LPDC are filled in accordance with selection rules.

The Recorder shall:

- maintain minutes of all committee actions. These minutes shall be recorded, distributed to members for review prior to the next meeting and filed at the Superintendent's office.
- notify applicants of IPDP status.
- conduct any necessary correspondence for the committee.

Section 2. Duties of Committee Members

All committee members shall have the following responsibilities:

- elect one of their members to act in the absence of the chair.
- serve as staff information resources and facilitators of professional development.
- attend all committee meetings.
- serve as a reviewer of district IPDP for certificate/licensure renewal.

Article V. Meetings

Section 1. Frequency of Meetings

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

Section 2. Quorum

A quorum shall be four (4) of the seven (7) committee members to conduct LPDC business. At least two teachers and one administrator must be present to conduct a meeting.

Section 3. Voting

An official vote must be a majority of members present in agreement on any action.

Section 4. Conflict of Interest

A committee member shall excuse him/herself from reviewing his/her own IPDP or activity proposals or in any other occasion of conflict of interest.

Section 5. Confidentiality of Meetings

All discussions, voting and records regarding reviews and evaluation shall be kept as confidential as permitted by law.

Article VI. IPDP Submission and Approval Procedures

Section 1. Definitions

The Individual Professional Development Plan (IPDP) is an educator's proposed program for professional growth towards his/her next renewal of certificate or license.

Professional Development Units (PDUs) are units of credit earned toward certificate or license renewal, or in pursuit of additional licensure. One PDU represents, in most cases, 10 clock hours spent in professional development.

Section 2. Procedure and Timeline for IPDP Submission

Two copies of the initial IPDP shall be submitted to the Superintendent's office by October 1 for review and pre-approval by the LPDC. A file will be opened in that educator's name at this time.

The educator will receive a copy of the IPDP indicating acceptance, return for further clarification, or denial no later than November 1. The other copy will be kept on file. A returned or denied IPDP will be accompanied with a brief explanation of the reasons for that designation.

The educator may begin implementation of the IPDP at any time after his/her most recent certificate or license renewal, on the understanding that PDUs will not be counted until the IPDP has been submitted to the LPDC (no PDUs will be counted that were acquired before the IPDP was submitted).

If an IPDP is returned for further development, it should be resubmitted (in duplicate) no later than ten working days before the date of the next meeting of the LPDC. A copy of the revised IPDP will then be returned within 10 working days indicating acceptance, return for further clarification, or denial. The other copy will replace the earlier version in the educator's file.

Section 3. Procedure for PDU Submission

Verification of Professional Development Units (PDUs) shall be submitted to the LPDC for each completed activity. The LPDC will then evaluate the activity for credit at the next scheduled meeting and the educator will receive notification within 10 working days of the meeting.

Professional Development Units for self-directed education or activities must be approved by the LPDC prior to starting the activity.

Section 4. Maintenance and Review of IPDPs

A copy of each active IPDP (or most recent revision if not yet accepted) will be kept on file at the Superintendent's office.

Educators with IPDPs may choose to have an annual review of their plan, on the understanding that those IPDPs closer to completion will have priority.

Educators in their last year of an active certificate or license are required to contact the LPDC by the time of the fall quarter meeting to ensure the goals of their IPDP will be successfully met in time for renewal.

Article VII. IPDP Requirements Guidelines

Section 1. Who is required to submit an IPDP

Any educator who does not possess a permanent certificate is required to submit an IPDP as part of the renewal process. It is strongly suggested that this IPDP is submitted as early as possible in the life of the educator's current certificate or license. Initial submissions should be made by October 1 when an IPDP is required.

Section 2. Requirements

In order to obtain or renew a 5-year license, an educator is required to complete eighteen (18) PDUs as part of their Individual Professional Development Plan (IPDP). This work may begin at any time after the starting date (once IPDP is submitted) and must be approved before the ending date of the current certificate or license.

One-time renewals of certificates under 1987 guidelines will be handled by the LPDC according to the Ohio Department of Education policies. An IPDP is not required for certificate renewal.

Upgrades of certificates under 1987 guidelines will be handled by the Ohio Department of Education. An IPDP is not required for certificate upgrade.

Substitute teachers may choose to renew through the LPDC, or directly through the Ohio Department of Education.

Section 3. Required forms

Copies of required forms shall be kept, along with a copy of these by-laws, in each building's main office as well as in the Superintendent's office.

Section 4. Appeals

Appeals to the denial of an IPDP or PDU shall be submitted in writing to the LPDC within 10 working days.

All appeals will be heard by a three (3) member Appeals Committee comprised of the following:

- one person chosen by the applicant
- one person chosen by the LPDC
- one person mutually agreed upon by both parties

The LPDC Appeals Committee will review all appeals and return decisions to the LPDC and applicants within 10 working days.

If there is need for further appeal, the appeal should be made to the Ohio Department of Education - Division of Professional Development and Licensure.

Article VIII. Reciprocity

The LPDC will accept other district's approved IPDPs. Educators new to the district should request that their former district send their IPDP file to the Superintendent's office.

Any previously approved PDUs will be accredited by the LPDC, and subsequent PDUs will be submitted to the LPDC for approval.

Exceptional cases are subject to LPDC review and the subsequent appeals process.

Article IX. Amending these Bv-Laws

The LPDC shall amend procedures and guidelines as deemed necessary.

By-laws, procedures, and guidelines shall be reviewed by the LPDC every three years.

Proposed amendments shall be read one meeting prior to a vote at the next meeting.

The LPDC guidelines, operating procedures and forms shall be submitted to the School Board and Exclusive Bargaining Unit for comment prior to adoption.