

# Welcome

## Mad River Local Schools

# Local Professional Development Committee

The LPDC was established in September, 1998 by Mad River Local Schools to oversee and review professional development plans, course work, continuing education units and equivalent activities for the purpose of renewal of certificates and licenses. The committee was created as a result of the State Board of Education's 1996 adoption of Ohio's *Teacher Education and Licensure Standards* and the passage of Senate Bill 230 which specifically authorized the establishment of LPDC's. The standards, which became effective on January 1, 1998, are based on the belief that educators must continue to learn, grow and develop throughout their careers. The foundation of the new Standards is a professional development continuum spanning recruitment through retirement. The Mad River School's Continuous Improvement Plan is aligned to this continuum. The plan incorporates on going professional development to help reach the goal of improved student achievement.

The establishment of the LPDC provides the structure for educators to shape their own professional development. The LPDC reviews course work and other professional development activities proposed and completed by educators within the district. The review of submitted professional development activities will assist the committee in determining if the requirements for renewal of certificates or licenses have been met. Based on the LPDC review, the Ohio Department of Education will issue certificates and licenses that are valid throughout the state.

# **MAD RIVER SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

## **MISSION AND GOALS**

### **Mission Statement**

The mission is to collaboratively review professional development activities completed by educators within the Mad River Local School District for the purpose of renewal of certificates or licenses and to ensure that professional development aligns with the ongoing continuous improvements of the district.

### **Mission Goals**

- Ensure awareness of mission and goals of the district.
- Validate that the Individual Professional Development Plan (IPDP) is based on student, teacher/administrator, building, and district needs.
- Support the curriculum continuum.
- Support the continuous inquiry into the study of teaching and learning.

## **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

<u>Name</u>	<u>Building</u>	<u>Phone #</u>
Nancy Calvelage	Brantwood	2015
Dick Fox	Stebbins	7303
Necia Nicholas	Central Office	8201
Cristal Fields	Beverly Gardens	4057
Dan Dodds	Central Office	8401
Deb Scott	Stebbins	7125
Sharon Tarpley	MRMS	6211

# **MAD RIVER LOCAL SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS**

## **Article I. Establishment of the Committee**

- A. The entity required by Ohio Senate Bill 230 is hereby established and named Mad River Local Professional Development Committee (MRLS/LPDC) The Mad River Local Professional Development Committee is hereby established in accordance with the Ohio Revised Code Section 3319.22 .The committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the school district.
- B. The by-laws of the MRLS/LPDC shall serve as the governing document of the committee.

## **Article II. Purpose of the Mad River Local Professional Development**

- A. The purpose of the MRLS/LPDC is to review and approve coursework and other professional development activities completed by educators as part of their Individual Professional Development Plans (IPDPs) or for certificate renewal. Verification that the IPDP has been successfully completed or that renewal requirements have been met shall be forwarded to the Ohio Department of Education, which retains the sole authority to issue certificates or licenses for teachers and other professional educators.
- B. The responsibility of the committee will be to:
  - 1. foster a standard of continuous improvement within the school district.
  - 2. promote the alignment of professional development with educator, student, building and district needs and goals.
  - 3. emphasize increased student achievement and the realization of each educator's potential as the primary purposes of professional development
  - 4. guide the process of developing and implementing Individual Professional Development Plans.
  - 5. develop guidelines for appropriate professional development activities that may be incorporated into IPDPs.
  - 6. validate professional development activities through the issuance of Continuing Education Units (CEUs) and review university coursework.
  - 7. verify completion of requirements for certificate or license renewal to the Ohio Department of Education.

## **Article III. Governance and Confidentiality**

- A. Governance  
The MRLS/ LPDC policies, procedures and governance shall not supersede the Mad River Education Association (MREA)/ Mad River Local Schools Board of Education negotiated agreement and/or district policy. Proposals to the Mad River LPDC shall not override the negotiated agreement and/or district policy.
- B. Confidentiality  
The LPDC will function under the Ohio Revised Code 121.22(G) - Sunshine Law.

## **Article IV. Membership, Qualifications, Training and Compensation**

- A. Membership
  - 1. Teacher Member  
Teacher membership will be representative of elementary (K-4), middle school ( 5-6, 7-8), high school( 9-12), educational support personnel and /or special education.
  - 2. Administrator Member  
Administrative membership may be a combination of administrators from district central office and/or from the building level.
- B. Qualification of Members
  - 1. Each committee member must have a minimum of three (3) years of teaching experience or administrative experience.
  - 2. Each LPDC member shall also participate in professional development designed to prepare them for their role as a member of the LPDC.
- C. Compensation
  - 1. Committee members will be compensated for their services with stipends.
  - 2. Additional stipends will be provided for the co-chairpersons and the recorder of the committee.
  - 3. The stipend amount will be mutually agreed upon between the MREA and Mad River Local Board of Education.
- D. Vacancies and Resignations
  - 1. Teacher Vacancies  
Teacher vacancies will be filled by the Mad River Education Association Executive Board which shall designate replacement members as needed.
  - 2. Administrative Vacancies  
The Superintendent shall fill administrative member vacancies.
  - 3. Resignation of LPDC Members  
Committee members who are unable to fulfill their role as an active committee member may resign by notifying a chairperson in writing.

## **Article V. Positions and Responsibilities**

- A. Co-Chairs (The MRLS/LPDC will have co-chairs.)
  - 1. Teacher Co-Chair  
A teacher will serve as co-chair for two years. The selection of a teacher member to serve as a two year co-chair will be conducted in June.
  - 2. Administrative Co-Chair  
The Director of Human Resources shall serve as a permanent co-chair.
  - 3. The Co-Chairs shall:

- a. preside at all MRLS/ LPDC meetings.
  - b. establish a meeting calendar, arrange all meetings, and provide meeting agendas in advance
  - c. ensure that LPDC and IPDP processes and procedures are followed.
  - d. serve as one of the MRLS/LPDC reviewers of educator professional development plans used for certificate/license renewals.
  - e. serve as the appeals process contact person.
  - f. sign the necessary forms for certificate/license renewal as required by the school district and the Ohio Department of Education.
  - g. suggest professional development needs of MRLS/LPDC members and participate in such professional development.
- B. Recorder
  - 1. The Recorder shall be elected by a majority vote of the members of the LPDC. The recorder shall be elected for a two year term.  
A term shall begin in August 1st and end on July 31<sup>st</sup>.
  - 2. The Recorder shall:
    - a. keep accurate minutes of all MRLS/ LPDC meetings.
    - b. send minutes to committee members prior to the next scheduled LPDC meeting.
    - c. be responsible for all necessary correspondence and communication.
    - d. update MRLS/LPDC membership records in September. (current roster and term of office)
    - e. maintain records of all committee activities
    - f. serve as one of the MRLS/LPDC reviewers of educator professional development plans used for certificate/license renewals.
    - g. suggest professional development needs of MRLS/LPDC members and participate in such professional development.
- C. All LPDC Members
  - 1. All LPDC Members shall:
    - a. serve as professional development resource persons and provide information to other staff members.
    - b. serve as MRLS/LPDC reviewers of educator professional development plans for certificate/license renewals.
    - c. suggest professional development needs of MRLS/LPDC members and participate in such professional development.
    - d. approve all non-traditional CEU requests.
    - e. serve as staff information contact person.

## **Article VI. Terms of Office**

- A. Term Beginning and Ending.  
A term shall begin August 1<sup>st</sup> and end July 31<sup>st</sup>.
- B. Number of Terms.  
Committee members may serve more than one term consecutively.
- C. Length of Term.  
All committee members shall serve three year terms. No more than two new members shall be appointed each year.

## **Article VII. Meetings**

The MRLS/LPDC co-chairs will determine the frequency, time and place of all MRLS/LPDC meetings after seeking input from committee members. They will determine frequency, time and place of meetings. The committee will meet on the third Thursday of each month from September through June during the school year and/or on an as needed basis.

## **Article VIII. Amending and Revising the By-Laws**

The MRLS/LPDC shall meet annually to review the LPDC by-laws and recommend changes to the by-laws once each year. Proposed amendments and revisions shall be voted on by the LPDC. A simple majority vote will prevail.

Copies of any changes made in this document will be sent to the MREA, the Mad River Board of Education and the Superintendent for final approval.

## **Article IX. IPDP Guidelines, Decisions and Appeals**

- A. Beginning with the 1998-99 school year, district educators who intend to renew a teaching, administrative or other certificate under the 1987 standards are required to submit an IPDP. Educators who transition to a 5 year license when a certificate expires or who intend to renew a 5 year license are required to prepare an IPDP. IPDPs shall address personal and professional goals related to student, building, district, and state expectations for performance. Educators who use locally issued CEUs for certificate or license renewal shall have those CEU activities approved by the MRLS/LPDC.
- B. When an IPDP is accepted by the MRLS/LPDC, the educator will be given an acceptance form that clearly indicates acceptance of the IPDP. It then becomes the educator's responsibility to initiate, complete and document all professional development activities according to the plan that has been accepted.
- C. If an IPDP is rejected by the MRLS/LPDC, the educator shall be given written notice with the reasons for rejection clearly indicated. Educators may then submit a revised plan or submit additional documentation to justify the plan. Either the educator or the LPDC may request a conference to discuss concerns about the IPDP.
- D. An educators shall seek approval for any modifications made to their IPDP prior to implementing a change.
- E. Upon completion of the IPDP and approval by the MRLS/LPDC, the committee shall recommend certificate or license renewal to the Ohio Department of Education.
- F. It is the responsibility of each educator to maintain documentation of all professional development activities to support their IPDP.
- G. If the MRLS/LPDC does not accept an educator's initial or revised Individual Professional Development Plan or does not approve the completion of a plan accepted for certificate or license renewal, the educator may contact the co-chairs to begin the appeals process.

The appeals process shall include the following:

- 1. The educator shall first discuss the reason(s) for the appeal with the MRLS/LPDC Co-Chairs.
- 2. If the educator wishes to proceed, they shall submit a written request for an appeals committee meeting to the Co-Chairs. The request shall be submitted within fifteen (15) calendar days of the MRLS/LPDC rejection of an IPDP or

disapproval of work completed as part of an IPDP. If necessary, adjustments may be made for holidays and other Board approved non-contract days that occur during the school year.

3. The Co-Chairs shall schedule a meeting of the appeals committee within thirty (30) calendar days of receipt of the educator's written request and shall notify the educator in writing of the time, date, and place of the appeals committee meeting. If necessary, adjustments may be made for holidays
4. The appeals committee shall consist of three MRLS educators mutually selected by the educator making the appeal and the Co-Chairs of the MRLS/LPDC. A teacher applicant's committee will consist of two teachers and one administrator. An administrator applicant's committee will consist of two administrators and one teacher. The appeals committee participants will receive in-service rate of pay.
5. The educator making the appeal and the MRLS/LPDC Co-Chair shall be at the appeals committee meeting to present information related to the appeal. Each may be accompanied by one person of their choice, who can provide additional information as necessary and appropriate.
6. Decisions shall be made by majority vote of the appeals committee. The educator shall be notified in writing of the committee's decision within seven (7) calendar days of the meeting. If necessary, adjustments may be made for holidays and other Board approved non-contract days that occur during the school year.
7. A majority vote of the appeals committee is required to approve the appeal.
8. Decisions of the appeals committee shall be final. The educator will receive written notification of the appeal decision within ten (10) working days after the decision of the appeals committee. If modifications or additions to an IPDP are agreed upon, those changes shall be submitted to MRLS/LPDC upon completion.

## **Article X. License/Certificate Renewal**

- A. To advance/transition from a two year provisional license to a five year professional license.
  1. submit the application.
  2. successfully complete the Entry Year Program.
  3. pass the Praxis III.
  4. submit college transcripts for verification of reading and phonics requirements if candidate is seeking early childhood and middle childhood licensure.
  5. submit an IPDP.
- B. To renew or transition to a 5-year professional license
  1. submit the application to the LPDC.
  2. work through the LPDC for verification that the requirements in the 1998 Standards have been met.
  3. work with the LPDC for approval of CEUs and equivalent activities.
  4. Submit a new IPDP at the time of renewal.

## **Article XI. IPDP Submission, Review/Approval/Rejection and Appeals Process**



A. Submission

1. Educators up for renewal or transition of a license must obtain a copy of the approval guidelines/criteria from the Mad River Local Schools Human Resources Office prior to the development and submission of their IPDP for review.
2. The IPDP will be submitted to the District Human Resource Office on the forms provided.
3. The IPDP must be submitted and approved with the application for renewal or transition.
4. Any certified staff member may personally present their IPDP by requesting an appointment at a regularly scheduled LPDC meeting.
5. Acceptance of activities for CEUs shall be submitted to the MRLS/LPDC prior to beginning the activity.
6. If renewing multiple certificates the IPDP must apply to all areas of renewal.

B. Review/Approval/Rejection.

1. Review. The approval or rejection of an IPDP shall require a quorum vote of the LPDC. A simple majority present shall constitute a quorum.
  - a. Teacher's coursework plans. One administrator does not vote.
  - b. Administrator's coursework plan. One teacher does not vote.
2. Approval of an IPDP. Approval will be granted upon completion of requirements established by the LPDC as identified in these by-laws.
3. Rejection of an IPDP. The educator that submitted the IPDP shall be given a copy of the reasons for rejection clearly identified.
4. Rejection. Educators whose plan has been rejected may:
  - a. submit a revised plan on the form provided by the next scheduled MRLS/LPDC meeting.
  - b. secure more detailed supportive materials to substantiate the legitimacy of their original plan.
  - c. contact a LPDC chairperson for appeals process information.

## **Article XII. Reciprocity**

The Mad River LPDC shall accept an IPDP that has been approved by another Ohio school district for an educator hired by the Mad River Local Schools Board of Education. Existing IPDPs must be submitted at the time of employment and will be reviewed by the committee. This acceptance will fulfill all necessary requirements of the Mad River Local Schools renewal process. Hours already accumulated in the district of previous employment shall be honored. Remaining hours shall be accrued by fulfilling requirements as established by the Mad River LPDC. Exceptional cases are subject to committee review.

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