

**Copley-Fairlawn City Schools**  
**Local Professional Development Committee**  
**By-Laws**

ARTICLE I. Name, Scope and Authority

Section 1.

The *Copley-Fairlawn City Schools' Local Professional Development Committee* is hereby established as the name and entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committees of its type authorized to operate within the district.

ARTICLE II. Purpose

Section 1.

The purpose of the *Copley-Fairlawn City Schools' Local Professional Development Committee* is to review coursework and other professional development completed by educators within the district for renewal of licenses.

In the discharge of its duties, the committee will:

- A. Establish criteria for professional development standards.
- B. Promote alignment of professional growth with individual, student, building and district needs and goals.
- C. Emphasize increased student learning and achievement as a professional development priority.
- D. Guide the development of Individual Professional Development Plans.
- E. Support the inquiry into and study of teaching and learning.

ARTICLE III. Selection of Members and Compensation

Section 1.

The *Copley-Fairlawn City Schools' Local Professional Development Committee* shall consist of a maximum of seven (7) members. A majority of the members shall be teachers who shall be elected from a slate of nominees including two or more candidates from each building. Whenever an administrator's IPDP is being discussed or voted on, the LPDC shall, at the administrator's request, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan. The staff at each building will elect one representative to serve on the LPDC. The individual with the second highest number of votes will serve as alternate for their building. If a building fails to nominate and/or elect a building representative, up to two (2) at-large representatives will be elected based on the highest number of votes received district-wide. The remaining two (2) members will include one building principal and one representative appointed by the superintendent. Each committee member must have a minimum of three years experience.

Elections shall be held in May each year when there is a vacancy on the committee. Each building will be provided a ballot with a list of nominees from their building AND a separate category listing.

ARTICLE III. Selection of Members and Compensation (continued)

Section 2.

LPDC members shall be compensated at the rate equal to the rate for curriculum development according to the negotiated agreement between CTA and the Board.

Section 3.

Committee vacancies for teacher representatives shall be filled by the individual receiving the second highest number of votes from the building for which the vacancy occurs.

Administrative vacancies will be filled in the same manner in which the vacating representative was initially identified.

Committee members may resign from their position by notifying the chair orally or in writing. No reasons need be given.

ARTICLE IV. Roles and Terms of Office

Section 1.

The *Copley-Fairlawn City Schools Local Professional Development Committee* shall consist of the following roles and corresponding terms of office:

**CHAIR:** The chair(s) shall be elected by a majority vote of the committee members. The chair(s) shall be elected for a one (1) year term. A term shall run from July 1 through June 30.

**RECORDER:** The recorder shall be elected by a majority vote of the committee members. The recorder is elected for a one year team. A term shall run from July 1 through June 30.

**MEMBER:** All other committee members shall be elected to serve three (3) year terms. A term is the same as defined above. Committee members may be re-elected for an unlimited number of terms.

## ARTICLE V. Duties

The duties of the chair, recorder and other committee members shall be as follows:

### Section 1.

The Chair shall:

- A. Preside at all CFCS LPDC meetings
- B. Call all meetings and set agendas in collaboration with the membership
- C. Ensure adherence to the Individual Professional Development Plan review processes and procedures
- D. Serve as Staff Development Committee liaison
- E. Serve as appeals process contact and liaison
- F. Serve as reviewer of Individual Professional Development Plans
- G. Make recommendations and suggestions regarding IPDP scope and sequence for certified staff members as necessary and upon request.

### Section 2.

The Recorder will:

- A. Keep accurate minutes of all CFCS LPDC meetings
- B. Serve as staff communication liaison
- C. Be responsible for all necessary correspondence
- D. Maintain a current copy of the certified staff directory
- E. Serve as reviewer of individual Professional Development Plans
- F. Make recommendations and suggestions regarding IPDP scope and sequence for certified staff members as necessary and upon request.

### Section 3.

The *Copley-Fairlawn City Schools' Local Professional Development Committee* members will:

- A. Elect an acting chair in the absence of the chair(s)
- B. Serve as staff information contact person
- C. Serve as reviewer of Individual Professional Development Plans
- D. Make recommendations and suggestions regarding IPDP scope and sequence for certified staff members as necessary and upon request.

## ARTICLES VI. Meetings

The *Copley-Fairlawn City Schools' Local Professional Development Committee* members shall collaborate to determine frequency, time, and place of meetings on an as-needed basis. The chair will be responsible for facilitating this process and communicating to the recorder and/or all committee members the meeting specifics noted above.

## ARTICLE VII. Individual Professional Development Plan Review

### Section 1.

Individual Professional Development Plans may be submitted for review at any time. Notification of the committee action on the IPDP shall occur within thirty (30) working days (for regular classroom teachers).

A checklist/rubric will be used to review the plan for approval. IPDP's submitted will be reviewed by not fewer than three members of the IPDC and must be approved by a two-thirds vote of the entire committee.

Educators up for renewal shall be notified and provided with a copy of the guidelines and criteria prior to the development and submission of their IPDP for review.

If the IPDP is rejected, the individual will be given a copy of the guidelines/criteria with the reasons for rejection clearly marked. A revised plan and/or supporting documentation may be submitted within twenty calendar days of the initial rejection notice. If the plan is still not approved the submitter may contact the LPDC chair(s) for appeals process information or continue to review and re-submit as necessary.

## ARTICLE VIII. Appeals

Appeals to the decisions of the *Copley-Fairlawn City Schools' Local Professional Development Committee* may be made by contacting the chair(s) and requesting:

**Reconsideration**- If an educator disagrees with the decision of the LPDC, the educator will be given the opportunity to meet with the LPDC in person to discuss his/her case.

**Third Party Review**- If, after the consideration process has taken place, the LPDC and the educator are still unable to come to agreement, a third party appeals committee will be formed to review the decision. The appeals committee will include one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one licensed educator agreed upon by both the educator and the LPDC. These three individuals will function as a panel to review the LPDC decision and either uphold it or overturn it.

## ARTICLE IX. Reciprocity

The *Copley-Fairlawn City Schools' Local Professional Development Committee* shall review all outside district-approved IPDPs for any educator hired by the Copley-Fairlawn City Schools Board of Education from another district. Hours already accumulated in the district of previous employment shall be honored if previously approved by that district's LPDC. Modifications/revisions may be made if necessary regarding the remaining portion of the IPDP yet to be completed.

Individuals hired by the district who are currently working on their IPDP must submit a copy of the plan for review upon being officially hired by the board.

ARTICLE X. Amending the By-Laws

Sections 1.

A By-Laws sub-committee consisting of three members of the *Copley-Fairlawn City Schools Local Professional Development Committee* shall be selected. Meetings shall occur at least once annually to review the by-laws and recommend changes to the full committee.

Section 2.

Amendments shall be voted on by the full committee. A simple majority of members present and voting shall prevail.

Section 3.

The Copley-Fairlawn City Schools Board of Education, Copley Teachers Association, and the district superintendent will receive copies of the ratified amendments for final approval.

**Reviewed and approved by:**

Copley-Fairlawn City Schools Local Professional Development Committee B. E. ? 2/17/10  
Chair Date

Copley-Fairlawn City Schools Teachers Association (CTA) Windy Lewis 2/17/10  
President Date

Dr. Roger L. Saurer, Copley-Fairlawn City Schools Superintendent Roger Saurer 3/16/10  
Superintendent Date

Copley-Fairlawn City Schools Board of Education Charles Saurer 3/16/10  
President Date