

Marysville Exempted Village School District Local Professional Development Committee

Marysville EVSD LPDC - IRN 014375

By-Laws January 2015

1. Name, Scope and Number of Committees

The Marysville Exempted Village School District Local Professional Development Committee is hereby established as the name of the entity required by Ohio Revised Code 3319.22. The Committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district. As required by the Ohio Department of Education, the committee has been registered and submitted a signature verification under the name of Marysville EVSD LPDC, IRN 014375. Signature verification will be updated upon changes of committee chairperson(s) or designees.

2. Purposes and Philosophy

The purpose of the Marysville Schools EVSD LPDC is to review coursework and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of licenses have been met, with the exception of professional services licenses that require credentialing through related licensure boards. The approval of the LPDC is required and verified by electronic signature on the Ohio Department of Education licensure application initiated by educator. The LPDC does not issue licenses; that authority is solely reserved for the Ohio Department of Education.

In the discharge of its duties, the committee will:

- Foster a standard of continuous improvement within the school district and the strategic plan;
- Promote the alignment of professional growth with the individual, student, building, and district goals;
- Emphasize increased student learning and achievement with the maximization of each educator's potential, as basis for the professional development priorities;
- Guide the development of Individual Professional Development Plans, aligning directly to Ohio Standards for Educators and the understanding of the relationship between High Quality Professional Development (HQPD) and the improvement of educational practice;
- Validate the skills and knowledge gained through educator professional development by the approval and/or issuance of Contact Hours;
- Assess and revise the LPDC process regarding effectiveness of committee work, procedures and criteria, towards promoting professional growth of educators.

3. Membership, Training, Compensation

The Marysville EVSD LPDC shall consist of at least one member representation from each academic building in the school district.

The Marysville EVSD LPDC shall consist of teachers appointed by the Association and administrators appointed by the Superintendent. The teacher members shall exceed the administrators by at least one member. Whenever an administrator's plan or coursework is being discussed or voted upon, the committee shall cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

If vacancies occur on the committee, the Association President shall have the authority to appoint replacement teachers, and the Superintendent shall appoint replacement administrators.

The LPDC committee can request to meet with the superintendent or designee at any time to assess the effectiveness of professional development opportunities and make recommendations for the future.

Committee members shall also participate in professional development designed to prepare them for their roles within the District LPDC. The LPDC member as part of his/her own Individual Professional Development Plan may legitimately use this professional development. The content and scope of the training shall be determined by the committee. The Marysville Schools EVSD LPDC will work cooperatively with the LDPC Regional Support Team and use information obtained from Ohio Department of Education, specifically the [Resource Guide to Establishing and Maintaining Local Professional Development Committees \(LPDCs\)](#) to educate themselves on the standards of ORC 3319.22 and licensure, effective committee and review skills, team building, decision-making, quality professional development criteria, etc.

Committee members shall be compensated through stipends and contact hours for their service as committee members.

4. Terms of Office, Responsibilities of MEVSD LPDC and Roles

There are no term limits for members of the committee

The Marysville Schools EVSD LPDC responsibilities are:

- *Be informed:*
 - ✓ Know the goals of district, which include the Strategic Plan;
 - ✓ Know the current law, licensure standards and ODE policies regarding LPDC for licensure renewal;
 - ✓ Ensure that educator's coursework and other professional development activities meet the standards for renewal of licenses;
 - ✓ Register the LPDC and submit signature verification to Ohio Department of Education.
- *Educate and assist all members:*
 - ✓ Orient new members to the licensure standards and the operating principles, timelines and processes of the LPDC;
 - ✓ Align to the Ohio Professional Development Standards; and
 - ✓ Promote High Quality Professional Development (HQPD) as defined by the Ohio Professional Development Standards.
- *Abide by Operating Procedures:*
 - ✓ Understand the IPDP format for use by educators through the LDPC Online Management System;
 - ✓ Follow criteria established by ODE for the evaluation of educator's IPDP's;
 - ✓ Understand operating procedures and timelines for submission and review of an IPDP, coursework and other professional development activities;
 - ✓ Understand the criteria for awarding contact hours;
 - ✓ Understand the form [Verification Form for Educators Leaving the LPDC](#) in regards to New Hires and Terminations of Employees to District;
 - ✓ Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.
- *Communicate clearly and maintain records:*
 - ✓ Per negotiated agreement, at beginning of school year communicate to employees if their license expires that school year and must be renewed. Employees will be expected to either possess a license (or show proof of enrollment in courses towards a renewal) by March 30 of that year of (license) expiration;
 - ✓ Establish communication procedures to keep all constituents up –to-date on LPDC matters;
 - ✓ Communicate to all constituents in a regular and systematic way;
 - ✓ Keep records of LPDC matters according to statute; and
 - ✓ Encourage educators to maintain their own records as well;
 - ✓ Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act.

The Marysville Schools EVSD LPDC shall consist of the following roles:

- *The Chairperson shall be elected by a majority vote of the Marysville Schools EVSD LPDC. Co-Chairpersons are an option. The duties of the Chairperson(s) shall include:*
 - ✓ Preside at all LDPC meetings and complete roll call;
 - ✓ Ensure that LPDC and IPDP processes and procedures are followed;
 - ✓ Service as liaison to other district professional development committees;
 - ✓ Serves as the appeals process contact and liaison;
 - ✓ Serve as one of the LPDC reviewers of IPDP's for license renewals;
 - ✓ Suggest training needs of LPDC members.
- *The duties of the Secretary/Recorder will include:*
 - ✓ Keep accurate minutes of the LPDC meetings;
 - ✓ Send minutes and agendas to LPDC members;
 - ✓ Serve as general communications liaison with the staff;
 - ✓ Establish a yearly meeting calendar and with the approval of committee post the dates to LDPC online system;
 - ✓ Be responsible for all necessary correspondence;
 - ✓ Keep LPDC membership records up-to-date through online LPDC system;
 - ✓ Email staff whose license will expire that school year, advising them the email is being sent per negotiated agreement;
 - ✓ Electronically sign ODE license applications as LPDC Designee
 - ✓ Maintain records of all committee activities;
 - ✓ Serve under the direction of the Chairperson(s).
- *The remaining committee members, in addition to the Chairperson(s) will*
 - ✓ Elect one of their members by voice to act in the absence of the Chairperson(s);
 - ✓ Serve as staff information contact person;
 - ✓ Serve as reviewers to district educator professional development plans for license renewals;
 - ✓ Suggest necessary professional growth needs for committee member.

5. Meetings

The Marysville EVSD LPDC shall determine the frequency, time and place of meetings within the following parameters:

- Attendance at any meeting scheduled for after school or in the summer shall be compensated at a rate of \$25 per hour;
- Five members or more are required to conduct business;
- Whenever a committee member submits materials to the LPDC he/she shall not act as a voting member;
- If a tie vote occurs, the decision will be tabled until the next meeting.

6. IPDP Guidelines and Educator Responsibilities

All certified district employees will prepare either an Individual Professional Development Plan (IPDP) or WAIVER through the district online LPDC management system once their license is issued through the Ohio Department of Education . The primary goal of the LPDC is to ensure that certified district employees who complete the Individual Professional Development Plan, are showing professional growth with identified LEARNING goals relating to Ohio Educator Standards through High Quality Professional Development and relevant to the needs of the district, the school, the students and the educator.

Teacher substitutes may not submit their plans to the LDPC for approval.

Per the Ohio Department of Education, to ensure that educators engage in appropriate professional development activities, the Individual Professional Development Plan (IPDP) **MUST** be submitted and **approved prior** to beginning the coursework or activities for which the educator seeks approval.

Professional Development Activities ***should*** be submitted towards approval of license renewal through the online LPDC Management System ***prior*** to beginning the coursework or activity.

Responsibility of Educator:

- *Be informed*
 - ✓ Meet licensure requirements in a timely manner, including the submittal of the licensure renewal applications through SAFE account;
 - ✓ Per negotiated agreement, at beginning of school year it will be communicated to employees by LPDC if their license expires that school year and must be renewed. Employees will be expected to either possess a license (or show proof of enrollment in courses towards a renewal) by March 30 of that year of (license) expiration. Failure to possess/maintain a current license may result in suspension of the individual's teaching contract (loss of income) ORC Section 3319.30;
 - ✓ Know the professional development and renewal requirements for educator licensure, including the meaning of *license issuance*, and *expiration*;
 - ✓ Write LEARNING goals:
 - Learning goal should include a verb that relates to learning
 - Learning goals should cite an area of knowledge
 - Learning goals should cite a rationale;
 - ✓ Know the building and district goals including Marysville MEVSD Strategic Plan;
 - ✓ Choose goals, coursework and other professional development activities that align with appropriate Ohio Educator Standards by accessing Professional Development Domains through online LPDC system ;
 - ✓ If resigning from MEVSD, be aware of guidelines for credit through LPDC online system.
- *Abide by LPDC operating procedures*
 - ✓ Follow the LPDC procedures, criteria and timelines for reviews of IPDPs;
 - ✓ Become familiar with LPDC online Management System "Home" Page and forms/guides found on LPDC "For Staff" page including the "Step by Step" guidelines;
 - ✓ Periodically review the MEVSD LPDC By-Laws;
 - ✓ Submit the IPDP for LPDC approval soon after issuance of new or renewed license;
 - ✓ LPDC requires an IPDP to be written and submitted by 2nd Wednesday in September or 30 days after start of new employee;
 - ✓ Obtain LPDC approval of the IPDP **BEFORE** engaging in professional development for licensure; professional development that is done either before or outside of the scope of an approved IPDP will not be accepted for licensure approval.;
 - ✓ Know where to find forms needed to submit documentation to LPDC for final approval of coursework or other professional development activities;
 - ✓ LPDC Committee strongly suggests all coursework or other professional activities be completed, submitted, approved, and documented by the **December prior to year of licensure renewal.**
- *Maintain records:*
 - ✓ Keep records of all licensure and LPDC transactions including:
 - The LPDC review and approval /request for revision of an IPDP (available through online system)
 - Transcripts for coursework
 - Required documentation for equivalent other activities;

7. Reciprocity and Appeals

Reciprocity:

When an educator leaves MEVSD employment, the LPDC must, upon request of the educator, provide verification of the approval of the educator's IPDP and any coursework and professional development approved, completed and documented by the educator, using the Verification Form for Educators Leaving the LDPC.

When an educator takes MEVSD employment, the LPDC must honor the coursework and other professional development activities completed pursuant to an IPDP approved by their former LPDC prior to employment in our district. As soon as possible *after* employment and *before* engaging in any additional coursework or professional development activities, the newly-hired educator must submit an IPDP in accordance with our MEVSD operating procedures. The process for staff member is:

- If the educator has an ODE Verification Form for Educators Leaving the LDPC from prior employer, they need to submit to LDPC for reciprocity approval at MEVSD LPDC meeting; and
 - Educator MUST input an online IPDP through the MEVSD Online LPDC Management System. The newly hired educator will need to meet guidelines of Marysville LDPC, even though they may have an approved IPDP from prior employer. The MEVSD IPDP approval date will be backdated to coincide with prior school IPDP approval date stated on the Verification Form for Educators Leaving the LDPC; and
 - If applicable,
 - Input coursework approved by prior district and listed on ODE Verification Form for Educators Leaving the LDPC into the MEVSD online LPDC system. This will be input as one item on the "My LPDC Forms" page under "Approval of Professional Development" and listed as Activity Type - "Multiple-Approved by Previous Employer". The ODE Verification Form for Educators Leaving the LDPC serves as documentation;
- OR**
- Input coursework not listed on the ODE Form into the MEVSD online LPDC system. This would be coursework educator may have completed since prior school IPDP approval date, but needs to be reviewed by the MEVSD LPDC to meet IPDP goals. If approved by MEVSD LDPC, the staff member will then submit documentation (official transcripts, contact hours).

Appeal Process:

Ohio Revised Code requires every educator served by an LPDC must be provided with an opportunity to appeal the decisions of the LPDC regarding:

- IPDP approval; and
- Pre-approval or approval of coursework and professional development activities.

Reconsideration

If educator disagrees with LPDC decision, the educator at the next LPDC meeting will be given the opportunity to meet with the LPDC to present his or her case. If resolution is made at this point, it will be documented and made a matter of record for the educator and LPDC.

8. Amendments to By-Laws

These by-laws may be amended by unanimous vote of all members present (provided there is a quorum) at a meeting of the LPDC. Any proposed changes will be noted in the minutes of the meeting and incorporated into the by-laws.