

Northeastern Local Professional Development Committee Standards and Bylaws

Governance

The Board of Education directs the Superintendent to establish a Local Professional Development Committee (LPDC) that is in compliance with State law and applicable terms of the negotiated agreement with the Northeastern Local Education Association.

Representation

Teacher Review:

The LPDC shall consist of no more than five (5) teacher members of the association and four (4) District administrators:

one of whom shall be the Superintendent or Treasurer (or their designee).

Administrative Review:

The LPDC shall consist of the three (3) LPDC officers and four (4) District administrators.

Vacancies will be filled by the appointing authority.

Selection/Responsibilities

Chairperson: Teacher elected by a majority of the LPDC.

Responsibilities: Conduct LPDC meetings,
Communicate information to the members of the LPDC,
Represent the LPDC at meetings of other stakeholder organizations,
and Fill vacancies on the LPDC in accordance with selection rules.

Vice-Chairperson: Teacher elected by a majority of the LPDC.

Responsibilities: Perform the duties of the chairperson in his/her absence.

Secretary: Teacher elected by a majority of the LPDC.

Responsibilities: Maintain minutes of action taken during LPDC meetings, and
* Notify applicants of approval/resubmission/denial status of
individual professional development plans and/or proposals for
credit.

Teacher Representative

Responsibilities: Receive, organize, and present (to the LPDC) submitted individual professional development plans and/or proposals for credit.

Administrative Representative

Responsibilities: Receive, organize, and present (to the LPDC) submitted individual professional development plans and/or proposals for credit.

Committee Procedures

The LPDC will meet the third Wednesday of each month during the school year. The chairperson has the right to call members for the purpose of cancellation if no IPDPs, course/activity proposals, or issues are submitted during a particular month.

An emergency meeting of the LPDC may be called by the chairperson with the concurrence of the majority of the members.

A quorum, necessary to conduct LPDC business, shall be 5 out of the 9 LPDC members.

At least 55% of the LPDC members in attendance must agree upon any proposal for it to be considered approved.

The LPDC shall keep confidential all reviews, evaluations, and discussions of Individual Professional Development Plans (IPDPs) and/or course/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.

Minutes/records of actions taken shall be maintained by the LPDC secretary. Copies of these minutes/records shall be provided to the committee members, superintendent, building principals, and NELEA president(s).

Evaluation of IPDPs or course/activity proposals shall be evaluated by consensus.

Reviewed IPDPs and/or course/activity proposals are to be returned as soon as possible after the review.

Documentation for Review

To guarantee consideration, documentation for review shall be submitted to the LPDC committee no fewer than five student contact days prior to the next regularly scheduled meeting. All written items will be reviewed at the next regularly scheduled meeting of the LPDC.

Written notification of the review decision shall be provided within five (5) student contact days or 30 calendar days, whichever comes first.

Appeals

Written appeals shall be submitted to the LPDC chairperson within 20 contract days or 30 calendar days, whichever comes first, of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.

An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than 5 student contact days or 30 calendar days, whichever comes first, before that regularly scheduled LPDC meeting.

Written notification of the appeal decision shall be provided within five (5) student contact days or 30 calendar days, whichever comes first.

If the appeal is denied, the applicant may request mediation, a decision rendered by a three person mediation team chosen as follows: one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License.

Amendments

This document may be revised through the following, established amendment process. In addition, amendments altering the requirements for approved IPDP's and/or approved course activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.

1. The LPDC may amend this document by a note of at least five (5) of the nine (9) LPDC members approving such an amendment.
2. Amendments may be suggested by any certificated employee by submission in writing to the committee chairperson five (5) working days prior to the next scheduled meeting, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

Policies: Submission of Coursework/Activity Proposals

It is your responsibility as a certificated/licensed employee to monitor the expiration date(s) of your certificate(s)/license(s). Do not wait until the last minute to begin your requirements for renewal.

Individual Professional Development Plan (IPDP)

Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, or individual, reflecting the district's continuous improvement plan. The majority of the professional development indicated should be relevant to current working assignments, except as approved by the LPDC. (Example: coursework towards administrative licensure.)

Every employee of the Northeastern Local Board of Education, who holds (an) Ohio provisional/professional certificate(s)/license(s), and conversion or renewal must have an approved IPDP on file by October 1, approximately two (2) years prior to expiration and prior to approval of any proposals.

IPDPs which are denied may be resubmitted with modifications, or they may be appealed.

The LPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential.

No IPDP shall be used as an example without written permission of the party involved.

Policies: Submission of Individual Professional Development Plans

Coursework/Activity Proposals

Coursework, CEU classes/workshops, and/or Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements MUST be approved by the LPDC.

Coursework/CEUs must be from the LPDC approved providers.

Coursework or CEU classes/workshops completed prior to July 1, 1998 shall be accepted if included in the applicant's IPDP.

Although required work within a Master's Degree program applies to the university degree, courses submitted to the LPDC for certificate/license renewal purposes must be relevant to an approved IPDP.

Credit hours and CEUs earned prior to July 1, 1998 will be conditionally approved on a retroactive basis. Credit hours/CEUs must have been earned during the current certification/license renewal period, and must meet previously established ODE guidelines for acceptability toward certificate renewal.

Only Equivalent Activities initiated on or after July 1, 1998 will be eligible for approval by the LPDC.

Previously employed new hires who hold a certificate/license issued by the ODE and who have coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the LPDC when accompanied by verifiable supporting documentation.

University Credit Toward Certification/Licensure Renewal

Coursework must be relevant to an approved IPDP and/or the district's continuous improvement plan.

Beginning with the fall term, 1999, the appropriate coursework form shall be approved before beginning a course where consideration for said course toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting. CREDIT FOR COURSEWORK BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.

There will be no previous approval necessary for coursework taken prior to the fall term 1999.

Credit for Equivalent Activities

CEUs for equivalent activities shall be awarded for recertification credit based upon the standards established by the LPDC. Activities must directly relate to an approved IPDP. Persons will be asked to justify the credit value sought through their activity/project.

Equivalent activities/projects should result in a tangible product such as, but not limited to: a book/booklet, article, report, curriculum, training module, videotape, pilot project, software package, etc.

Duties which are part of one's regular duties or paid supplemental duties will not be considered for equivalent activity credit.

The appropriate activity form shall be approved BEFORE beginning an activity where CEUs for said activity are sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting. CREDIT FOR ACTIVITIES BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.

Equivalent Credit

CEUs shall be assigned as deemed appropriate by the LPDC. The following guidelines shall be considered:

1 hour (of contact time) = .1 CEU

10 contact hours = 1 CEU

3 CEUs = 1 semester hour equivalent

2 CEUs = 1 quarter hour equivalent

These guidelines do not restrict the LPDC to awarding credit solely on a contact-time basis. Justification must be provided for credit sought.

Once a proposal is approved, it is the responsibility of the individual(s) to fully complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications should be submitted in writing to the LPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of CEUs granted for the activity/project.