

# **BY-LAWS FOR TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

## **Preface.**

The establishment of Local Professional Development Committee is authorized and required by SB 230.

## **Article 1. Name, Scope, and Number of Committees.**

The Trumbull County Educational Service Center Local Professional Development Committee is hereby established as the name of the entity required by Senate Bill 230. One committee will operate to serve all certificated/licensed employees of the Service Center, and shall be the only committee of its type authorized to operate within the Service Center and for any other entities approved by the Service Center to join the process. The LPDC will operate under the Open Meetings Act (Sunshine Law) and the Public Records Act.

## **Article II. Aims and Purposes.**

The purpose of the LPDC committee is to review the 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. Professional pupil services licenses are exempt from the LPDC because they require credentialing through their related licensure boards. The LPDC's responsibility begins when an educator obtains a professional license. The approval of the LPDC is required for Ohio Department of Education renewal applications. This approval is given in the form of an electronic signature from an approved e-signer. The Ohio Department of Education is the issuing authority for educator certificates and licenses. The TCESC LPDC will comply with all Ohio Department of Education requirements.

Further, the Committee's function is:

1. To review and approve coursework and local continuing education units that educators will use in the renewal process of their certificate or license.
2. To advise the TCESC administration and staff about issues that affect the continuing professional development of educators employed by TCESC.
3. To develop forms and procedures that will enable educators to prepare their own Individual Professional Development Plans.
4. In the discharge of its duties, the committee will:
  - a. Foster a standard of High Quality Professional Development within the TCESC.
  - b. Promote the alignment of professional growth with individual, student, building and the strategic plan of the Trumbull County Educational Service Center.

- c. Emphasize increased student learning and achievement and the maximization of each educator's potential professional development priorities.
- d. Guide the development of Individual Professional Development Plans.
- e. Validate the skills and knowledge gained through the educator's professional development by the approval and issuance of Continuing Education Units within the Center.

### **Article III. Membership. Qualifications**

The Local Professional Development Committee shall consist of a minimum of five (5) members (3 teachers, 2 administrators) and a maximum of 7 members (4 teachers, 3 administrators). A majority of members shall be teachers (this is prescribed within law) who shall be selected by the district bargaining unit via a slate of candidates recommended by the Professional Staff Association's President and ratified by the current Executive Committee of the Bargaining Unit. Teacher membership should be representative of the largest employee groups within the Bargaining Unit.

The remaining members of the Committee shall be administrators appointed by the Superintendent of the Service Center, who may herself/himself serve as a member. Members shall be selected for two year terms as stated above. Members may repeat their service on the Committee without interruption. The committee membership will include teachers who have professional experience and demonstrate a belief in lifelong learning. No teacher committee member shall be in his/her first year of teaching, and there shall be only one teacher committee member who has between two and four years professional teaching experience.

Committee vacancies among teacher members shall be addressed by the bargaining unit, which shall designate replacement members as necessary. Similarly, the Superintendent shall address administrative member vacancies.

### **Article IV, Meetings, Training, Compensation of Members**

LPDC members shall also participate in professional development designed to prepare them for their role within the District LPDC, which will be considered legitimate professional development hours. The content and scope of the training shall be determined by the LPDC and will include a review of Ohio's Standards for the Teaching Profession, licensure, effective committee and review skills, team building, decision-making, quality professional development criteria, etc.

Five (5) meeting dates will be identified in each school year for the committee to perform its duties. In lieu of face-to-face meetings, these meetings may be conducted via various electronic methods. If five meetings are not necessary in order for the LPDC to perform its business, a meeting or meetings may be cancelled. These meetings, which will include identified training, will be conducted during TCESC staff workdays. If time in addition to these five days is needed in order for the LPDC to effectively and efficiently

conclude its work, time will be scheduled beyond the work day and educators will be compensated as outlined in the Professional Staff Bargaining Unit Agreement.

Electronic meetings will remain open until all members have voted. For a face-to-face meeting to occur, a quorum of members must be present. A quorum is defined as: at least two (2) of the four (4) teacher members; at least one (1) of the three (3) administrator members and including at least one (1) of the two (2) co-chairpersons, either teacher or administrator.

#### **Article V. Roles and Terms of Office.**

The District LPDC shall consist of the following roles and corresponding terms of office:

1. **Co-Chairpersons.** One chairperson shall be an administrator, who shall be responsible for establishing the meeting calendar with the committee, organizing the presentation of educator credentials for the committee's review, preparing communications with the Service Center Staff, and other duties. This chairperson will also serve as an e-signer for electronic renewal applications.

One chairperson shall be a teacher member, who shall also be registered as an e-signer for electronic renewal applications, co-verify votes of the committee, assist in communications with the Service Center staff, and other duties. The teacher co-chairperson shall serve for a two-year term and may succeed him/herself. Together, the co-chairpersons shall ensure that the following responsibilities are completed:

- a. Preside at all LPDC meetings.
- b. Establish a meeting calendar, call all meetings, and set all agendas.
- c. Ensure that LPDC and IPDP process and procedures are followed.
- d. Serve as the appeals process contact and liaison.
- e. Suggest training needs of LPDC members.
- f. Serve as an Ohio Department of Education e-signer for the LPDC.

2. **Secretary/Recorder.** The Secretary/Recorder shall be the human resource department secretary, who will work with the committee and at the direction of the human resources administrator to ensure that the LPDC process and communications are effective and efficient.

Some duties of the Secretary/Recorder will include:

- a. Compile all materials for presentation to the committee for approval.
- b. Organize the materials via the electronic format that is used for voting.
- c. Maintain accurate records of voting, approvals, etc. via the electronic format.
- d. Keep LPDC membership records up-to-date.

3. **Members.** The remaining committee members, in addition to the Chairperson(s) and the Secretary/Recorder, will:
  - a. Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal.
  - b. Ensure that educators' coursework and other professional development activities meet the standards for renewal of license.
  - c. Assist in communicating with the certificated staff about the operation of the LPDC.
  - d. Assist certified staff with the writing of IPDPs as necessary.

## **Article VI. Forms**

The forms used by the LPDC to facilitate the license renewal process are listed below: These forms will be available on the TCESC website.

1. **LPDC Checklist.** This checklist assists licensed individuals in ensuring they are on track with renewal requirements.
2. **IPDP form.** This is an interactive form that ensures alignment by including the goals of the district.
3. **Workshop Continuing Education Units: Educator Request for Approval:** This form should be used when educators are submitting certificates of participation in a workshop or professional development session.
4. **Transcript Renewal Form:** This form should be used when an educator is using transcripts to renew a license.
5. **Other Activity Continuing Education Unit: Request for LPDC PreApproval:** Any educator seeking locally approved CEU credit through an activity other than a workshop/training or semester hours should complete and submit this form for preapproval.
6. **Verification Form for Educators Leaving and LPDC:** This form, provided by the Ohio Department of Educator, allows an educator to transfer any approved CEUs/transcripts to another school district.

## **Article VII. Educators Served by the LPDC**

All teaching, non-teaching and associate personnel (including interpreters and treasurers) who hold a certificate, a professional or an associate 5-year license, **and** are employed by TCESC either full- or part-time must work through the LPDC.

The following individuals are exempt from working through an LPDC:

- Individuals who hold a four-year Resident Educator license.
- Educators holding alternative resident educator licenses, alternative principal licenses, alternative administrative specialist licenses or alternative superintendent licenses.
- Educators holding a one-year temporary pupil services license or a one-year supplemental teaching license.

- School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants who are required to maintain licensure through their respective Ohio professional licensure board. To renew five-year professional pupil services licenses issued by the Ohio Department of Education in these areas, educators must maintain their respective professional board license. By doing so, they meet all Ohio Department of Education renewal requirements and therefore, *do not need to work through the LPDC*. These educators renew their license by submitting a renewal application with proof of current professional board licensure directly to the Ohio Department of Education.

### **Article VIII. IPDP Guidelines, Decision-Making, and Appeals**

Beginning with the 1998-99 school year, all TCESC educators not possessing a permanent certificate will present utilize the LPDC professional development approval process in order to renew a credential with the Ohio Department of Education.

Educators are required to complete and gain approval of an Individual Professional Development Plan each time the educator renews a license and prior to completing any continuing education to be used toward the next renewal. Educators are required to complete an IPDP on the prescribed form.

If the IPDP is reviewed by the LPDC and approved, the educator may work toward the completion of identified goals throughout the life of the IPDP. The educator should maintain a log of professional growth activities for his/her own review and for later post-approval for any change in the IPDP during its life. It is likewise the responsibility of the educator to maintain a personal record of all locally approved CEU's and university transcripts. It is the individual educator's responsibility to ensure that his/her professional development records are orderly, timely, and accurate.

If the IPDP is rejected by the LPDC, the educator shall be contacted by an LPDC member to discuss the reasons for rejection. Educators may then submit a revised plan before the date of the next LPDC meeting. Either the educator or the LPDC may request a conference to discuss any concerns.

In the event that the Local Professional Development Committee does not approve an educator's professional development, the educator should contact the LPDC Chairperson(s) in writing for direction concerning the initiation of an appeals process. The appeals process shall include the following steps:

1. The educator should request reconsideration.
2. Following reconsideration, the LPDC again votes to approve or non-approve the issue at hand.
3. If lack of approval still exists, the educator may request the formation of a three-person appeals' panel, which shall consist of:

- a. One certificated/licensed educator selected by the educator.
- b. One certificated/licensed educator selected by the LPDC.
- c. One certificated/licensed educator mutually agreed upon by the educator and the LPDC.

This appeals panel is the final step in local resolution to the appeal.

Educators who are renewing a license using *other activity* CEU's are required to complete and gain pre-approval using the *Continuing Education Unit: Request for LPDC Approval* form prior to completing any continuing education.

### **Article IX. Reciprocity**

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

When an educator takes employment at TCESC, the LPDC must honor the coursework and other professional development activities that a newly-hired educator had completed pursuant to an IPDP approved by their former LPDC prior to employment at TCESC. 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.

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