



Franklin Local School District

**Local Professional Development Committee**

LPDC

# BYLAWS

Revised 9/13

## **Franklin Local School District Local Professional Development Committee (LPDC)**

The mission of the Franklin Local School District, a caring, child-centered, educational community, is to offer educational experiences, which instill a desire for life-long learning and productive living.

Professional Development Goal: To implement a districtwide plan linking professional development needs of staff, buildings, and district to the improvement of student achievement.

### **BYLAWS**

#### **Section I – Philosophy Statement and Purpose**

Professional development is defined as any course, training, activity or experience which enhances the educational expertise of staff members that will ultimately lead to improved student performance.

Based upon the passage of Senate Bill 230 (1996), the purpose of the FLSD Local Professional Development Committee is to review the course work and other professional development activities proposed and completed by the educators within this educational community for renewal of certificates or licenses.

The Franklin Local School District Local Professional Development Committee (LPDC) shall be, by statute, the official licensing body for the Franklin Local School District. The duties of this committee will include the following:

- Review and approve Individual Professional Development Plans (IPDP's) of all district certified/licensed employees
- Review and approve all college credit, CEU's or other equivalent activities
- The promotion, planning and approval of any district or building professional development activities, workshops, seminars, other training sessions; (this will not include any building activities that do not involve CEU's, attendance requirements, or funds controlled by the LPDC)
- The review of its own activities, procedures and operations

The LPDC shall not have authority to revise, change, delete, or modify any article or section of the negotiated agreement except as provided by 4117.10(C) of the Ohio Revised code or as provided by the negotiated agreement.

**Section II – Membership, Selection of Members and Terms in Office**

The membership of the FLSD’s Local Professional Development Committee shall consist of eight (8) members including five teachers (one per building and three representatives of the administration).

Each committee member must have a minimum of three years experience and demonstrate a commitment to lifelong learning through professional development.

The five (5) teachers shall be appointed by the association president. The three (3) representatives of the administration shall be appointed by the superintendent.

The LPDC shall determine the committee’s structure and shall be afforded the opportunity to attend training on the purposes, responsibilities, functioning, and legal requirements of LPDC’s. Such training may be on released time and shall be subject to professional leave.

The initial term for committee members will be:

Terms:	2	4 year terms	1 teacher	1 administrator
	2	3 year terms	1 teacher	1 administrator
	1	2 year term	1 teacher	

The term of office for committee members will be three years after the initial staggered terms. Terms shall run from July1 – June 30.

Committee members who find they are unable to fulfill their role as an active committee member may withdraw by notifying the committee chair orally or in writing. No reasons need be given.

Should it become necessary to remove a committee member due to noncompliance with agreed upon meeting ground rules and stated LPDC bylaws, the committee will recommend a reprimand/removal of that member as acted upon by the superintendent.

**Section III – Operational Procedures**

The FLSD Local Professional Development Committee shall meet a minimum of 5 meetings per year, including an annual organizational meeting to be held in July / August. Additional meetings may be scheduled by the committee chair on an as-needed basis.

The suggested location of LPDC meetings will be held at the Franklin Local School District Board Office. Meetings will be held during school hours as often as possible with no stipend offered. Monetary compensation for meetings outside of school hours will be at the rate of \$25.00 per hour for all committee members by using sign-in sheets. The district shall provide office space, file storage facilities, office equipment, and clerical help as much as is practical.

The LPDC shall establish its by-laws and operating procedures in keeping with the laws of the State of Ohio.

## **Section IV – Standards for Course work and Equivalent Activities**

Based upon the staff development standards created by the National Staff Development Council and the five models of staff development, the FLSD-LPDC has established the following professional development standards and criteria for accepting course work and equivalent activities contained within an Individual Professional Development Plan (IPDP):

- A. All professional growth will relate to the goals, objectives and initiatives of the Franklin Local School District and Ohio Department of Education.
- B. Each staff member developing an IPDP will address how the plan enhances self, students, building or district through appropriate goal setting and documentation.
- C. One CEU equals 10 contact hours or, in the case of equivalent activities see attached chart.
- D. All activities require an approved IPDP and prior approval.

## **Section V – IPDP Submission Time line, Decision Making, Appeals Process and Reciprocity**

Beginning in the 2013 – 2014 school year, LPDC will be online. Notification will be sent to those educators whose licenses are up for renewal in the following school year. All IPDP's shall be submitted upon license renewal at the beginning of the school year. Notification of committee action on IPDP's will be sent via email. Any decision to approve or reject a submitted IPDP for license renewal purposes must receive a majority vote of the committee.

Whenever an administrator's course work plan is being discussed or voted upon, the local LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

If the IPDP is rejected, educators must submit a revised plan, or may contact the LPDC chair for appeals process information. Educators are responsible for maintaining all professional development records and completing all necessary paperwork for license renewal.

If an educator disagrees with the LPDC's decisions, the educator must contact the chair to request a meeting with the LPDC to discuss in person the IPDP and gain an understanding of the perspective of the LPDC and reasons for rejection. If after the reconsideration has taken place, the LPDC and the educator are still unable to come into agreement, a third party shall review the decision. This third party shall be in the form of a panel consisting of one licensed educator selected by the LPDC; one licensed educator selected by the educator; and one licensed educator agreed upon by the above two. If an agreement cannot be reached as to who the third educator is to be, the superintendent shall appoint the third educator. These three individuals then function as a panel to review the LPDC decision and either uphold or overturn the decision.

The FLSD Local Professional Development Committee shall accept outside district-approved IPDP's for any educator hired by the Franklin Local School District from another district as fulfilling all necessary requirements for the renewal process. Hours accumulated in the district of previous employment shall be honored when a current IPDP is submitted to FLSD LPDC. All remaining hours will be completed under the auspices of the FLSD-LPDC.

Successful completion of course work, CEU's and locally approved professional development activities must be verified by the authorized signature of the LPDC chair on the educator's application of renewal. Verification of full time teaching experience remains the responsibility of the Franklin Local School District superintendent or official designee on the renewal application form. This signature verifies that the employment information given by the educator on the application is true and correct.