

Tallmadge City Schools

Local Professional Development Committee By-Laws

Establishing Local Professional Development Committees as Authorized by Senate Bill 230, effective Fall, 1998.

Article I. Name, Scope, and Number of Committees

Section 1.

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

Article II. Aims and Purposes

Section 1.

The purpose of the Tallmadge City Schools' Local Professional Development Committee is to oversee and review coursework and other professional development activities completed by educators within the district for renewal of certificates or licenses.

In the discharge of its duties, the committee will:

- A. Foster the expectation of continuous professional growth
- B. Promote alignment of professional growth with individual, student, building and district needs and goals
- C. Promote best practices that are based on research
- D. Emphasize increased student learning and achievement as a professional development priority
- E. Guide the development of Individual Professional Development Plans
- F. Support the inquiry into and study of teaching and learning through appropriate traditional and non-traditional experiences

Article III. Membership, Qualifications, Training, Compensation

Section 1.

During the 1997-98 school year, the Tallmadge City Schools' Local Professional Development Committee shall consist of five (5) members as stated by the SCESC grant. Membership will be considered for increase during the 1998-99 school year. A majority of the members shall be teachers. The remaining members may be a combination of administrators from the district office and/or

from the building level who shall be selected or appointed by district office administration. Each committee member must have a minimum of two (2) years experience in the district and demonstrate a belief in lifelong learning as evidenced by professional development records/documentation. Committee members shall be compensated for their service as committee members. Committee members' training will be on an as-needed-basis.

Section 2.

Committee vacancies among teacher members shall be addressed by the bargaining unit who shall designate replacement members as necessary. Similarly, administrative member vacancies shall be addressed by the district office. Alternates, one (1) teacher and one (1) administrator, may be selected a year prior to their term as committee member.

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw by notifying the chair in writing. A thirty (30) day notice is requested.

Article IV. Roles and Terms of Office

The Tallmadge City Schools' Local Professional Development Committee shall consist of the following roles and corresponding terms of office:

Chair:

The Chair shall be elected by a majority vote, conducted via written ballot, of the committee members. Anyone interested in serving as Chair may self-nominate. Co-Chairs are an option. Chair(s) shall be elected by a two-year term. A term shall run from September to September, beginning September 1, 1997

Recorder:

The Recorder shall be elected by a majority vote, conducted via written ballot, of the committee members themselves. Anyone interested in serving as Recorder may self-nominate. The Recorder is elected for a one-year term. A term shall run from September to September, beginning September 1, 1997.

Data Manager:

The Data Manager shall be elected by a majority vote, conducted via written ballot, of the committee members. Anyone interested in serving as Data Manager may self-nominate. Data Manager shall be elected for a two-year term. A term shall run from September to September, beginning September 1, 1997.

Article V. Duties

Section 1.

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

All committee members will:

- A. Elect one of their members by voice vote to act in the absence of the chair(s)
- B. Serve as staff information contact person
- C. Serve as a reviewer of district education professional development plans for certification/license renewal
- D. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations or purchase of videos, books, etc.

Section 2.

The Chair(s) shall:

- A. Preside at all the Tallmadge City Schools' Local Professional Development Committee 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 Professional Growth Committee liaison between the central office and the LPDC
- E. Serve as appeals process contact and liaison

Section 3.

The Recorder will:

- A. Keep accurate minutes of all the Tallmadge City Schools' Local Professional Development Committee meetings
- B. Send minutes and agendas to LPDC members at least a day in advance of each meeting
- C. Serve as staff communication liaison reporting minutes of each meeting
- D. Be responsible for all necessary correspondence
- E. Keep membership records up to date and keep a mailing list of all members including names, addresses, and telephone numbers
- F. Maintain a notebook or easily accessible electronic record of all committee activities
- G. Be responsible to communicate with individuals who have submitted an IPDP

Section 4.

Data Manager

- A. Receives and files all IPDPs that have been approved by the LPDC
- B. Receives and files all unproved IPDPs, recommendations for amendment, and supporting documentation
- C. Certifies that all IPDPs are audited on an annual basis
- D. Sends documentation of completion of IPDP to LPDC

Section 5

The Terms

The Grant Implementation Committee shall have one member who is an administrator and one member who is a teacher each with two (2) year terms. The remaining members will each serve for three (3) years. All subsequent members will have three (3) year terms. A term shall go from September to September with no more than half of the remaining members new to the committee at any one time. Committee members may be re-elected to the positions they hold an unlimited number of times.

Article VI. Meetings

Section 1.

The Tallmadge City Schools' Local Professional Development Committee members shall determine frequency, time, and place of meeting within the following parameters:

- A. The number of release day meetings in any one year shall not exceed two (2) in number
- B. Attendance at any meetings scheduled from after school or in the summer shall be compensated by a stipend. In the first two years, the stipend will be commensurate to the amount paid to a lead teacher. Subsequent years, the stipend will be one-half of the amount paid to lead teachers during that year.

Article VII. IPDP Submission, Decision-Making and Appeals Processes

Section 1.

All IPDPs will be submitted by September 15. Notification of committee action on IPDPs shall occur by October 15 of that year. All documentation of completed work must be submitted to the central office by April 15 of that year.. A checklist will be used to monitor the progress of all submitted IPDPs from

submission to pre-approval to implementation to completion. Any decision to approve or reject a submitted IPDP for certification/license renewal proposed must receive a three-out-of five note of the full committee.

Educators up for renewal will be provided with a copy of the approval guidelines/criteria prior to development and submission of their IPDP for review. If the IPDP is rejected, the individual shall be given a copy of the same guidelines/criteria sheet with reasons for rejection clearly marked. Educators whose plans have been rejected may submit a revised plan within ten (10) working days of the initial rejection notification, may secure more detailed supportive materials to substantiate the legitimacy of their original plan, or may contact the LPDC Chair(s) for appeals process information.

Section 2.

(Beginning with certificate/license renewals coming due in June 1999, any educator wishing to appeal the Tallmadge City Schools Local Professional Development Committee rejection of their IPDP must contact the Tallmadge City Schools Local Professional Development Committee chair(s) for the appeals packet, complete the necessary appeals forms and send them to the appropriate neighboring district's Local Professional Development Committee which will serve as Tallmadge City Schools Court of Appeals. The appeals packet will include a descriptor of an appeals process itself, a "Reason for Appeal" form (in duplicate), the address for posting of the completed form to the Court of Appeals contact person in the neighboring district, a calendar on which the educator can indicate convenient dates for meeting with the Court of Appeals, if desired, a personal contact information form. The Court of Appeals decision must be returned within thirty (30) days of submission and is final. For certificates coming due in June 1998, completed appeals forms will be submitted to the Tallmadge City Schools superintendent.)

Article VIII. Reciprocity

The Tallmadge City Schools Local Professional Development Committee shall accept outside district-approved completed IPDPs for any educator hired by the Tallmadge City Schools BOE from another district as fulfilling all necessary requirements of the Tallmadge City Schools renewal process. Hours already accumulated in the district of previous employment shall be honored. The Tallmadge LPDC reserves the right to review and revise the balance of the plan. Cases are subject to committee review. The educators IPDP will be requested as part of the applicator submission process and will be reviewed and marked as "acceptable" or as "in need of revision according to the following guidelines" after hiring. The chair will collect IPDPs of all the new hires and the LPDC will review and notify the teacher of acceptance or revision by October 15.

Article IX. Amending the By-laws

Section 1.

The By-Laws Subcommittee of the Tallmadge City Schools' Local Professional Development Committee , consists of three (3) members of the full committee selected by the Chair(s), shall meet annually to review the by-laws and recommend changes to the full committee by June of each year.

Section 2.

Amendments shall be voted on via a roll call vote. A simple majority of members present and voting will prevail.

Drafted:

Reviewed: by the Tallmadge City Schools Local Professional Development
Grant Implementation Committee

_____ by Tallmadge Teacher Association