

# SPRINGBORO COMMUNITY CITY SCHOOLS

## LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

### *BYLAWS*

#### **Article I. Establishment of the Committee.**

- A. The Springboro Community City Schools Local Professional Development Committee (SCCS/LPDC) is hereby established in accordance with state law and Policy 3242 of the Springboro Community City Schools Board of Education. The committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the school district.
- B. The bylaws of the SCCS/LPDC shall serve as the governing document of the committee.

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

- A. The purpose of the SCCS/LPDC is to review and approve coursework and other professional development activities completed by educators as part of their Individual Professional Development Plans (IPDPs) or for certificate renewal. Verification that the IPDP has been successfully completed or that renewal requirements have been met shall be forwarded to the Ohio Department of Education, which retains the sole authority to issue certificates or licenses for teachers and other professional educators.
- B. In the discharge of its duties, the committee will:
  - 1. Foster a standard of continuous improvement within the school district.
  - 2. Promote the alignment of professional development with educator, student, building, and district needs and goals.
  - 3. Emphasize increased student achievement and the realization of each educator's potential as the primary purposes of professional development.
  - 4. Guide the process of developing and implementing Individual Professional Development Plans.
  - 5. Develop guidelines for appropriate professional development activities that may be incorporated into IPDPs.
  - 6. Validate professional development activities through the issuance of Continuing Education Units (CEUs) and review of university coursework.
  - 7. Verify completion of requirements for certificate or license renewal to the Ohio Department of Education.

#### **Article III. Membership, Qualifications, Training, Compensation.**

- A. The SCCS/LPDC shall consist of no more than one (1) teacher member per building, one (1) SEA Executive Committee member and three (3) district administrators, one of whom shall be the Superintendent or designee. Teacher members shall be selected by the Springboro Education Association on a rotating basis and administrator members shall be appointed by the Superintendent.
- B. At the request of an educator or committee member, the SCCS/LPDC will make an effort to consult with educator(s) who hold similar certification when deciding whether or not to accept an IPDP, approve its successful completion, or issue CEU credit for professional development activities.

**Article III. Membership, Qualifications, Training, Compensation (continued).**

- C. Each member of the SCCS/LPDC must have completed a minimum of one (1) year of professional teaching experience.
- D. SCCS/LPDC members or prospective members shall participate in professional development activities designed to prepare them for their responsibilities. Members may use these experiences as part of their own Individual Professional Development Plans. The content and scope of such professional development shall be determined by the SCCS/LPDC.
- E. Committee members shall be compensated for their services with stipends or release time as necessary. Stipends will be paid at the current hourly rate as specified in Article 15.05 of the negotiated agreement between the SEA and the Board of Education.
- F. Committee vacancies among teacher members shall be filled by the SEA, which shall designate replacement members as needed. Similarly, the Superintendent shall fill administrative member vacancies that may occur.

**Article IV. Positions and Terms of Office.**

- A. The Superintendent or designee shall serve as Chairperson of the SCCS/LPDC.

The Chairperson shall:

- 1. Preside at all SCCS/LPDC meetings.
- 2. Establish a meeting calendar, arrange all meetings, and provide meeting agendas in advance.
- 3. Ensure that LPDC and IPDP processes and procedures are followed.
- 4. Serve as a liaison to other committees within the district.
- 5. Serve as one of the SCCS/LPDC reviewers of educator professional development plans used for certificate/license renewals.
- 6. Approve non-traditional CEU requests when such requests occur between regularly scheduled meetings.
- 7. Serve as the appeals process contact person.
- 8. Sign the necessary forms for certificate/license renewal as required by the school district and the Ohio Department of Education.
- 9. Suggest professional development needs of SCCS/LPDC members and participate in such professional development.

- B. The Recorder shall be selected by the SCCS/LPDC members for a one-year term, beginning on July 1 and ending on June 30 of the following year.

The Recorder shall:

- 1. Keep accurate minutes of the SCCS/LPDC meetings.
- 2. Send minutes to SCCS/LPDC members after all meetings.
- 3. Be responsible for all necessary correspondence.
- 4. Keep SCCS/LPDC membership records up-to-date, including a mailing list of all committee members (names, school and home addresses, telephone numbers, etc.).
- 5. Maintain records of all committee activities.

**Article IV. Positions and Terms of Office (continued).**

6. Serve as one of the SCCS/LPDC reviewers of educator professional development plans used for certificate/license renewals.
  7. Suggest professional development needs of SCCS/LPDC members and participate in such professional development.
- C. All other SCCS/LPDC members shall:
1. Serve as professional development resource persons and provide information to other staff members.
  2. Serve as SCCS/LPDC reviewers of educator professional development plans for certificate/license renewals.
  3. Suggest professional development needs of SCCS/LPDC members and participate in such professional development.

**Article V. Meetings.**

- A. The Chairperson shall determine the frequency, time, and place of all SCCS/LPDC meetings after seeking input from committee members.
- B. Participation in SCCS/LPDC meetings scheduled after school or in the summer shall be compensated at the current hourly rate as specified in Article 15.05 of the negotiated agreement between the SEA and the Board of Education.

**Article VI. IPDP Guidelines, Decisions and Appeals.**

- A. Beginning with the 1998-99 school year, district educators who intend to renew or upgrade a teaching, administrative, or other certificate under the 1987 standards are encouraged, but not required, to prepare and submit an Individual Professional Development Plan. Educators who change to a 5-year license when a certificate expires or who intend to renew a 5-year license are required to prepare an IPDP. IPDPs shall address personal and professional goals related to student, building, district, and state expectations for performance. After June 30, 1998, educators who use locally issued CEUs for certificate or license renewal shall have those CEU activities approved by the SCCS/LPDC.
- B. When an IPDP is accepted by the SCCS/LPDC, the educator shall be given a copy of the IPDP with acceptance clearly indicated. It then becomes the educator's responsibility to initiate and complete all professional development activities according to the plan that has been accepted.
- C. If an IPDP is rejected by the SCCS/LPDC, the educator shall be given written notice with the reasons for rejection clearly indicated. Educators may then submit a revised plan or submit additional documentation to justify the plan. Either the educator or the LPDC may request a conference to discuss concerns about the IPDP.
- D. Educators shall maintain a log of professional growth activities for their records and for approval by the SCCS/LPDC leading to certificate or license renewal. Likewise, it is the responsibility of each educator to maintain documentation of all locally approved CEUs and university transcripts.

**Article VI. IPDP Guidelines, Decisions and Appeals (continued).**

- E. Educators shall seek approval for any modification of their IPDPs prior to implementing a change. Upon completion of the IPDP and approval by the SCCS/LPDC, the committee shall recommend certificate or license renewal to the Ohio Department of Education.
- F. If the SCCS/LPDC does not accept an educator's initial or revised Individual Professional Development Plan or does not approve the completion of a plan accepted for certificate or license renewal, the educator may contact the Chairperson to begin the appeals process.
- G. The appeals process shall include the following:
  - 1. The educator shall first discuss the reason(s) for the appeal with the SCCS/LPDC Chairperson.
  - 2. If the educator wishes to proceed, he/she shall submit a written request for an appeals committee meeting to the Chairperson. The request shall be submitted within fifteen (15) calendar days of the SCCS/LPDC's rejection of an IPDP or disapproval of work completed as part of an IPDP. If necessary, adjustments may be made for holidays and other Board approved non-contract days that occur during the school year.
  - 3. The Chairperson shall schedule a meeting of the appeals committee within fifteen (15) calendar days of receipt of the educator's written request and shall notify the educator in writing of the time, date, and place of the appeals committee meeting. If necessary, adjustments may be made for holidays and other Board approved non-contract days that occur during the school year.
  - 4. The appeals committee shall consist of three SCCS educators mutually selected by the educator making the appeal and the Chairperson of the LPDC.
  - 5. The educator making the appeal and the SCCS/LPDC Chairperson shall be at the appeals committee meeting to present information related to the appeal. Each may be accompanied by one person of his/her choice, who can provide additional information as necessary and appropriate.
  - 6. Decisions shall be made by majority vote of the appeals committee. The educator shall be notified in writing of the committee's decision within seven (7) calendar days of the meeting. If necessary, adjustments may be made for holidays and other Board approved non-contract days that occur during the school year.
  - 7. Decisions of the appeals committee shall be final. If modifications or additions to an IPDP are agreed upon, those changes shall be submitted to the SCCS/LPDC upon completion.

**Article VII. Reciprocity.**

The SCCS/LPDC shall accept IPDPs approved by other Ohio school district LPDCs for any educator hired by the Springboro Community City School District. Existing IPDPs must be submitted at the time of employment and will be reviewed by the committee. Professional development activities completed in the district of previous employment shall be honored.

Remaining activities shall be completed as specified in the IPDP and must be approved by the SCCS/LPDC.

**Article VIII. Amending the Bylaws.**

The SCCS/LPDC shall review the bylaws at least once each year. Amendments or changes to the bylaws shall be adopted as necessary with a roll call vote of the committee. A simple majority of members present and voting will be necessary to adopt an amendment.

Adopted: November 8, 2000

Revised: November 9, 2000

Revised: June 13, 2001