

Fairfield Local School District

Local Professional Development Committee

By-Laws

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LPDC By-Laws

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Memorandum of Agreement

In accordance with Senate Bill 230, there shall be a Local Professional Development Committee (LPDC) established in the Fairfield Local School District in accordance with the following provisions:

- 1 . The purpose of the committee shall be to over see, review, and approve professional development plans for course work, continuing education units, or other equivalent activities for the renewal of professional certificates or license renewal of all certified employees of the district, and any other activity established by law for LPDC=s. It is the intent that all such course work and activities are in concert with the identified needs and goals of the district and the building in which the educator works, as well as those of the individual educator.
2. The committee shall be composed of members: four (4) teachers, three (3) administrators. Terms shall be for two (2) years each, except that the initial selection of two (2) teachers and one (1) administrator shall be for three (3) year terms.
3. Teacher members shall be selected by the FEA. The focus of selection, as much as possible, shall represent a balance of teaching areas and grade levels.
4. The Superintendent shall select administrator members.
5. Any member who misses more than two meetings in any one year will have his/her supplemental contract pay reduced by 10% for each additional meeting missed.
6. Committee members may be reappointed for successive terms, without limitation.
7. The LPDC shall be charged with the obligation to be operational for renewal of licenses effective September 1, 1998. The committee shall operate under the rules and regulations of Senate Bill 230, relevant adopted rules and regulations of the State Department of Education. The committee shall establish a procedure by which a teacher may appeal the decision of the LPDC. The final step in that established procedure shall be be an appeal to the local Board of Education.
8. If any LPDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies, and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term. All vacancies must be filled before the next meeting of the LPDC.
9. The Board shall provide the funds needed for the LPDC to function. The Board shall provide professional leave and appropriate reimbursements of expenses for necessary outside meetings. Each member of the LPDC shall receive a \$400.00 stipend in 1998-99. Future stipends will be negotiated at a later date.

10. The parties agree this memorandum of agreement shall be incorporated into a successor agreement to the current 1997-99 master agreement upon completion of negotiations

For the Board of Education:

For the Association:

VISION

Every licensed staff member in the Fairfield Local School District seeking license renewal will have an Individual Professional Development plan in place that will coincide with the goals and objectives of the district and the building to which they are assigned.



MISSION

The mission of the Local Professional Development Committee shall be to review professional goals for certification/license renewal for the Fairfield Local School District educators.

It is the intent that all coursework and activities are in concert with the identified needs and goals of the district and the building in which the educator works as well as those of the individual educator. These experiences shall be directly related to improving student performance.



CONTINUOUS IMPROVEMENT PLAN OBJECTIVES

- All students entering 1st grade will be able to read at a 1st grade level.
- 100% passage of OGT by 12th grade and 80% passage of OGT by 10th grade.
- Reduce discipline infractions by 25% in 2 years.
- All students will be technologically literate at grade appropriate levels through the use of state-of-the-art technologies.
- Within 2 years our district will achieve an overall AEffective@ rating and in 4 years an AExcellent@ rating.
- By 2009-10 all students will attain proficiency or better in Reading, Language Arts, Social Studies, Math, and Science

Article I Name, Scope, and Number of Committees

Fairfield Local 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

The purpose of the Fairfield Local Schools= Local Professional Development Committee is twofold:

1. To foster and encourage professional staff development.
2. To review coursework and other professional development activities completed by educators within the Fairfield Local School District for the purpose of renewal of certificates or licenses. (Upgrades or *new* licenses are **not** handled through the Local Professional Development Committee.)

The LPDC will:

- Establish operating procedures for the submission and review of professional development by educators in the district.
- Clearly establish the criteria by which the LPDC will review educators= professional development plans.
- Consistently abide by the LPDC=s established operating procedures and criteria when reviewing educators= professional development plans.
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- Ensure that educators= course work and other professional development activities meet the standards for renewal for certificates or licenses.
- Keep records of the LPDC=s decisions regarding educators= professional development plans.
- Operate under the Open Meetings Act (Sunshine Law)
- Establish a local appeal process for educators who wish to appeal the decision of the

LPDC.

Article III Meetings of LPDC

All LPDC meetings are open meetings. All certificated/licensed staff shall be notified of upcoming LPDC meetings via e-mail.

Article IV Responsibilities and Limitations of the LPDC

The responsibilities of the LPDC shall be strictly limited to the review and approval of professional development plans for recertification and licensure as specified in Ohio law governing such committees; and to the adoption and amendment of its bylaws. The LPDC shall adopt bylaws governing its operations and reflecting the mission of the LPDC. Procedures must be established by the LPDC prior to any action related to recertification or licensure.

Article V Reciprocity

The Fairfield Local Schools= LPDC shall accept outside district-approved IPDP=s for any educator hired by the Fairfield Local Schools from another district. Hours already accumulated in the district of previous employment shall be honored. Remaining hours are subject to committee review. The new certificated/license employee=s IPDP will be submitted to the LPDC within 30 days of employment.

Article VI Individual Professional Development Plans

Any educator wishing to fulfill license renewal requirements must develop an Individual Professional Development Plan (IPDP)

Any educator renewing a certificate using CEU=s earned after July 1, 1998, or Equivalent activities@ must develop an IPDP.

Article VII IPDP Submission and Decision-Making

All IPDP=s will be submitted by October 1 or within 30 days of employment. Proposed revisions to an approved IPDP may be submitted at any time. Applicants may request an annual review of their individual plan by the standing committee by April 15. A checklist/rubric will be used to monitor the progress of all submitted IPDP=s. Any decision to approve or reject a submitted IPDP for certification/license renewal purposes shall be by consensus of the committee.

Educators up for renewal of licenses 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 and meet with the LPDC, may provide more detailed supportive materials to substantiate the legitimacy for their original plan, or may contact the LPDC Chair for appeals process information.

Article VIII Appeal Process

1. The employee must submit a written appeal form to the LPDC Chair within 30 days of final rejection by the LPDC.
2. An Appeal Panel shall be appointed consisting of:
 - a. One certificated/licensed staff member selected by the appellant (not himself/herself)
 - b. One LPDC member appointed by the Chair
 - c. One certificated/licensed staff member selected by random drawing
3. The Appeal Panel must review and provide the employee with a decision within 30 days of the appeal submission.
4. The final step in the appeal process shall be the local Board of Education. Such appeal must be submitted to the Superintendent within 30 days of the Appeal Panel decision.
5. The Board of Education shall consider the appeal in a timely manner.

Article IX Membership and Vacancies

The committee shall be composed of members: four (4) teachers, three (3) administrators. Terms shall be for two (2) years each, except that the initial selection of two (2) teachers and one (1) administrator shall be for three (3) year terms.

Teacher members shall be selected by the FEA. The focus of selection, as much as possible, shall represent a balance of teaching areas and grade levels.

The Superintendent shall select administrator members.

If any LPDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies, and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term. All vacancies must be filled before the next meeting of the LPDC.

Article X LPDC Procedures

The LPDC shall conduct business only with a quorum present. A quorum consists of no less than three teachers and two administrators. The President or no less than two LPDC members may call emergency meetings.

Evaluation of IPDP=s or course/activity proposals shall be by consensus. The LPDC shall keep confidential (to the extent permitted by the Sunshine Law) all reviews, evaluations, and discussions of Individual Professional Development Plans and/or course/activity proposals.

Article XI Duties of Officers

The duties of the chair, the recording secretary, and other committee members shall be as follows:

Section 1

The Chair shall:

1. Be elected by a majority vote
2. Preside at all Fairfield Local Professional Development meetings.
3. Appoint the recording secretary
4. Call all meetings and set agendas in collaboration with the membership
5. Ensure adherence to the Individual Professional Development Plan review processes and procedures in a timely manner.
6. Serve as appeals process contact and liaison
7. Select appeal panel member

Section 2

The Recording Secretary shall:

1. Keep accurate minutes of all Fairfield Local Professional Development Committee meetings
2. Send minutes and agendas to LPDC members at least a day in advance of each meeting.
3. Serve as staff communication liaison
4. Be responsible for all necessary correspondence
5. Keep membership records up to date and keep a mailing list of all members including names, addresses, and telephone numbers.

Article XII Official Signatories

The Superintendent, LPDC chairperson, and LPDC recording secretary are the authorized signatories for all certificate or license renewal documents including those sent to the Ohio Department of Education.

Article XIII Amendment of By-Laws

The LPDC shall review, as needed, the by-laws and make such changes as needed.

Changes may be made by a simple majority of all members present and voting.

Article XIV Liability

The Fairfield Local Board of Education will defend and indemnify members of the LPDC consistent with ORC section 2744.07.

Article XV LPDC Inaugural Membership

Teachers

Nona Van Den Berg	3 years
Carol Ridgeway	2 years
Eric Purdy	2 years
Tim Hughes	3 years

Administrators

Terry Alexander	2 years
Robert Kratzer	2 years
Scott Wilson	3 years

Individual Professional Development Plan: Approved Professional Development Providers

* Your District LPDC has created the following list of Approved Providers of professional development, which indicates a recognition by the LPDC that these institutions and organizations support the continuing professional development of educators, consider the delivery of quality professional development as part of their mission, and continually seek to be responsive to the individual needs of educators. This list is not inclusive. Educators should seek professional development from providers who are committed to their needs and who have the expertise and skills to train and educate. Educators are encouraged to discuss with their LPDC any providers who do not appear on this list prior to engaging in professional growth activities which they may wish to use for certificate/license renewal. This list will be updated on a regular basis.

American Association of School Administrators (AASA)

Association for Supervision and Curriculum Development (ASCD)

Association of School Business Officials

Auditor of State of Ohio

Buckeye Association of School (BASA)

Employing District Professional Development Activities

Government Finance Officers Association

INFOHIO

National Council of Science Teachers

National Council of Teachers of English (NCTE) & related Organizations

National Council of Teachers of Mathematics (NCTM) & related Organizations

National Education Association (NEA)

National Science Teachers Association & related organizations

North Central Association of Colleges and Schools (NCA)

North Central Regional Educational Laboratory (NCREL) related Organizations

Ohio Association for Gifted Children (OAGC)

Ohio Association of Elementary School Administrators (OAESA) & related Organizations

Ohio Association of School Personnel Administrators (OASPA) & related Organizations

Ohio Association of Secondary School Administrators (OASSA)

Ohio Board of Regents

Ohio Approved Certification/Licensure Colleges & Universities

Ohio Approved Programs from Other States

Ohio Association of Local School Superintendents

Ohio Council of Teachers of English and Language Arts (OCTELA) and related Organizations

Ohio Department of Education (ODE)

Ohio Education Association (OEA) and related Organizations

Ohio Association of Pupil Service Administrators

Ohio Education Computer Networks (OECN); e.g., SCOCA

Ohio Educational Library Media Association (OELMA)

Ohio Educational Service Center/District Professional Development Activities

Ohio Middle School Association

Ohio Regional Professional Development Centers (RPDC=S)

Ohio School Boards Association (OSBA)

Ohio School Net Office

Ohio State Board of Education

Other State Departments of Education; e.g., Phi Delta Kappa (PDK)

School Study Council of Ohio (SSCO)

Southern Ohio Instructional Technology Association (SOITA)

Staff Development Resources

Treasurer of the State of Ohio

United States Department of Education (USDOE)

Revised 1-13-00

Make a copy for your records before turning in this form to the LPDC.

<i>LPDC Use Only</i>	<i>Approved</i>		<i>Returned for Revision</i>	
	<i>Date</i>	<i>Initials</i>	<i>Date</i>	<i>Initials</i>

Fairfield Local Schools

Individual Professional Development Plan

Criteria

The following statements are to be interpreted in reference to the area of license for which renewal is being sought.

			<i>LPDC Use Only</i>
1. The IPDP Goal(s) are relevant to one of the following: a. the educational needs of the student; b. the professional needs of the educator; c. the mission of the district..	yes/no		yes/no
2. The scope of the plan is relevant to the educator=s current area of licensure or is relevant to an area of educational licensure the educator is striving to obtain.	yes/no		yes/no
3. The IPDP aligns with the district’s Continuous Improvement Plan.	yes/no		yes/no
4. The IPDP=s methods and products demonstrate intellectual quality and are reasonable and attainable.	yes/no		yes/no
5. The IPDP demonstrates a focused, and sustained effort.	yes/no		yes/no
6. The IPDP includes proposed criteria for assessing the success of the plan=s objective(s).	yes/no		yes/no

IPDP Goals, Anticipated Outcomes, Evaluation

Please list one or more goals that will be addressed by your professional development plan.

IPDP Goals

1. _____

2. _____

3. _____

Briefly state how each entity will benefit by your professional development plan.

Anticipated Outcomes: (must be consistent with goals stated above)

For Students: _____

For District: _____

For the School: _____

For Self: _____

Please state what you will use to determine the effectiveness of your plan in meeting your goals.

Evaluation Processes/Measures: How will your professional development be measured? (Align with IPDP goals as stated above.)

1. _____

2. _____

3. _____

Certification/Licensure Data

Certificates/Licenses that you hold:

Certificate/Licenses up for renewal:

Renewal Date: _____ Date Submitted: _____

Name: _____

Present Teaching Assignment: _____ Building: _____

Section 1 - Indicate option for completion of IPDP

_____ Option 1 6 semester hours

Requirements:

- A. Coursework for semester hours must meet Guidelines for Professional Development.
- B. Courseware must be taken through an NCATE or ODE accredited college or university whether by traditional or electronic means.

_____ Option 2 18 CEU=s

Requirements:

- A. CEU=s must meet guidelines for Professional development.
- B. CEU activities must be approved by the LPDC

_____ Option 3 Other approved activities

Requirements

- A. Approved activities must meet guidelines for professional development
- B. Individuals designing Aother activities@ must prepare a proposal form and have it approved.

_____ Option 4 Combination of the first 3 options

Requirements

- A. Requirements of the first three option must be followed
- B. The parts of projects must equal the total of 18 CEU=s
(1 CEU - 10 contact hours C 3 CEU=s - 1 semester hour)

Appeals Form

Name:	Date:
Reason for Appeal:	
Return to LPDC by:	

***To Be Completed By the LPDC**

Approved: _____ Not Approved: _____

LPDC Signature: _____ Date: _____

Comments:

Request for Pre-Approval: Workshop or Other Activity

Name: _____ **Building:** _____

Teaching Position: _____

Beginning Date of Activity: _____ **Activity Ending Date:** _____

1. For this activity to apply to licensure it must agree with your Individual Professional Development Plan AIPDP@. FORWARD COMPLETED FORM TO LPDC.

2. Describe the activity:

3. Number of Hours (Identify the number of hours you will invest in this activity.). _____

4. Professional Skills (Why and/or how will this activity improve your professional skills with regards to your students, your building, and the school district?).

5. How will you document this activity? _____

6. Attach any other additional information that will assist the LPDC in the review of this

activity.

*To Be Completed by the LPDC		
Approved: _____	Not Approved: _____	Number of CEU=s: _____ (Pending Documentation)
LPDC Signature: _____	Date: _____	
Comments:		

**Ohio Department of Education
Office of Certification/Licensure**

**LPDC VERIFICATION FORM
for
TRANSITION OF A CERTIFICATE TO A LICENSE
and
RENEWAL OF A FIVE-YEAR LICENSE**

Return this form with completed application

3301-24-08(A) The five-year professional or associate license may be renewed (<i>or a certificate transitioned to a license</i>) by individuals currently employed in a school or a school district upon verification that the following requirements have been completed since the issuance of the license to be renewed: Six semester hours of coursework related to classroom teaching and/or the area of licensure; or eighteen continuing units or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district (<i>or educational entity</i>)...
Each Educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, and the school district.@
Name of Educator
Social Security Number
Issue date of the certificate to be transitioned: <p style="text-align: right;">(date)</p>
_____ college/university semester hours

_____ college/university quarter hours	
_____ LPDC approved professional development activities (CEUs)	

(authorized LPDC signature)	(date)

(Name of LPDC or district)	

ODE Form LP
Rev. 5/03

Office of Certification/Licensure

**Approval Verification Form
For Educators Leaving a LPDC**

This verifies that the attached Individual Professional Development Plan was approved on _____	
_____,	and that _____ has completed
(date)	(Name of educator)
the following credits toward completion of the plan since the date above.	
_____	College/university semester hours
_____	College/university quarter hours
_____	LPDC approved CEUs
_____	Credits for Aother equivalent activities@
_____	(Authorized signature)
	(Date)
Print name of Authorized Signer	
Name of School District	
Name of LPDC, if different	
LPDC contact person	
LPDC telephone number	

FAIRFIELD LOCAL SCHOOL DISTRICT LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Licensing Activities Guidelines

Group = Must relate to Individual Professional Development Plan c No pre-approval necessary

GROUP	ACTIVITY	MAX. CEU=S	CEU VALUE	TYPE OF VERIFICATION NEEDED	CRITERIA
A	Local Requirements	6 CEUs per license cycle	1 clock hr. = 0.1 CEU	Certificate of Participation Official Signature	Activities that receive approval for local district inservice requirements.
A	College Courses	No limit	1 semester hr = 3 CEUs 1 quarter hr = 2 CEUs	Transcript	Must be related to IPDP goals. (May be submitted for preapproval if in doubt)
A	Workshops/ Conferences	6 CEUs per license cycle	1 clock hr = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time spent in IPDP goal related activities or activities required by Local School District. (Request preapproval if in doubt)
A	Mentoring	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program
A	Curriculum Development	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form copy of finished product	Service on local, county, state or national formal committee
A	Professional Committee	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification form	Service on local, county, state or national formal committee
A	Writing Educational Grants	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Copy of Grant Proposal	Not dependent on award of grant. Planning and preparation only (not management of grant)
A	Educational Grant Reader	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Letter requesting participation	
A	National Board of Professional Teaching Standards	18 CEUs per license cycle	18 CEUs for completion 6 CEUs for participation without completion	National Board Certificate Activity Verification Form for participation only	Must be related to IPDP goals.
A	Professional Vocational Board	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Certificate of Completion	Time in course work/clinics for test preparation only.

GROUP	ACTIVITY	MAX. CEU=S	CEU VALUE	TYPE OF VERIFICATION NEEDED	CRITERIA
	Certification				
A	Cooperating Teacher for Student Teacher	6 CEUs per license cycle	3 CEUs per Semester 2 CEU=s per quarter	Activity Verification Form	Must be part of formal college program
A	Cooperating Teacher for Practicum Teacher	3 CEUs per license cycle	1 clock hr - 0.1 CEU	Activity Verification Form	Must be part of formal college program
A	Proficiency Preparation for Intervention	3 CEUs per license cycle	1 clock hr - 0.1 CEU	Activity Verification Form	Intervention preparation for Fairfield students only
A	Proficiency Intervention Instruction	3 CEUs per license cycle	1 clock hr - 0.1 CEU	Activity Verification Form	Intervention instruction outside of regular contracted hours of employment and only for Fairfield students.

Group B - Must relate to Individual Professional Development Plan c Pre-approval necessary

GROUP	ACTIVITY	MAX . CEU=S	CEU VALUE	TYPE OF VERIFICATION NEEDED	CRITERIA
B	Professional Presentation	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form and copy of program listing	Applies to the first presentation of a topic in each license cycle.
B	Action Research	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form and copy of finished product	Research must involve examination of current teaching and learning which results in improvement of one=s instructional practice.
B	Educational Project	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form and copy of finished product.	Project must be devoted to enhancement of teaching and learning and involve several staff and students.

GROUP	ACTIVITY	MAX . CEU=S	CEU VALUE	TYPE OF VERIFICATION NEEDED	CRITERIA
B	Self-Directed Educational Development	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form and journal of learning while engaged in project	May include professional reading, research or educational travel. Must contribute to educator=s area of specialization or assignment.



CEU ACTIVITY VERIFICATION FORM

ACTIVITY COMPLETED: _____

DATE OF ACTIVITY: _____

TOTAL CONTACT HOURS: _____

TOTAL CEU=S EARNED: _____

DESCRIPTION OF ACTIVITY: _____

