

**Fairfield Local School District
11611 St. Rt. 771
Leesburg, Ohio 45135**

**Local Professional Development Committee
(LPDC)**

By-Laws

January 12, 1999

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Fairfield Local School District LPDC

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 oversee, 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 LPDCs. 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 of: three (3) teachers and two (2) 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 (Fairfield Education Association). 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 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 the necessary outside meetings. Each member of the LPDC shall receive a stipend according to the pay scale adopted by the Board.
10. The parties agree this Memorandum of Agreement shall be incorporated into a successor agreement to the current _____ Master Agreement upon completion of negotiations.

For the
Board of
Education:

_____ *Printed Name*

_____ *Signature*

_____ *Date*

For the
Association:

_____ *Printed Name*

_____ *Signature*

_____ *Date*

Fairfield Local School District LPDC

Vision

Every licensed staff member in the Fairfield Local School District seeking license renewal will have an Individual Professional Development Plan (IPDP) 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 LPDC 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. Those experiences shall be directly related to improving student performance.

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 licenses. (Initial or resident licenses are not handled through the LPDC).

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 educator's professional development plans.
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- Ensure that educator's course work and other professional development activities meet the standards for renewal for licenses.
- Keep records of the LPDC's decisions regarding educator's 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.

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Article III Meetings of the LPDC

All LPDC meetings are open meetings. All 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 licensed 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 license using CEU's 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. Any decision to approve or reject a submitted IPDP for license renewal purposes shall be by consensus of the committee.

After educators have renewed a license, he/she must submit an IPDP for approval. If the IPDP is rejected, the individual shall be given a copy of the IPDP 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.

Educators must have an approved IPDP on file before hours can be used for license renewal purposes.

Article VIII Appeal Process

1. The employee must submit a written appeal form to the LPDC Chair within 30 days of final rejection of 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.

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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 five (5) members: three (3) teachers and two (2) 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 two (2) teachers and one (1) administrator. The Chair or Secretary or no less than two (2) LPDC members may call an emergency meeting.

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 IPDP's 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 LPDC meetings
3. Appoint the Recording Secretary
4. Call all meetings and set agendas in collaboration with the membership
5. Ensure adherence to the IPDP review processes and procedures in a timely manner
6. Serve as appeals process contact and liaison
7. Select appeal panel member

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Section 2 The Recording Secretary shall:

1. Keep accurate minutes of all Fairfield LPDC meetings
2. Send minutes and agendas to LPDC members prior to/after the 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 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 bylaws 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

Tina Hughes – Chair
Tammy Zimmerman – Recording Secretary
Michelle Ayers – Member

Administrators

Bill Garrett – Superintendent
Steve Hackett – High School Principal

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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's 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 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 Officer=s 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)

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IPDP Goals, Anticipated Outcomes, Evaluation

Name:		Submission Date:
Building/Assignment:		
Type of Certificate/License:		
Area of Licensure:		
Issue Date:	Effective Date:	Expiration Date:
Plan Type: <input type="checkbox"/> Initial Proposal <input type="checkbox"/> Revised Proposal <input type="checkbox"/> Amended Proposal Renewal Cycle: <input type="checkbox"/> Transitioning from certificate to license <input type="checkbox"/> 1st renewal of 5-year license <input type="checkbox"/> 2nd renewal of 5-year license <input type="checkbox"/> 3rd + renewal of 5-year license		
Goals: List 3-5 goals for your professional development learning. Within each goal, include three distinct aspects: 1) Attention to engage in learning; 2) Focus for learning; 3) Rationale for and application of learning. Indicate which Ohio Educator Standard(s) each goal reflects. (see sample goal below)		
Sample Goal: I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.		
Sample Educator Standards: Standard 1: (Students) Teachers understand student learning and development and respect the diversity of the students they teach Standard 5: (Learning Environment) Teachers create learning environments that promote high levels of learning and achievement for all students		
Goal 1:		
Educator Standards:		
<i>Teacher Standard</i>		
<i>Teacher Standard</i>		

IPDP Goals, Anticipated Outcomes, Evaluation - Continued

<u>Goal 2:</u>
Educator Standards:
<i>Teacher Standard</i>
<i>Teacher Standard</i>
<u>Goal 3:</u>
Educator Standards:
<i>Teacher Standard</i>
<i>Teacher Standard</i>
DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY
<input type="checkbox"/> Approve as written
<input type="checkbox"/> Revise/Resubmit
Revision Advice: _____

LPDC Signature: _____ Date: _____

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Licensure Renewal Requirements

Section – Indicate option for completion of IPDP

_____ Option 1 6 semester hours

Requirements:

- a. Coursework for semester hours must meet Guidelines for Professional Development.
- b. Coursework 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. In house contact hours must be recorded on a tracking sheet and signed off by an administrator

_____ Option 4 Combination of the first 3 options

Requirements:

- a. Requirements of the first three options must be followed
- b. The parts of projects must equal the total of 18 CEU's
(1 CEU = 10 contact hours 3 CEU's = 1 semester hour)

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Appeals Form

Name:	Date:
Return to LPDC by:	

Fairfield Local School District LPDC

Request for Pre-Approval: College Credit

Educator's Name: _____

SS No.: _____

Home Address: _____
street city state zip

School Building: _____ **Assignment:** _____

Course work must meet your IPDP to be used for Licensure.

1. Name and address of the college or university, course title and number:

2. Professional Skills (Why and/or how will this activity improve your professional skills with regard to your students, your building, your district?):

3. Number of semester hours: _____
(Semester hours- 2/3 Quarter hours) (Course must be taken during the time period of renewal.)

4. Time period of course: beginning date: _____ ending date: _____

5. Attach description of the course.

6. Date "Proof of Completion" will be attached: _____

Signature: _____

Date: _____

Upon Completion turn in transcript or grade report for verification to the LPDC.

To be Completed by LPDC

Approved

Not Approved

of CEU's: _____
Pending Documentation

LPDC Signature: _____

Date: _____

Comments: _____

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Request for Pre-Approval: Workshop or Other Activity

Name: _____ Building: _____

Teaching Position: _____

Beginning Date of Activity: _____ Activity End Date: _____

For this activity to apply to licensure, it must agree with your IPDP.

Describe the activity:

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

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

How will you document this activity? _____

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

To be Completed by LPDC

Approved

Not Approved

of CEU's: _____
Pending Documentation

LPDC Signature: _____ Date: _____

Comments:

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Approval Verification Form for Educators Leaving an LPDC

This verifies that the attached Individual Professional Development Plan (IPDP) was approved on

_____ and that _____ has completed the

following credits toward completion of the plan since the date above:

- _____ College/university semester hours
- _____ College/university quarter hours
- _____ LPDC approved CEU's
- _____ Credits for other equivalent activities

Authorized Signer (Printed Name): _____

Authorized Signer (Signature): _____

Name of School District: Fairfield Local School District
 11611 St. Rt. 771
 Leesburg, Ohio 45135

Name of LPDC: Fairfield Local Professional Development Committee

LPDC Contact Person: Tina Hughes, Chair
LPDC Phone Number: 937-780-2221

Fairfield Local School District LPDC

Licensing Activities Guidelines

Activity	Max. CEU'S	CEU Value	Type of Verification Needed	Criteria
Local Requirements	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Certificate of participation official signature	Activities that receive approval for local district in-service requirements (trainings, updates, etc.).
College Courses	No limit	1 sem hr = 3 CEU's 1 qtr hr = 2 CEU's	Transcript	Must be related to IPDP goals. (May be submitted for preapproval if in doubt).
Workshops/ Conferences	6 CEU's per license cycle	1 clock hr = 0.1 CEU	CEU Certificate of Certificate of Attendance	Only time spent in IPDP goal-related activities or activities required by local school district. (Request preapproval if in doubt.)
Mentoring	6 CEU's per licensing cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program.
Curriculum Development	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee or curriculum night.
Professional Committee	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Service on a local, county, state or national formal committee.
Writing Educational Grants	6 CEU's 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).
Educational Grant Reader	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Letter Requesting Participation	
National Board of Professional Teaching Standards	18 CEU's per license cycle	18 CEU's for completion 6 CEU's for participation without completion	National Board Certificate Activity Verification Form for participation only	Must be related to IPDP goals.
Professional Vocational Board Certification	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Certificate of Completion	Time in coursework/clinics for test preparation only.
Cooperating Teacher for Student Teacher	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Must be part of a formal college program.
Cooperating Teacher for Practicum Teacher	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Must be part of a formal college program.
State Testing Intervention	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Intervention preparation for Fairfield students only.

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Licensing Activities Guidelines Continued

Activity	Max. CEU'S	CEU Value	Type of Verification Needed	Criteria
State Testing Intervention Instruction	3 CEU's 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.
Public School Works – Assigned Trainings	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Printed Transcript	Online training.
Assigned Building Committees		1 clock hr = 0.1 CEU	Approved Staff Verification Form	Attendance of meeting and completion of committee activities and events.
Completion of Master Teacher Designation	9 CEU's per license cycle		Certificate of Completion	Successful completion of 4 out of 5 Master Teacher Domains.
Master Teacher Renewal	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Certificate of Completion	Successful completion of renewal process.
Professional Presentation	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Copy of Program Listing	Applies to the first presentation of a topic in each license cycle. Preapproval is necessary.
Action Research	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Copy of Finished Product	Research must involve examination of current teaching and learning which results in improvement of one's instructional practice. Preapproval is necessary.
Educational Project	6 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form Copy of Finished Product	Project must be devoted to enhancement of teaching and learning and involve several staff and students. Preapproval is necessary.
Self-Directed Educational Development	3 CEU's per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form 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. Pre-approval is necessary.