

Crestwood Local Schools

Local Professional Development Committee By-Laws

Article I. Recognition

The Crestwood's Local Professional Development Committee, hereafter referred to as LPDC, established by agreement between the Crestwood Education Association and the Crestwood Board of Education pursuant to Senate Bill 230, shall be the sole body empowered to review and certify the Individual Professional Development Plans and related activities of all professional staff members for the purpose of certificate and license renewal.

Article II. Mission and Goals

The Mission of the LPDC is to assist, review, and certify Individual Professional Development Plans for the purpose of certificate and license renewal and to foster the improvement of the individual staff member's personal practice and consequently student achievement.

Goals:

1. Establish criteria for continuous professional improvement.
2. Promote the alignment of professional growth with the mission and goals of the Crestwood Board of Education.
3. Establish and implement guidelines for the certification of Continuing Education Units. (CEU's)
4. Provide in-service to assist teachers in the development of individual Professional Development Plans. (IPDP's)
5. To assist professional staff members in identifying goals that may help to maximize their professional potential for self, students, district, and community.
6. Assist professional staff members with the appropriate forms when renewing their certificate/license.
7. Provide for an appeals process.

Article III. Membership

Section I. Selection.

A. The LPDC shall consist of five classroom teachers (members of the bargaining unit) employed by the District, chosen to represent each of the teaching levels/work areas in the District. One (1) Principal employed by the District, and one (1) other employee of the District approved by the Superintendent.

B. The teacher members shall be selected by the CEA president.

C. Selections for the following terms shall be made before the last teacher day of the school year.

Members of the LPDC who change grade level assignments may continue to serve on the committee.

Section 2. Vacancies.

A. Appointment of teachers to fill vacancies shall be made by the CEA president.

B. Teacher appointees shall be from the same level of certification/license.

C. Appointment of non-teacher vacancies shall be made by the Superintendent.

D. A member appointed to fill a vacancy may not replace an officer. In such circumstances, an officer shall be elected pursuant to Article IV and shall serve the remainder of the term.

Section 3. Qualifications.

To qualify for membership in the LPDC a certificated/licensed staff member shall have been employed in the Crestwood School District for a minimum of two consecutive years. Such members are to be selected by the process pursuant to Article 111 Section 1 of the LPDC By-Laws.

Section 4. Terms.

A. LPDC members shall serve for a yearly term from July 1 thru June 30.

B. At the inception of the LPDC, two teacher members and one administrative member shall be selected to serve a term ending June 30, 1999. All other initial member terms shall end on June 30, 2000.

Section 5. Duties.

A. Members will serve as staff information contact persons.

B. Members will review IPDPs.

C. Members will verify the completion of the required criteria for certificate/license renewal.

Section 6. Removal.

A. A member who is negligent, or in some other way inept or incapacitated, may be removed by a unanimous vote of the rest of the LPDC membership.

B. Such member shall be replaced pursuant to Article III Section 2 of the LPDC By-Laws.

Article IV. Officers

Section I. Chairperson.

A. A member shall be elected chairperson by a majority vote of the membership at the organizational meeting.

B. Any member may self-nominate.

C. The chairperson will serve a one-year term from July 1 to June 30.

D. The chairperson may serve consecutive terms.

E. The duties of the chairperson are as follows:

1. Preside over all meetings.
2. Establish a calendar of meetings pursuant to Article V.
3. Set meeting agendas.
4. Ensure that LPDC By-Laws are followed.
5. Serve as liaison.
6. Sign appropriate documentation.
7. Call an organizational meeting at the end of the school year for the purpose of electing a chairperson and a secretary

Section 2. Secretary.

A. A member shall be elected secretary by a majority vote of the membership at the organizational meeting.

B. Any member may self-nominate.

C. The secretary shall serve a one-year term from July 1 thru June 30.

D. The secretary may serve consecutive terms.

E. The duties of the secretary are as follows:

1. Keep accurate minutes of all LPDC meetings.
2. In the absence of the secretary a member may be appointed by the chairperson to record proceedings. Those records shall then be turned over to the secretary for transcription.
3. Shall be responsible for correspondence.
4. Preside over meetings in the absence of the chairperson.
5. Ensure the accuracy of files related to LPDC documents and IPDPs.

ARTICLE V. Meetings

Section 1. Calling.

- A. The chairperson shall call an organizational meeting of all newly appointed LPDC members for the purpose of electing officers for the following term.
- B. The chairperson in conjunction with the LDPC members shall set a common date, time and place for all meetings.
- C. All meetings shall be publicized in advance pursuant to Ohio's "Sunshine laws".
- D. The frequency of meetings shall be such that normal business may be conducted in a reasonable fashion.
- E. The duration of these meetings, in as much as possible, shall be held within a two-hour time frame.
- F. The chairperson may call special meetings if deemed necessary to conduct business or if an emergency arises.
- G. If at all possible members shall have a forty-eight-hour notice of special meetings.
- H. Members may call a meeting by filing a petition with the district superintendent signed by a majority of committee members.

Section 2. Quorum.

- A. In order to conduct business a minimum of five of the seven members must be present.
- B. At least one member of the superintendent's appointees must be present.
- C. Both of the superintendent's appointees must be present to vote on an administrative

IPDP, appeal, activities, or certificate/license renewal.

D. An abstaining member shall be excluded from the determination of a quorum.

E. Whenever an administrator's coursework plan is being discussed or voted upon, the LPDC shall, at the request 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. (HB770)

Section 3. Item approval.

A. Affirmation of a seconded motion will be by a simple majority of those present pursuant to Article V Section 2.

B. LPDC members shall abstain from voting on their own IPDP, appeal, or certificate/license renewal.

Article VI.

Section 1. Minutes.

A. All files pertaining to LPDC minutes shall be kept and coordinated through the LPDC secretary.

B. Such minutes shall be housed in a secure place and may be viewed by any interested party following a written request and forty-eight hours notice to the LPDC secretary.

C. Notice shall mean working days, not weekends or holidays.

Section 2. Individual Professional Development Plans and activities.

A. Collection and storage of individual certificated staff member's approved IPDPs, transcripts, activity verifications, etc. are the responsibility of that individual.

B. This LPDC assumes no responsibility for the safekeeping of such documents.

C. It is recommended that each member establish a portfolio of activities related to their professional certificate/license renewal.

D. The LPDC may keep a copy, on file, of any documents that pertain to an individual's certificate/license renewal.

1. Such files shall be housed in a single secure place, to be determined and

coordinated by the LPDC Chairperson and the Board's designated secretary.

2. Such files shall be kept in strict confidence by all LPDC members.

3. Files are accessible to the chairperson and secretary.

E. It is assumed that an individual's IPDP and all records related to those plans are confidential.

Article VII. Amendments

A. An annual review of the By-Laws shall take place.

B. Any member may move to amend.

C. Amendment motions must be seconded and passed by a majority vote of the membership.

D. Amendments may not affect previously approved IPDPs or activities.

Article VIII. CRITERIA

Section 1. Criteria for License renewal.

A. IPDP's relevance to the individual, building, or district goals must be clear and specific.

B. Staff members must have 6 semester hours, 18 CEUs, or a combination of both to qualify for renewal.

C. A maximum of 12 CEU's may be earned for individually designed activities.

D. IPDP submission must be legible, thorough, and complete.

E. Proposed activities/hours are related to the staff member's area of License.

F. Credit for hours/activities must be within the life of the certificate/license.

G. CEU credit from providers shall equal one CEU per ten contact hours.

H. Graduate and CEU credits must be from approved providers. (The LPDC will provide a pre approved list. All others must be approved before work is initiated.)

1. CEU credit from providers shall equal one CEU per ten contact hours.

Section 2. Criteria for Certificate Renewal.

- A. IPDP submission must be legible, thorough, and complete.
- B. To renew a provisional certificate; a certified staff member must obtain 6 semester hours, 18 CEUs, or a combination of both.
- C. To renew a professional certificate; a certified staff member must obtain 12-semester hours, 36 CEUs, or a combination of both.
- D. Credit hours or CEUs may be reduced by a rate of one semester hour or 3 CEUs for each year of teaching under the certificate being renewed.
- E. Credit for hours and CEUs must be completed within the life of the certificate being renewed. Proposed activities/hours are related to the staff member's area of Certification.
- G. Graduate and CEU credits must be from approved providers. (The LPDC will provide a pre approved list. All others must be approved before work is initiated.)
- H. CEU credit from providers shall equal one CEU per ten contact hours.

Section 3 IPDP

- A. IPDP's relevance to the individual, building, or district goals must be clear and specific.
- B. Credits and years of service listed are sufficient to renew the listed Certificate/Licenses.
- C. Providers have been approved.
- D. Activities/hours are related to all areas of certificate/licenses listed.
- E. IPDP submission must be legible, thorough, and complete.
- F. IPDP submission is on the appropriate form.
- G. Required original and copy submitted.
- H. Estimated CEU credits to be achieved through Individually Designed Activities do not exceed 12.

Section 4. Individual Professional Development Plan/Revision

- A. IPDP's relevance to individuals, buildings, or goals must be clear and specific.
- B. Credits and years of service listed are sufficient to renew the listed certificate/licenses.
- C. Providers have been approved.
- D. Activities/hours are related to all areas of certificate/licenses listed.
- E. IPDP submission must be legible, thorough, and complete.
- F. IPDP submission is on the appropriate form.
- G. Required original and copy submitted.
- H. Estimated CEU credits to be achieved through Individually Designed Activities do not exceed 12.
 - 1. Individually Designed Activity form with seven copies. (if applicable)

ARTICLE IX. LPDC Approved Activities

- A. The appropriate Activity form shall be approved before beginning an activity where CEUs for said activity is sought.
- B. Activities must be directly relevant to an approved IPDP.
- C. Individual staff members must justify the credit value sought through their activity/project.
- D. Total value of CEUs must be approved by the LPDC.
- E. The staff member shall provide seven copies of the application to the LPDC.
- F. The Crestwood LPDC committee will accept contact hours awarded during waiver day activities if the Crestwood employee submits a certificate from the presenter naming the activity and the contact hours completed.
- G. Upon completion of an approved CEU activity credit shall be verified by the LPDC.
- H. The LPDC shall provide a certificate of completion indicating the CEU credit value earned.
 - 1. CEU credits for individually designed activities may not exceed 12 during the renewal cycle. Submission for credit must contain appropriate documentation to support the proposal.

- K. Application must be on original forms.

ARTICLE X. IPDP Development

All staff members who must renew a Certificate of License, after January 1, 1999, must design and submit an Individual Professional Development Plan (IPDP) that meets the criteria as set forth by the LPDC.

- A. All semester hours and CEU credits used for certificate/license renewal must relate to "Goals and Goal Related Activities" as approved by the LPDC on an IPDP.
- B. Such IPDPs may be updated by filing an "IPDP Revision" form with the LPDC.
- C. Staff members shall be provided with a copy of the criteria, goals, and forms required to submit their IPDP.

ARTICLE XI. Renewal Process.

At least ninety days before the renewal date of the certificate or license an individual staff member must submit to the LPDC all documents relative to that renewal. Those documents should include

- A. A copy of the staff member's IPDP.
- B. Official transcripts from an accredited University/College.
- C. PD Log indicating contact time for approval of CEU credits by the LPDC.
- D. Certificate renewal form.

ARTICLE XII. Reciprocity

Newly hired certified personnel under the jurisdiction of an Ohio LPDC shall submit copies of their IPDP and verification of all CEUs earned from that district. The Crestwood LPDC shall grant full credit for all verified CEUs issued by a previous LPDC.

ARTICLE XIII. Appeals

Section I. General Practice

- A. If an IPDP, Individually Designed Activity, and/or Certificate/License renewal is not approved by the LPDC, the original form shall be returned to the staff member, within five school days, indicating criteria not met.
- B. Any item returned shall be accompanied by Appeals forms and procedures.

- C. Staff members may have the option of revision and resubmission. Or they may file an appeal.
- D. Time limits are guidelines and may be adjusted by mutual agreement considering the urgency of the resolution.
- E. Any appeal initiated before April 15 shall be resolved before June 15.
- F. An appellant may bypass Level I and file at Level II.

Section 2. Level I

- A. A staff member who disagrees with a decision of the LPDC may appeal by filing on the Appeals Form (Level I).
- B. The Appeals form must be received four (4) school days prior to the next regularly scheduled meeting of the LPDC.
- C. The original Appeals form must be accompanied by seven(7) copies.
- D. The LPDC shall consider the request at its next regularly scheduled meeting.
- E. The appeals form shall be returned to the appellant within five (5) school days, following the meeting, indicating the decision of the LPDC.

Section 3. Level II

- A. If an IPDP, Individually Designed Activity, and/or Certificate/License renewal is not approved by the LPDC the appellant shall have one opportunity to come before the committee to explain the rationale of the plan.
- B. The Appeals form must be received ten (10) school days prior to the next regularly scheduled meeting of the LPDC.
- C. Within five (5) school days from receipt of the appeals form, the LPDC shall notify the appellant of the hearing date and location.
- D. The original Appeals (Level II) form must be accompanied by seven (7) copies.
- E. The LPDC shall consider the request at its next regularly scheduled meeting.
- F. The appeals form shall be returned to the appellant within five (5) school days following the meeting, indicating the decision of the LPDC.

Section 4. Level III

A. If the plan or activities is not approved at level II the staff member may request the formation of a three-person Appeals Panel as follows:

1. 1 certified/licensed educator selected by the staff member.
2. 1 certified/licensed educator selected by the LPDC.
3. 1 certified/licensed educator agreed upon by both the LPDC and the individual staff member.

B. Such request shall be filed on the Appeals from (level III) within ten(10) school days following the decision of the LPDC at Level II.

C. The original Appeals (Level III) form must be accompanied by seven(7) copies.

D. The Appeals Panel shall be formed with the cooperation of the LPDC chairperson and the appellant.

E. The appeals panel shall determine the time and place of the hearing.

F. The LPDC and the individual staff member shall be given an opportunity to explain their rationale.

G. Within five (5) school days of the meeting the Appeals Panel shall issue its decision.

H. The decision of the Appeals Panel shall be final.

APPENDIX:

A. Forms

1. IPDP

2. IPDP Revision

3. PD Log

4. Appeals

B. List of Approved Providers

C. List of the district and building goals