

Canfield Local Schools

Local Professional Development Committee Bylaws

(Revised April 2018)

In compliance with Ohio Revised Code, the Canfield Local Professional Development Committee (CLPDC) is hereby created to administer the professional development of all educators employed by the District, according to the provisions of this Article. As used in this Article, “educator” means all persons employed by the School District in positions for which a certificate or license is required by the Ohio Department of Education, including administrators and those requiring coursework and/or continuing education units for issuance or renewal of license. The CLPDC approval of course work for licensure is separate and apart from the approval of coursework for salary schedule purposes.

Canfield Local School District Professional Development Committee Standards and Bylaws

Governance

The Canfield Local Professional Development Committee (LPDC) policy, procedures and governance shall not supersede the negotiated agreement and/or district policy. The LPDC board will also review all professional development and salary advancements.

Representation

Committee Composition: Four Teachers, Four Administrators

1. The CLPDC shall be composed of eight members: four teacher representatives, three administrator representative and the Superintendent or designee as a permanent member.
2. The teacher representatives will be selected by the Association President; the administrator representative and designee, if any, will be selected by the Superintendent. The preference of the parties is that one of the teacher representatives shall be from each building at the elementary level, one from the middle school level and one from the high school level. The fifth member will be selected from the chairperson's building. The Association will take that preference into consideration when making its selection of teacher members on the CLPDC, but is not bound to selecting a teacher from each level. Representatives will serve for two (2) or (3) three-year terms which are staggered so that the committee will maintain continuity. Representatives may serve more than one term.

Leadership/Responsibilities

Chairperson: Elected annually by a majority of the LPDC at the May meeting

Responsibilities:

- 1.) Conduct LPDC meetings
- 2.) Communicate information to the members of the LPDC

Secretary: Elected annually by a majority of the LPDC

Responsibilities:

- 1.) Minutes of actions taken shall be maintained by the secretary.

- 2.) Copies of these minutes shall be provided to the superintendent, building administrators, CEA president, and CEA members upon request.
- 3.) Notify applicants of approval/resubmission/denial status of individual professional development plans, proposals, credit, and collaborative projects.

If either the chairperson or secretary is absent, a pro tem shall be elected for that meeting by those present.

Committee Procedures

The CLPCD will meet monthly for discussions and review of professional development requests and proposals.

The chairperson may cancel a meeting if no Individual Professional Development Plans (IPDPs) credit proposals, professional development/salary advancement requests, or other items are submitted. Additional meetings can be scheduled as needed.

A minimum equal representation of three members (teachers/administration) must be present to make determinations on items requiring investigation. Majority ruling will be taken for those items presented to CLPDC.

LPDC will be upholding the confidentiality of CEA members.

Final documentation will be maintained in each employee's official LPCD file.

Individual Professional Development Plans

Professional development included within an IPDP should reflect the Ohio Standards for Ohio Educators, the needs of the district and building, and be connected to student achievement. Every employee of the Canfield Local Board of Education who holds an Ohio certificate/license must have an approved IPDP on file by May 31st prior to license renewal year.

Any employee wishing to be considered for salary advancement via college credit courses must have a current IPDP on file.

Renewal Procedure

All professional development which will be used to satisfy the ODE renewal requirements must be approved by CLPDC. The list of Canfield Approved Providers is on the district website.

All professional development for renewal must be listed on Canfield Approved Providers list (see Appendix A). These listed providers are for renewal only and do not require pre-approval. If the list of approved providers is adjusted, staff will be notified via email.

Each staff member who is renewing must meet with his/her CLPDC representative to complete a Cumulative Record Sheet (see Appendix) prior to the end of the school year. If a staff member is completing renewal hours during summer break, he/she must make arrangements with the central office to have Cumulative Record Sheet completed.

New Employees to Canfield School with Previous Experience

Previously employed new hires who hold a certificate/license issued by the ODE and who have coursework/activities approved by their former LPCD during their current renewal cycle shall have said coursework/activities approved by the Canfield Local LPDC when accompanied by verifiable supporting documentation.

New Employees to Canfield Schools with Previous Experience

Any salary advancement hours must be earned as a Canfield employee beyond the Master's Degree.

Professional Development/ Salary Advancement

Approval will be granted based on current contract language.

Professional development courses must have been earned and approved by the CLPCD during the current certification/license renewal period.

Credit for coursework is not guaranteed before final review/approval of LPDC.

Paperwork will not be approved without proper verification.

Collaborative Project Credit (See Appendix) Project must be submitted to and approved by CLPDC prior to beginning work on the project. Credit will be issued upon review and approval of completed project by LPDC.

All CLPCD forms will be made available online.

All CLPCD forms which are denied may be resubmitted with modification or they may be appealed.

Credit for License Renewal/Professional Development/Salary Advancement

The credit shall be assigned according to the following guidelines:

One (1) hour of instruction time = 1 contact hour

1 semester hour= 30 contact hours

To renew a license you must have six (6) semester hours or 180 contact hours, or a combination of both, every five (5) years.

Appeals

The requirement for a process which allows educators to appeal the decision of a local professional development committee s found in Ohio Revised Code, which became effective on

January 1, 1998. While the mandate is clear, the determination of how this process would be implemented is left to each local district. (see Appendix C)

The Canfield Local Schools appeal process is as follows:

Level I:

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All written appeals will be reviewed at the next LPDC meeting.

o Written notification of the appeal decision shall be provided within five working days or 30 calendar days whichever comes first.

Level II:

o The LPDC will listen to Level II appeals, meet t

o review the information, and provide written

notification of the appeal decision within five (5) working days, or 30 calendar days, whichever comes first.

Level III:

o If the second appeal is denied, the applicant may request a binding decision rendered by a three person mediation team chosen as follows: one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License and must be employed by Canfield Local Schools.