

PROFESSIONAL STAFF DEVELOPMENT COMMITTEE (LPDC)

Structure and Governance

In accordance with the provisions of Senate Bill 230 of the Ohio General Assembly, the Board of Education of the Gallipolis City School District has established a Local Professional Development Committee (LPDC) for the district. LPDC policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. The LPDC shall develop policies, forms, and procedures to oversee and review written individual professional development plans (IPDP's) for the renewal of credentials for employees of the Gallipolis City School District. The LPDC shall be comprised of six members as follows:

- Two administrators - one building principal and the Superintendent, or his appointed designee. The definition of an administrator includes any person employed through an administrative contract who holds a valid Ohio certificate/license.
- Four teachers - one representing each of the remaining buildings. The definition of a teacher shall be any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education. For identification purposes, a teacher engaged in multiage instruction shall be designated at the level at which the majority of student contact time dictates. Any member of the committee shall be allowed to finish the duration of their term despite any transfer, voluntary or involuntary, which takes place prior to the completion of their term.

Whenever an administrator's professional development plan is being discussed, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrators by reducing the number of voting teacher members. The remaining teacher and administrators will review the administrator's professional development plan.

Members, with the exception of the superintendent/designee, shall be selected to serve three-year terms beginning July 1 and ending June 30. New members shall be selected prior to January 1 of the year in which their term begins and shall attend at least one regular meeting of the LPDC for orientation purposes. Teacher representatives shall be selected by the Gallipolis Education Association (GEA). A vacancy among teacher representatives which occurs between regular selection/elections, shall be filled by a teacher appointed by the president of the GEA to complete the term. The building principal shall be elected by majority vote at an administrative meeting. The superintendent shall appoint an administrator to serve the remainder of an administrative representative's term whenever a vacancy occurs. Vacancies may occur for a variety of reasons including failure to attend three or more consecutive meetings of the committee.

The LPDC shall hold regular monthly meetings as determined by the committee. In order to protect instructional time, the LPDC shall normally meet outside the school day. LPDC members shall receive stipends at the hourly tutorial rate, not to exceed \$750.00 per person, per year. Additional compensation or reimbursement for unforeseen committee work may be approved by the superintendent, who shall approve all proposed expenses of the committee to be borne by the District. A quorum of at least three members, wherein there is at least one teacher and one administrative representative, is necessary for the committee to conduct business.

A majority of the members shall elect a chairperson and establish rules for the conduct of meetings.

- Chairperson
 - Responsibilities: Schedule and conduct regular LPDC meetings
 - Communicate information to LPDC members and other stakeholders
 - Represent the LPDC at meetings of stakeholder organizations

The superintendent/designee shall act as the group's recorder.

- Recorder
 - Responsibilities: Maintain minutes of action taken during LPDC meetings
 - Monitor the status of individual professional development plans submitted to the LPDC
 - Work with the superintendent's secretary to process applications
 - Notify applicants of status of individual professional development plan(s) within 5 days after the committee's review/action

Committee members will keep confidential all reviews, evaluations, and discussions of individual professional development plans. Evaluation of individual professional development plans will be by consensus. The recorder shall provide copies of the minutes of action to committee members, the superintendent, all building principals, and the GEA president.

Appeals

Written appeals shall be submitted to the LPDC chairperson within ten (10) days of an action to deny the approval of an IPDP. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC. The individual presenting the appeal may make a written request for inclusion on the agenda, in order to make a personal presentation, no later than three (3) days before the regularly scheduled meeting. Written notification of the appeal decision shall be provided within five (5) days of the review/action. If the appeal is denied, the applicant may make a written request, within ten (10) days of the action denying the appeal, for a final opinion. A binding decision would then be 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. All members of the mediation team must hold a current valid Ohio certificate or license.

Amendments

The LPDC may recommend revision of this document by a unanimous vote of all six members. Proposed revisions should be submitted to the superintendent for consideration during discussions or negotiations scheduled by the Gallipolis City School District Board of Education and the GEA.

Procedures and Policies

Every certificated/licensed employee of the district is expected to maintain an IPDP and to submit his/her plan at least once annually for review and approval. It is the responsibility of each certificated/licensed employee to monitor the expiration date(s) of all certificate(s)/license(s) held. It is the responsibility of each employee to meet renewal requirements in a timely manner.

Professional development included within an IPDP should reflect the needs of the educator's students, building, district, and school community. The majority of the planned professional development should be relevant to the needs of an individual's current working assignment, and/or area of certification and licensure. The district/LPDC also recognize participation in degree granting programs which are designed to develop greater capacity for educational leadership.

Individual Professional Development Plans should be based on guidelines developed by the Ohio Department of Education and on Ohio's *Teacher Education and Licensure Standards* (Administrative Code Chapter 33012-24).

Balanced professional growth is dependent upon a variety of experiences including courses taken at accredited colleges or universities, workshops, CEU classes, or equivalent activities.

The committee shall consider information such as the National Staff Development Council's Standards for Staff Development and the North Central Regional Educational Laboratories' Professional Development Models before developing and communicating guidelines concerning high quality professional development. Local workshops must meet the criteria for quality professional development and have prior approval from the Gallipolis City School District's LPDC. Credit for coursework and/or activities begun before an educator's proposed Individual Professional Development Plan has been reviewed and approved is not guaranteed. Coursework credit/CEU's must be issued by accredited institutions.

Approval of coursework, CEU classes, workshops and/or equivalent activities by the LPDC does not guarantee any type of reimbursement, including tuition reimbursement, professional leave, or movement on the salary schedule.

The LPDC shall develop and distribute guidelines concerning options for quality professional development activities, and shall review those options annually. Guidelines distributed to all certificated/licensed employees shall include information about the criteria for and verification of activities through which CEU's may be earned. The LPDC may recognize high quality job-embedded professional development that supports the district's continuous improvement plan. Credit for equivalent activities shall be awarded as deemed appropriate by the LPDC, using the following conversion standards.

10 HOURS OF CONTACT TIME = 1 CONTINUING EDUCATION CREDIT (CEU)

1 semester hour	=	1.5 quarter hours	=	3 CEU's
$\frac{2}{3}$ semester hour	=	1 quarter hour	=	2 CEU's
6 semester hours	=	9 quarter hours	=	18 CEU's

It is the responsibility of the individual to fully complete and document the components of an approved activity/project in a timely manner. Clarification of a proposed IPDP may be requested by the LPDC or the applicant. Modifications may result in a change in the amount of approved credit.

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