

**Board of Education**  
**Local Professional Development Committee (LPDC) Charter**  
As of January 2024

**Purpose**

The purpose of the LPDC is to review coursework and professional development activities completed by educators within the district and used for the renewal of their professional license(s). Additionally, The LPDC is primarily responsible for reviewing and approving educators' Individual Professional Development Plans (IPDPs) to ensure that the identified goals and strategies are relevant to the needs of the district, the school, the students, and the educator. Finally, LPDC approval is required by the Ohio Department of Education & Workforce (DEW) for the renewal of professional license(s), although DEW has sole authority for the issuance of licenses.

*The Olentangy Local Professional Development Committee (LPDC) was established in 1996 following Senate Bill 230 and is currently authorized by ORC 3319.22.*

**Membership**

The size of the committee shall be composed of ten (10) individuals, including four (4) administrators and six (6) teacher members. Administrators are appointed by the Superintendent or designee for an unlimited term and the six (6) teacher members are appointed by the Olentangy Teachers' Association (OTA) Executive Committee or designee for an unlimited term. Upon vacancy, interested candidates can submit their interest in writing for review and selection to the Committee. The LPDC Secretary is assigned through the Human Resources Department.

**Authority**

The committee has the power to review and approve professional development activities, Individual Professional Development Plans (IPDPs), and authorize educator license renewal in conjunction with DEW approval.

**Responsibilities**

- Attend scheduled LPDC meetings and maintain a record of LPDC activities.
- Review and approve license renewal documentation on behalf of educators and administrators.
- Review IPDPs submitted by educators and administrators to ensure professional development efforts align with district, school and student improvement objectives.
- Review and approve professional development submitted by educators and administrators and ensure all submitted professional development meets the goals and objectives outlined in approved IPDPs.
- Ensure all requirements for license renewal are met by all 5-Year professionally licensed staff members of Olentangy Local Schools.

**Meetings**

The committee will meet as often as deemed necessary by the members to complete their required work, which is typically ten (10) times per school year. The committee shall schedule work sessions on paid release time with approval of the Superintendent or designee. Meetings shall be posted on the district website no later than September 30 of each school year. For LPDC purposes, a quorum shall be fifty percent (50%) of the committee composition total. Decisions may be made by majority vote of the full committee membership.

*Per Board policy 0155, "Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public."*

