

Morgan Local School District

Local Professional Development Committee

The Morgan Local School District is committed to the belief that excellence in education is brought about by employees who are continually engaged in sustained, high quality professional development which is aligned with the goals and needs of the students, educators and the strategically planned services delivered by this organization.

Bylaws for the Morgan Local School District Local Professional Development Committee:

Section I. Definition and Purpose

Professional development is defined as any course, training, activity or experience which enhances the educational expertise of staff members which will ultimately lead to improved student performance.

Based upon the passage of Senate Bill 230 (1996), the purpose of the MLSD Local Professional Development Committee is to review the course work and other professional development activities proposed and completed by the educators within this educational service center for credential renewal.

The Morgan Local School District Local Professional Development Committee (LPDC) shall be, by statute, the official licensing body for the Morgan Local School District. The duties of this committee will include the following

- Foster the norm of continuous improvement
- Promote alignment of professional growth with individual, student, and service center needs and goals.
- Promote the acquisition and delivery of best practices
- Emphasize increased student learning and achievement as a professional development priority
- Guide the development of Individual Professional Development Plans
- Support the inquiry into and study of effective teaching and learning
- Validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

Section II. Membership, Selection of Members and Terms in Office

The membership of the Morgan Local Professional Development Committee shall consist of seven (7) members including five (5) teachers and two (2) administrators. The teacher members shall be representatives of the following areas: elementary, jr. high, high school, vocational, and special education. If a representative of an above area is not available, another will be accepted with the understanding that representation to a specific area will be selected at the next election.

The teachers shall be elected via a slate of candidates through self-nomination or nomination by a peer. The administrators shall be appointed by the Superintendent. Each committee member must have a minimum of three years of teaching experience in the Morgan Local School District and demonstrate a commitment to life long learning through professional development. In addition, two (2) teachers and one administrator shall be elected/selected to serve as alternates in case of an in-term vacancy.

Terms shall run from July 1 to June 30. Elections will be held in the spring. Initially four (4) committee members will each serve a two-year term, while the remaining three (3) will serve a one-year term. After the initial two years, each member will serve a staggered two-year term. Alternates will serve a one-year term.

Section III. Operational Procedures

The MLSD Local Professional Development Committee shall meet a minimum of four times and a maximum of eight times a year, including an annual organizational meeting to be held each spring. Additional meetings may be scheduled by the committee chair with ten days prior notice.

All LPDC meetings will be held at the Morgan Local Administrative Office, 65 W. Union Avenue, McConnelsville, Ohio 43756. Monetary compensation will be determined through a supplemental salary schedule. Members will also have the option to be compensated with CEU credits, if desired.

The MLSD Local Professional Development Committee shall designate a chairperson and recorder. The chairperson and recorder shall be elected by members of the committee. The duties of the chair and recorder are as follows:

The Chairperson shall:

- Call all meetings and set agendas in collaboration with the membership
- Preside at all MLSD Local Professional Development Meetings
- Ensure adherence to the Individual Professional Development Plan review process and procedures
- Provide notification to educators of approval or rejection of IPDP's
- Serve as the appeals process contact and liaison
- Serve as a reviewer of educator professional development plans for certification/license renewal
- Suggest professional growth needs for members of the Local Professional Development Committee

The Recorder shall:

- Keep accurate minutes for all official meetings of the MLSD-LPDC
- Send minutes and agendas to LPDC members prior to each meeting
- Assist the chair with all communications
- Appoint another member as a recorder in case of absence
- Serve as a reviewer of educator professional development plans for certification/license renewal

The remaining committee members shall:

- Elect one of the members by voice vote to act in the absence of the chair or recorder.
- Serve as a staff information contact person
- Serve as a reviewer of educator professional development plans for certification/license renewal

An emergency meeting of the LPDC may be called by the chairperson with concurrence of a majority of the members.

A committee member shall excuse himself/herself from review/voting upon his/her own professional development plan or activity proposals or in any other situation where a conflict of interest may exist.

Section IV. – Standards for Coursework and Equivalent Activities

Based upon the staff development standards created by the National Staff Development Council and the five models of staff development, the Morgan Local School District has established the following professional development standards and criteria for accepting coursework and equivalent activities contained within an Individual Professional Development Plan:

- A. All professional growth will relate to the MLSD District/Building Continuous Improvement Plan goals and objectives.
- B. All professional Development will address the needs of students, teachers and community as determined by available data.
- C. Each staff member developing an IPDP will address how the plan enhances self, classroom, and the organization through appropriate goal setting and documentation.
- D. One CEU equals 10 contact hours or, in the case of equivalent activities see attached chart.

Activities Which Can Be Included in the Plan

A. Activities that are automatically accepted:

- 1. Degree-driven graduate coursework accomplished at an accredited college or university. (Undergraduate coursework must be pre-approved)
- 2. MLSD project and or curriculum related activities (county or local district).
- 3. MLSD sponsored workshops.
- 4. Workshops sponsored by other educational/professional organizations.(Such as MVEESC)
- 5. Administratively directed attendance to workshop/conferences

B. Activities that need prior approval of the LPDC before initiation

- 1. Individually-Guided Professional Development: The educator designs activities in which he/she believes will promote learning.
 - * National Board for Professional Teaching Standards Certification
 - * Professional Teaching Portfolio
 - * Publication of Original Work
 - * Grant Writing
 - * Internship or Scholarship with accredited professional organization, i.e. Fulbright

2. Observation/Assessment: The educator engages in learning opportunities specifically designed to improve instructional practices.
 - * Peer Coaching
 - * Mentoring
 - * Cooperating Teachers for Students Teaching
3. Involvement in a Development/Improvement Process: The educators is involved in assessing current practices/programs and determining a problem whose solution will improve student outcomes.
 - * Curriculum unit development and/or revision
 - * Course of study development and/or revision
 - * School improvement initiatives, i.e. continuous improvement/strategic planning
 - * Professional Reading Study/Discussion Group
4. Training: The educator is engaged in training opportunities which include exploration of theory, demonstration of practice, supervised trial of new skills with feedback on performance and coaching within the workplace.
 - * Professional Development Presenter at a local, state or national conference or workshop
 - * Teaching a college course/Adult education course
 - * Trainer of trainers – becoming a qualified trainer of a nationally recognized educational program, i.e. TESA, Cooperative Learning, Dimensions of Learning.
5. Inquiry: The educator forms questions about their own practice and pursue objective answers to those questions which involved the identification of a problem, data collection (from research literature and classroom data), data analysis, and changes in practice with additional data collection.
 - * Action Research
 - * Educational Projects
 - * Educational Travel

**Section V. IPDP Submission Timeline, Decision Making,
Appeals process, and Reciprocity**

On the first staff meeting day, LPDC members will present the IPDP Guidelines. Each staff member will receive a packet which includes these guidelines, IPDP development instructions and all related IPDP documentation forms.

All IPDP's shall be submitted by October 1 and completed by August 1, annually. Notification of committee action on IPDP's shall occur by November 1, annually. A checklist/rubric will be used to monitor the progress of all submitted IPDP's from submission to implementation to completion. Any decision to approve or reject a submitted IPDP for certification/license renewal purposes must receive a majority vote of the full committee.

All decisions will be made by a majority vote of the committee members present and voting, so long as a quorum is present. A quorum consisting of four members must be present to conduct all LPDC business.

If the IPDP is rejected, the individual shall be given a copy of the same guidelines/criteria sheet with reasons clearly indicated. Educators whose plans have been rejected may submit a revised plan within ten (10) working days of the initial rejection notification, may secure more detailed supportive materials to substantiate the legitimacy of their original plan, or may contact the LPDC chair for appeals process information. Educators are responsible for maintaining all professional development records and completing all necessary paperwork for license renewal.

If an educator disagrees with the LPDC's decision, the educator must contact the chair to request a meeting with the LPDC to discuss in person the IPDP and gain an understanding of the perspective of the LPDC and the reasons for rejection. If after the reconsideration has taken place, the LPDC and the educator are still unable to come to agreement, a third party shall review the decision. This third party shall be in the form of an appeals committee. This appeals committee shall be comprised of two (2) teachers and one (1) administrator. The teachers shall be elected. The administrator shall be appointed by the Superintendent. These three individuals then function as a panel to review the LPDC decision and either uphold or overturn the decision.

The MLSD Local Professional Development Committee shall accept outside district-approved IPDP's for any educator hired by the Morgan Local School District BOE from another district as fulfilling all necessary requirements for the renewal process. Hours accumulated in the district of previous employment shall be honored. All remaining hours will be completed under the auspices of the MLSD-LPDC. The educator's IPDP will be requested as part of the application process.

Successful completion of coursework, CEU's and locally approved professional development activities must be verified by the authorized signature of the LPDC chair on the educator's application for renewal. Verification of full time teaching experience remains the responsibility of the MLSD superintendent or official designee on the renewal application form. This signature verifies that the employment information given by the educator on the application form is true and correct.

Section VI. Amending The Bylaws

The Bylaws Subcommittee of the MLSD-LPDC, consisting of three (3) members of the full committee selected by the chair, shall meet annually to review the bylaws and recommend changes to the full committee by June of each year.

Amendments shall be voted on via a roll call vote. A simple majority of members present and voting will prevail.

MORGAN LOCAL SCHOOL DISTRICT LPDC

Continuing Education Unit (CEU) Options

**MORGAN LOCAL SCHOOL DISTRICT
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN
DOCUMENTATION RECORD**

**MORGAN LOCAL SCHOOL DISTRICT
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**

**MORGAN LOCAL SCHOOL DISTRICT
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN
REVIEW FORM**

**MORGAN LOCAL SCHOOL DISTRICT
CEU and/or CREDIT ACTIVITY PROPOSAL**

**MORGAN LOCAL SCHOOL DISTRICT
Certificate of Professional Development Credit**

**MORGAN LOCAL SCHOOL DISTRICT
Reading or Video Documentation Form**

Name _____ Date _____

**MORGAN LOCAL SCHOOL DISTRICT
Observation Form**

Name _____ **Date** _____

Participate in a formal Mentoring program through MLSD

Form # 1 IPDP – Documentation Form

Form # 2 IPDP – Individual Professional Development Plan

Form # 3 IPDP Review Form

Form # 4 CEU and/or Credit Activity Proposal Form

Form # 5 Verification of Professional Development Credit Form

Form # 6 (Optional) Observation Form

Form # 7 (Optional) Reading or Video Documentation Form