

MISSION STATEMENT

The mission of the Northridge Local Professional Development Committee is to facilitate professional growth and licensure for teachers and administrators of Northridge Local Schools.

GOALS

- Promote alignment of professional growth with district and individual goals
- Guide the development of individual professional growth plans
- Develop a positive professional atmosphere
- Promote application/use of learning gained through professional development.

BY-LAWS

Name:

The Northridge Local Professional Development Committee shall be by statute, the official licensure body for the school district.

Governance:

The Northridge Local Professional Development Committee policies, procedures, and governance shall not supersede the NTA/Board negotiated agreement and/or district policy. Proposals to the Northridge LPDC shall not override the negotiated agreement and/or district policy.

Committee Membership and Qualifications:

Membership: The Northridge Local Professional Development Committee shall consist of: at least six (6) teachers and at least three (3) administrators-, including the Superintendent or designee. There will be at least one (1) Teacher member representative for Grades K-2, Grades 3-5, Grades 6-8, and Grades 9-12 and two (2) members at large.

The Northridge Teachers Association shall approve the teaching representatives. The superintendent of schools shall determine the two (2) administrative members.

*If a building cannot provide a representative, one may be appointed to represent and report to that building.

NR LPDC - 05/19

Term of Service: The Local Professional Development Committee (LPDC) terms will be valid for the length of the current negotiated agreement. Terms vacated with more than the current year remaining in the term shall be filled by a replacement that will serve the unexpired term.

Meetings:

The Northridge Local Professional Development Committee shall meet monthly September through May or as needed. Meeting dates, times and place for the year shall be established at the first meeting. LPDC members will notify staff of scheduled meetings for the year. The LPDC shall observe any applicable “Sunshine Law” meeting requirements.

Quorum:

A quorum shall be four (4) teacher members and one (1) administrator present in order to conduct LPDC business.

Officers and Duties:

The Northridge Local Professional Development Committee officers will be selected by an oral vote or secret ballot, if necessary, and shall consist of the following officers:

Chairperson: The chairperson shall be elected by a majority vote of the members of the LPDC at the May meeting. The Chairperson shall be elected for a two (2) year term. A term shall run from August 1 through July 31st.

The duties of the chairperson are as follows:

- Preside at all meetings of the LPDC.
- Call all meetings in collaboration with the LPDC membership.
- Establish agendas in collaboration with the LPDC membership.
- Serve as appeals process contact and liaison.
- Be responsible for all necessary correspondence and communication.

Co-Chairperson: The co-chairperson shall be the current superintendent of the district or designee of the Superintendent.

The duties of the chairperson are as follows:

- Assist the chairperson in performing the duties of the chair.
- Serves as chairperson in the absence of the chair.

Recorder/Secretary: The recorder/secretary shall be elected by a majority vote of the members of the LPDC at the May meeting. The recorder/secretary shall be elected for a two (2) year term. A term shall run from August 1 through July 31.

The duties of the Recorder/Secretary are as follows:

- Keep accurate minutes of all LPDC meetings.
- Provide electronic copy of minutes to all committee members.
- Be responsible for necessary correspondence and communication.
- Maintain a notebook or easily accessible electronic record of all committee activities.

The duties of the Committee Members are as follows:

- Elect officers of the LPDC.
- Serve as staff information contact person.
- Serve as a reviewer of district educator professional development plans for license renewal.
- Vote on standard license renewal and initial license applications.
- Abstain from voting on his or her own or any member of their family's renewal application.
- Attend LPDC meetings.
- By October, encourage all licensed staff to review their IPDP.
- By October, review submission procedures with staff that have a license/certificate due to expire in that academic year.
- During the 1st year of the current negotiated contract, initiate a review of *A Process of Continued Growth*.
- Evaluate and approve applications for tuition reimbursement.
- Provide instruction for model IPDP's, evaluate and approve Professional Development Plans.
- Collaborate with Curriculum & Instruction Supervisor about Professional Development

Individual Professional Development Plan (IPDP):

Each licensed educator is required to develop an Individual Professional Development Plan with 3-5 goals for the professional development learning based on the appropriate Ohio Standards and submit it to the LPDC in accordance with the guidelines.

Submission Procedures:

- Educators renewing a license, including instructional aides with a standard teaching license, who are full time employees of the district, should review IPDP and licensure information on the District homepage under the LPDC link prior to the development and submission of their IPDP for review.
- The Individual Professional Development Plan will be submitted to the LPDC.

- The IPDP must be submitted and approved before any credit will be granted for any professional development activities.
- IPDP's must be submitted on-line on the District homepage under the LPDC link.
- Any licensed educator must submit a Self-Directed Professional Development Pre-Approval Request prior to starting the self-directed professional development activity.
- Revisions to the IPDP need to be submitted and approved prior to beginning the activity.
- It is recommended that each educator submit a new IPDP at the time they apply for their new license to receive full benefit of any professional development activities.
Note: New IPDP can not be in effect until issue date of new license and approval of IPDP.

Revision Procedures:

- It is reasonable to anticipate that professional goals written for five or more years might change over the course of an Individual Professional Development Plan (IPDP).
- It is the responsibility of the professional educator to review their IPDP on a regular basis.
- When a professional educator sees that goals or methods to achieve a goal have changed, one should update their IPDP by revising it.
- Changes to the plan should be submitted on a clean copy of the IPDP revision form. Individuals need only indicate what they wish to change or update.
- One copy of the revision form needs to be submitted to the Secretary of the Superintendent of schools for dated stamp of receipt.
- Revisions to the IPDP will be submitted and approved prior to beginning the activity.

Documentation:

Continuing Education Units:

It is the responsibility of the educator to document course work and other professional staff development activities. Educators must submit documentation to LPDC Building Representative upon completion for verification for license renewal.

Course Work:

Official transcripts issued by the college or university shall be submitted directly to the Secretary of the Superintendent of Schools for dated stamp of receipt upon completion for verification of license renewal.

Approval of Individual Professional Development Plan (IPDP):

- The approval of the IPDP shall require a majority vote of those eligible to vote on the IPDP. Administrative IPDP's must be evaluated by three (3) administrators. If voting is to be done on an administrator's plan that is a member of the committee, the superintendent must designate another administrator to vote on his/her behalf.
- Course work, CEU's, workshops and/or professional related activities related to primary responsibilities or current areas of licensure are the only options that can be used to satisfy the Ohio Department of Education and the LPDC renewal requirements.
- The IPDP must be submitted, date stamped, and approved before any credit will be granted for any professional development activities. Credit will be awarded based on the IPDP effective date.
- If the IPDP is denied, the individual shall be given an explanation of the reasons for non-approval.
- Educators whose plans have been denied may:
 1. submit a revised plan on the form provided at the next scheduled LPDC meeting or
 2. secure more detailed supportive materials to substantiate the legitimacy of their original plan
 3. contact the LPDC chairperson for appeals process information

Voting:

- A quorum shall be sufficient to take any action, which is within the authority of the LPDC.
- Four (4) teacher members and one (1) administrator shall constitute a quorum as long as the teachers represent a majority of those present and voting when the committee is considering a teacher application for licensure.
- Majority rules (one vote) - Majority of all members present and voting shall be required to pass actions.
- Voice vote - Generally, voting will be done by voice vote; however, a roll call vote may be requested by any member of the LPDC.
- Members must be present to vote.
- Voting records shall be recorded as accepted, returned for clarification, or denied.

- All votes are recorded and shall become part of the LPDC's records.
- All voted actions of the Northridge LPDC should be effective immediately upon enactment or as specified.

Appeal of IPDP Decision:

If an individual wishes to appeal the denied proposal, they have the following options:

1. Reconsideration:

- If an educator disagrees with the LPDC's decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the IPDP and his/her case.
- This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.

2. Third Party Review:

- The appeal hearing must take place within thirty (30) workdays from the date that the intent to appeal was submitted to the LPDC chairperson. The chairperson of the LPDC will determine the date of the appeal hearing.
- The appeal's committee will consist of one member selected by the appellee and one member selected by the LPDC and one member selected by the respective representatives.
- The appellee may appear in person at the appeal hearing.
- The LPDC and the appellee will provide the appeal's committee with the necessary supportive documents prior to the appeal hearing.
- A majority vote of the appeal committee will be required to uphold the appeal.
- The educator will receive written notification of the appeal's decision within ten (10) working days after the decision of the appeal committee.
- File a letter of intent to appeal with the LPDC chairperson within ten (10) work days from the date of the notification received by the educator.

License Application Process:

- LPDC does not approve Non-standard license renewals (Alternative License, Resident Educator license, etc.)
- The license application must be completed and submitted on the ODE website. Upon completion of the educator's approved IPDP with appropriate documentation, the LPDC Chair or Designee will approve the pending application online.

LPDC Records:

Copies of the LPDC records shall be kept by the LPDC Secretary or Chair. The records (minutes of meetings, by-laws and operational procedures) shall be available to current LPDC members.

Confidentially:

The LPDC shall keep all Individual Professional Development Plans (IPDP) reviews, evaluations, and discussions in meetings confidential in accordance with the provisions of the Sunshine Law.

Reciprocity:

The Northridge Local School LPDC shall accept outside district approved IPDPs for an educator employed by the Northridge Local School Board fulfilling all necessary requirements of the Northridge Local Schools renewal process. Hours accumulated in the previous employment shall be honored. Remaining hours shall be accrued by satisfying the requirements established by the Northridge Local School LPDC. Exceptional cases are subject to committee review. The LPDC Chair shall meet with all new employees to review licensure procedures.

Amending the By-Laws:

The Northridge LPDC shall initiate a review of the by-laws in the first year of the current negotiated agreement. Amendments to the by-laws shall be approved by a majority vote of the LPDC membership.

The Northridge Local Schools Board of Education, the Northridge Teachers Association, and the superintendent of schools shall receive copies of ratified amendments for final approval.