

Pandora-Gilboa Local Professional Development Committee

1. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities. The Focus for the LPDC shall be that of providing assistance for professional development, growth, and improvement to each employee.

2. Term of Office

The term of office for members serving on a local professional development committee shall be three years. Initially, the appointments shall be staggered as one teacher member shall be appointed for a one (1) year term, another for a two (2) year term, and a third for a three (3) year term. Each appointment, if renewed, shall be for three (3) years. The same applies to administrative members, who will initially be appointed to a two (2) year term and a three (3) year term.

3. Committee Composition and Selection

a. The local professional development committee shall be composed of five (5) members as follows:

- i) One (1) elementary teacher (K-4), one (1) middle school teacher (5-8), and one (1) high school teacher (9-12).
- ii) Two (2) representatives of the administration.

b. The three (3) teacher members shall be appointed by the association president with the approval of the association's executive committee. The two (2) administrator members shall be appointed by the superintendent with the approval of the board of education.

- i) Definition of classroom teacher: any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education (ODE).
- ii) Definition of administrator: any person employed for the majority of his/her contact time as an administrator or assistant principal, and now holds a valid administrator's certificate/license issued by the ODE.

c. When the individual professional development plan (IPDP) of a teacher who is currently serving on the LPDC is being considered for approval, the local association shall name a temporary LPDC member from the same grade-level classification for the sole purpose of reviewing that teacher's IPDP.

d. Whenever an administrator's IPDP is being discussed or voted upon, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by exchanging a teacher member with an administrative member voting on the plan.

e. Filling Vacancies

In the event of a vacancy, the committee member shall be replaced in accordance with the selection procedures previously described in this section. The chairperson is responsible for notifying the appropriate persons of any vacancy. Notification and filling vacancies must be completed prior to the next scheduled meeting of the LPDC.

4. Responsibilities of Committee Members

a. Chairperson

- i) Each year the chairperson shall be elected by a majority vote of the full local professional development committee.

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- ii) Responsibilities of the Chairperson
 - Conduct LPDC meetings
 - Communicate information to members of the LPDC.
 - Represent the LPDC at meetings of other stakeholder organizations.
 - Fill vacancies of the LPDC in accordance with selection rules.
 - Receive, organize, and present submitted IPDP's and/or proposals for credit to the LPDC.
 - Determine the schedule of meetings to accomplish the LPDC's purposes.
- b. Recorder/Clerk
 - i) The Recorder/Clerk shall be elected by a majority vote of the full local professional development committee.
 - ii) Responsibilities of the Recorder/Clerk
 - Maintain time sheets for all the committee members.
 - Maintain minutes of actions taken during LPDC meetings.
 - Notify applicants of approval/resubmission/denial status of IPDP's and/or proposals for credit and return submitted materials to the person submitting them.
 - Maintain files of all IPDP's submitted to the LPDC and records of all actions taken relative to IPDP's.

The administration shall arrange for the minutes to be typed and distributed and shall maintain files of all IPDP's submitted to the LPDC and records of all actions taken relative to IPDP's.

5. Decision Making Authority

Every effort will be made to make decisions by consensus. If consensus cannot be reached, decisions shall be made by a majority vote of the LPDC members present. A quorum shall consist of four (4) LPDC members, of which a majority must be teacher members. At least three (3) of the LPDC members must agree upon any proposal for it to be considered approved.

6. Training

Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of LPDC's. Such training will be on release time with the approval of the superintendent or after school hours at the negotiated rate. Training, approved by the superintendent, shall be provided at local school board expense. Release time shall be in addition to any other professional leave to which the member is entitled under the master agreement.

7. Meetings and Compensation

- a. The LPDC shall meet as often as the members deem necessary to complete their work. The committee may schedule work sessions on paid release time only with the approval of the superintendent, but presentation of portfolios shall be scheduled after school hours to accommodate bargaining unit members. Not later than September 30 each year, the committee shall post their meeting schedule in each building.
- b. Each committee member shall be compensated at the minimum rate of twenty dollars (\$20.00) per hour for committee work. Committee members shall submit a voucher in

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June of each year indicating completion of the work for that school year, but request for payment cannot exceed twenty-five (25) hours per year per person.

- c. The LPDC shall present a comprehensive report and time sheets to the local school board and the local association at their respective meetings in May or June.
- d. LPDC meetings shall be conducted using procedures agreed to by the committee through consensus (or a majority vote of the committee).

8. Committee Responsibility

The responsibilities of the LPDC shall include, but not be limited to the approval of individual professional development plans (IPDP's) for all certified employees who will be required to have one, development and approval of all district or building professional development activities, including in-service days, approval of all CEU's, course work, workshops, and any other activities or projects that will qualify as professional growth.

9. Committee Procedures

- a. The committee shall determine the number, time, and place of the LPDC meetings. Notification of meetings shall be posted at least forty-eight (48) hours in advance of meetings of the LPDC. Such notice shall be posted on the teachers' bulletin of each building in the school district. The chairperson has the authority to notify members of cancellation should no IPDP's, course/activity proposals, or issues be submitted for a scheduled meeting of the LPDC.
- b. An emergency meeting of the LPDC may be called by the chairperson with the concurrence of the majority of the members. Conference calls may be utilized for LPDC business at the chairperson's discretion.
- c. Minutes/records of actions taken shall be maintained by the LPDC recorder/clerk. Copies of the minutes/records of the LPDC shall be provided to the Superintendent, building principals, and PGEA president.
- d. Reviewed IPDP's and/or course or activity proposals are to be returned within three (3) working days of the review.
- e. A certificate of credit awarded for course work or equivalent activities shall be included in the employee's personnel file at the Pandora-Gilboa Superintendent's Office.
- f. The committee shall adopt such policies as are required by law for providing notice of meetings of committees of public bodies. All meetings of the LPDC shall be prepared and maintained in compliance with the laws governing the operation of committees of public bodies.
- g. Previously employed new hires who hold a certificate/license issued by the ODE and who have course work/activities approved by their prior LPDC during their current renewal cycle shall have said course work/activities approved by the Pandora-Gilboa LPDC when accompanied by verifiable supporting documentation.

10. Appeals Process

- a. Should an educator wish to appeal a decision of the Local Professional Development Committee, the appeal should be resolved as follows:
Step 1: The educator shall first discuss the concern with a district representative on the Local Professional Development Committee.

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Step 2: If, after Step 1, the educator wishes to appeal, the educator shall submit a written request for an appeal meeting of the Local Professional Development Committee within fifteen (15) calendar days of the date of the receipt of the unapproved documentation that is the subject of the appeal.

Step 3: Within fifteen (15) days of receipt of the written request for an appeal meeting, the Local Professional Development Committee shall schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of its scheduling. The Local Professional Development Committee shall notify the educator in writing of the time, date and place of the meeting.

- b. The appeals committee shall consist of the following: one member appointed by the Local Professional Development Committee, one member appointed by the educator, and one member mutually agreed upon by both the LPDC and the educator. The educator shall be notified in writing of the decision within seven (7) days of the meeting, and the decision shall be by majority vote.

11. Compatibility with Master Agreements, Board Policy, and Law

No action of the LPDC or Putnam County Appeals Committee shall bind a local school district in any manner contrary to any provision of the negotiated agreement with the local association, this policy, board policy, or any law or regulation governing the operation of local school districts.

12. Amendments

The LPDC may recommend revision of any LPDC document by a vote of three (3) LPDC members in favor of the amendment. Any such amendment shall be voted on by the Pandora-Gilboa Board of Education and the Pandora-Gilboa Education Association in accordance with law and established procedures. The vote shall take place within thirty days calendar days and shall result in a Memorandum of Understanding. Such approved memoranda shall be in force until the implementation of the next regularly scheduled negotiated agreement, when such amendments shall be considered for regular adoption.

Amendments altering the requirements for approved IPDP's and/or approved course/activity proposals shall not impact any individual who has already begun pursuit of a certificate or license.

Amendments may be suggested by any certificated/licensed employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.