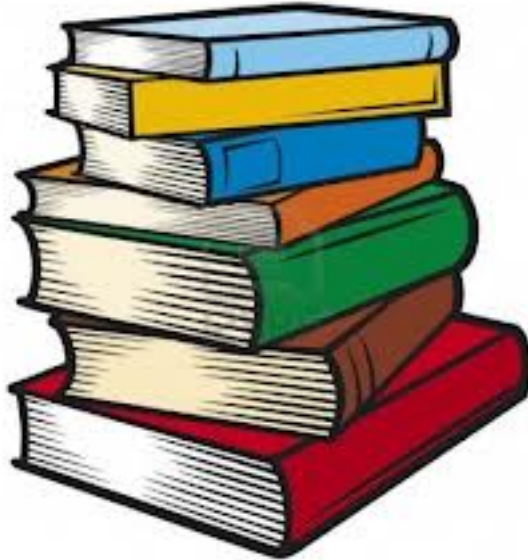


# **Ayersville Local Schools**



## **LPDC Handbook**

Revised February, 2013

# **AYERSVILLE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

## **SCOPE**

**The Ayersville Local Professional Development Committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.**

## **VISION/MISSION**

**The Ayersville Local Professional Development Committee seeks to implement Ohio's vision of providing educators the freedom to shape their own professional development. We will accomplish this goal by assisting our educators and educational leaders to create high-quality professional development plans and activities of value to themselves, our students, and our district.**

## A GUIDELINE OF LPDC PROCEDURES

1. Submit an Individual Professional Development Plan (IPDP) onto the K12 PD Tracker. Make sure that it is broad enough to cover any possible combination of workshops, conferences, graduate classes, activities, etc. you might take over the life of your license.
2. Submit a proposal onto the K12 PD Tracker for any workshop, conference, graduate class, activity, etc. This should be done before the workshop, conference, graduate class, activity, etc. begins.
3. Take the class, attend the workshop or conference, complete the activity.
4. Submit the verification onto the K12 PD Tracker – CEU certificate, grade card, activity log, etc. \*\* Check the handbook for all the materials that need to be completed for activities or other projects.
5. REPEAT THIS PROCESS FOR ANY AND ALL WORK FOR WHICH YOU WANT CREDIT TO RENEW YOUR LICENSE.
6. THIS ENTIRE PROCESS, BEGINNING WITH SUBMISSION OF YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN, MUST BE FOLLOWED EACH TIME THAT YOU INTEND TO RENEW YOUR LICENSE.

# **RESOLUTION**

WHEREAS, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

WHEREAS, each local professional development committee will determine whether course work that a district teacher proposes to complete meets the educator license standards promulgated by the State board of Education; and

WHEREAS, the Ayersville Local School District Board of Education's Collective Bargaining Agreement with the teachers' association does not specify or dictate the establishment of the local professional development committee.

NOW, THEREFORE, IT IS RESOLVED by the Ayersville Local School District Board of Education that a local professional development committee shall be established pursuant to O.R.C. 3319.22 in accordance with the following:

## **SECTION I**

The LPDC shall have a district level scope.

## **SECTION II**

The LPDC shall consist of four (4) teachers and two (2) administrators for a total of six (6) members. One of the members shall serve as chairman of the LPDC.

## **SECTION III**

The exclusive bargaining representative shall have discretion in choosing the three (3) teacher members to serve on the LPDC.

## **SECTION IV**

The superintendent will designate the two (2) administrative personnel to serve on the LPDC.

## **SECTION V**

LPDC members will serve for a three (3) year term provided they remain employed by the Board.

## **SECTION VI**

Teaching vacancies shall be filled by designation of the exclusive bargaining representative. The superintendent shall appoint members to fill administrative vacancies.

## **SECTION VII**

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of the committee members.

## **SECTION VIII**

The committee will promulgate bylaws, procedures, and policies to be recommended for adoption by the Board of Education. Such procedures must include an appeals process and process for the conduct of elections.

## **SECTION IX**

Minutes shall be kept at each meeting with reports to the Board on a quarterly basis.

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Board President

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Board Treasurer

**AYERSVILLE LOCAL PROFESSIONAL DEVELOPMENT  
COMMITTEE  
STANDARDS AND BYLAWS**

- I. Governance
  - 1. The Ayersville Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supercede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.
  
- II. Representation
  - 1. Four (4) teachers (one from grades K-4, one from grades 5-8, and one from grades 9-12) and one at- large, will serve three year terms. The election process is to be administered by the Ayersville Education Association (AEA) in accordance with yearly elections. One of the four teachers will serve as the Chairman of the LPDC, selected by the committee.
    - a. Teachers elected to the LPDC must be members of the Ayersville Education Association (AEA) and hold a valid Ohio teaching license issued by the Ohio Department of Education (ODE).
  
    - b. Should a member not be able to finish their term, the three remaining members and the president of the Ayersville Education Association (AEA) will select the replacement.
  
  - 2. Two (2) members will be selected by the superintendent to serve three year terms.
    - a. These members shall be any employee of the Ayersville Local School District who holds a valid Ohio license issued by ODE including, but not limited to the following: superintendent, principal, teacher, and guidance counselor.
  
    - b. Should a member not be able to finish their term, the school administration (superintendent and principals) will select the replacement.

### III. Officers

1. Chairperson – Elected by a majority of the LPDC
  - a. Responsibilities:
    - Set meeting dates throughout the year
    - Conduct LPDC meetings
    - Keep minutes of actions taken during the meeting
    - Communicate information to LPDC members
    - Communicate information to staff (meeting dates, orientation for new teachers, meet at beginning of year for those needing renewals)
    - Notify applicants of approval/denial status of individual professional development plans, proposals, and/or verification for credit
    - Sign applications for license renewal
    - Maintain LPDC files
    - Fill vacancies in the LPDC in accordance with selection rules
    - Represent the LPDC at meetings
    - Submit quarterly reports to the Board of Education
    - Provide written notification of any appeal decisions to the applicant
2. Recorder/Clerk – Elected by a majority of the LPDC
  - a. Responsibilities:
    - Maintain computer recording of personal data of staff
3. Building Representatives
  - a. Responsibilities:
    - Review all individual plans, proposals and verifications that have been submitted electronically
4. Administrative representatives
  - a. Responsibilities:
    - Review all individual plans, proposals and verifications that have been submitted electronically

### IV. Committee Procedures

1. The LPDC will meet monthly during the school year. During months of June, July, and August, the LPDC will meet on an as needed basis.
2. Meetings shall be announced at least 48 hours in advance. The chairperson has the right to call members for the purpose of cancellation if there are no Individual Development Plans

(IPDP's), course work/activity proposals or issues are submitted during a particular month.

3. Emergency meetings of the LPDC may be called by the chairperson with the concurrence of two other members. Conference calls, e-mails, or other communication methods may be utilized for LPDC business.
4. A quorum, necessary to conduct LPDC business, shall be four (4) of the six (6) LPDC members.
5. At least four (4) of the LPDC members must agree upon any proposal for it to be considered approved.
6. The LPDC shall keep confidential all reviews, evaluations, and discussion of IPDP's and/or coursework/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party involved.
7. Minutes/records of actions taken shall be maintained by the LPDC chairperson. Copies of these minutes/records shall be provided to the superintendent, treasurer, building principals, LPDC committee members and the AEA president.
8. Reviewed IPDP's and/or coursework/activity proposals will be verified by an automatic PD Tracker email.
9. Credit for course work or equivalent activities may be included in the employee's LPDC file at the Ayersville Local Board of Education office, until the end of 2016.

## V. Appeals

1. Written appeals shall be submitted to the LPDC Chairperson within 10 working days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.



2. An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than three (3) working days before that regularly scheduled LPDC meeting.
3. Four (4) members of the LPDC must support the appeal to reverse the original denial from the LPDC.
4. Written notification of the appeal decision shall be provided within five (5) working days.
5. Third Party Review. If after the appeal process has taken place, the LPDC and the educator are still unable to come to an agreement, a third party will review the decision. One licensed educator selected by the LPDC; one licensed educator selected by the educator; and one licensed educator agreed upon by the above two will function as a panel to review the LPDC decision and either uphold it or overturn it. This decision will be rendered within five (5) days of hearing the appeal. This panel's decision will be final.

## VI. Amendments

1. The LPDC may revise this document by a vote of four (4) LPDC members in favor of the amendment.
2. Amendments altering the requirements for approved IPDP's and/or approved course work/activity proposals shall not negatively impact any individual who has already begun pursuit of a license.
3. Amendments may be suggested by any licensed employee by submitting in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

VII. Reimbursement

1. Meeting attendance will be paid at a rate of \$25 per hour.
2. The LPDC chairperson shall be paid a stipend of \$1200 per year.

**POLICIES: SUBMISSION OF INDIVIDUAL  
PROFESSIONAL DEVELOPMENT PLAN AND COURSE  
WORK/ACTIVITY PROPOSALS**

NOTE: It is your responsibility as an Ayersville licensed employee to monitor the expiration date(s) of your license(s). Do not wait until the last minute to begin your requirements for renewal.

- I. Individual Professional Development Plan (IPDP)
  1. Professional development included within an IPDP should reflect the educational needs of the teacher, the students, the school, and the school district.
  2. Course work must relate to the teacher's present assignment or to some other area of educational certification that is identified on their IPDP. Other courses/classes/workshops/activities may be submitted as Equivalent Activities.
  3. Every employee of the Ayersville Local Board of Education who holds an Ohio license, must have an approved IPDP on file by October 1 of the year your license has been renewed. A new IPDP must be submitted each license cycle.

4. All IPDP's submitted to the LPDC must be written on the appropriate form. (electronically)
5. Any submitted proposal deemed incomplete by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in a completed form for consideration at the next regularly scheduled LPDC meeting.
6. Reviewed IPDP's will be returned automatically by a PD Tracker email.
7. IPDP's which are denied may be resubmitted with modifications, or they may be appealed.
8. The LPDC shall keep all IPDP reviews, evaluations and discussions in meetings confidential.
9. No IPDP shall be used as an example without written permission of the party involved.

## II. Workshop/Conference/Activity Proposal

1. Course work, CEU classes/workshops, and/or Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements MUST be approved by the Ayersville LPDC.
2. Workshop CEU's must be from ODE accredited providers.
3. Although required work within a Master's Degree program applies to the university/college degree,

courses submitted to the LPDC for license renewal purposes must be relevant to an approved IPDP.

4. Approval of CEU classes, workshops, conferences, and/or equivalent activities does not guarantee tuition reimbursement or movement on the salary schedule. See the negotiated agreements for specifics.
5. No workshop/conference/activity proposal shall be used as an example without written permission of the party or parties involved.
6. No proposals for workshops, conferences or activities may be submitted beyond one calendar year after the activity has been completed. Any proposal or verification submitted after that time will not be accepted.

### III. New Employees to Ayersville with Previous Teaching Experience

1. Previously employed new hires who hold a license issued by 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 Ayersville LPDC when accompanied by verifiable supporting documentation.

### IV. University Credit Toward License Renewal

1. Course work must be relevant to an approved IPDP
  - a. The appropriate course work electronic documentation shall be approved BEFORE beginning a course where consideration for said

course toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible and will be considered at the next regularly scheduled LPDC meeting. **CREDIT FOR COURSE WORK BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.**

2. No graduate credit verification will be accepted by the LPDC if submitted beyond one calendar year after the completing date of the course.

#### V. Credit for Equivalent Activities/Workshops/Conferences

1. Hours shall be awarded for recertification credit based upon the standards established by the Ayersville LPDC.
2. Activities must be directly relevant to an approved IPDP. Persons will be asked to justify the credit value sought through their activity/project.
3. Equivalent activities/projects should result in a tangible project such as, but not limited to, a book/booklet, article, report, curriculum, training module, videotape, pilot project, software package etc.
4. Workshop hours will need to be verified to the LPDC by announcements, brochures or signed verification by the workshop leadership.

5. Duties which are part of one's regular duties or paid supplemental duties will not be considered for equivalent activity credit.
6. The appropriate activity electronic documentation should be approved before beginning an activity where hours for said activity are being sought. **CREDIT FOR ACTIVITIES BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.**
7. Any workshop, conference, or activity verification submitted beyond one calendar year after the completion of said activity will not be accepted by the LPDC committee.

#### VI. Hourly Equivalent Credit

1. Activity proposals shall include the number of hours to complete the proposal.
2. The following guidelines shall be used:

1 hour (of contact time) = .1 CEU

10 hours = 1 CEU

3 CEU's = 1 semester or equivalent

3. Once an equivalent activity proposal is approved, it is the responsibility of the individual to fully complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications should be submitted in writing to the LPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of hours granted for the activity/project.

## VII. College Credit

1. The following guidelines shall be used:
  - 1 semester hour = 3 CEU's
  - 1 quarter hour = 2 CEU's