

NEW LONDON PROFESSIONAL DEVELOPMENT COMMITTEE

BY-LAWS, PROCEDURES, APPEAL PROCESS

NEW LONDON LPDC BY-LAWS

Mission Statement: The mission of the New London Professional Development Committee (LPDC) is to ensure educator quality by providing a direct link between high quality professional development, continuous improvement, and continuing teacher licensure.

Purpose: The purpose of the New London LPDC is to create the district's standards, policies, and procedures for educator growth through high quality professional development to ensure that educators are highly qualified in their field and to continue their Licensure.

Membership: The committee shall be comprised of eight members, five teachers and three administrators and the superintendent. The teacher members shall be selected by the NLEA. The administrator(s) shall be selected by the Superintendent. In the event of a vacancy, the committee member shall be replaced in the same manner. When an administrator's license is being considered, at the administrator's request the number of teachers on the committee will be reduced such that a majority of administrators comprise the committee for consideration of that license.

Terms: Terms of office shall be for three years.

Roles: The committee Chairperson and Recorder shall be determined by majority vote of the committee members. The term of office shall be one year.

The responsibilities of the Chairperson are to:

- conduct LPDC meetings,
- to communicate information to the members of the LPDC,
- to represent the LPDC at other meetings which may be called,
- to initiate the process to fill vacancies on the LPDC.

The responsibility of the Recorder is to maintain minutes of action taken during LPDC meetings.

The responsibilities of the Committee members are to serve as staff information contact.

- Participate fully as a review panel for the IPDP.
- Support individuals as necessary on the planning of their IPDP.
- Participate in the professional growth of the LPDC.
- Notify applicants of approval resubmission, denial status of individual professional development plans
- To receive and send appeals information

Meetings and Policies: The LPDC shall meet each September for its annual “reorganization,” then three, (3), times throughout the school year. Any teacher with questions concerning his/her IPDP, License, or LPDC procedures may attend. Notification will be given of meetings at least two weeks prior.

All meetings of the LPDC shall be public meetings and the schedule shall be posted on line through the district’s website.

Minutes of the LPDC meetings shall be available upon request for viewing at the Administration Offices.

Amending the By-Laws: Amendments shall be voted on by a voice vote. A simple majority of members present and voting will prevail.

NEW LONDON LPDC PROCEDURES

LPDC Responsibilities: It is the responsibility of the New London LPDC to:

- assist all certified/licensed educators within the New London School system in their Licensure renewals.
- know the current law and licensure standards regarding Licensure renewal.
- approve educators’ coursework and other professional development activities to meet the licensure renewal standards.
- establish and abide by the procedures, criteria, and timelines of the LPDC.
- register the LPDC with the Ohio Department of Education annually.
- operate under the Open Meetings Act and the Public Records Act.

Educator's Responsibilities: It is the responsibility of the New London School staff members to:

- monitor the expiration date(s) of their certificate/license.
- complete an IPDP after each Licensure renewal.
- choose coursework or other professional development activities that reflect the goals of the educator, the district, and their building.
- align CEU's and coursework with the stated goals of the IPDP. Coursework or professional development activities completed prior to the approval of the IPDP will not be accepted for Licensure renewal.

- maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP.
- maintain records of coursework and CEU credit and present all evidence of professional development at the time of Licensure renewal.
- meet with an LPDC member at a building meeting the school year the License is due to expire.
- make an appointment with wing representative for Licensure renewal.
- follow the criteria and timelines of the LPDC.

Reciprocity: The New London LPDC shall accept outside approved IPDP's and approved professional development credit for any staff member hired by the New London Schools from any school district or agency as fulfilling all necessary requirements of the New London LPDC renewal process. Work already completed and approved in the previous position shall be honored.

APPEAL PROCESS

Level One. Any certificated/licensed staff member who wishes to appeal the decision of the LPDC may petition the LPDC Recorder in writing within ten (10) work days or thirty (30) calendar days, whichever comes first. The staff member may resubmit a proposal in writing for the committee to consider. The appeal will be considered at the next regular scheduled LPDC meeting. The staff member must be present at the meeting.

The LPDC shall render its decision in writing within ten (10) work days, or thirty (30) calendar days, whichever comes first, after the appeal.

Level Two. Any certificated/licensed staff member wishing to appeal the Level One decision of the LPDC may petition the Recorder of the Committee within seven (7) calendar days of the LPDC's decision. An Appeals Committee will be developed consisting of one representative of the LPDC and one person selected

by the staff member who is certified/licensed in the same subject area. The two representatives shall mutually agree upon a third person who shall also be certified/licensed in the same subject area. This committee shall schedule a meeting within thirty (30) calendar days of the appeal. The staff member must be present at this meeting.

The Appeals Committee shall render its binding decision in writing within ten (10) calendar days. The decision of this committee is not grievable.