

# Midwest Regional Educational Service Center Local Professional Development Committee

## Midwest Regional ESC Local Professional Development Committee Bylaws

### Governance

Midwest Regional ESC Local Professional Development Committee or **MRESC LPDC** policy, procedures, and governance shall not supersede the negotiated agreement and/or agency policy in either agency.

**Number of Committees** – Joint agency committee

### **Number of Members - nine (9)**

- Midwest Regional E.S.C. – three (3)
- Logan County BDD – one (1)
- Hardin County BDD – one (1)
- Hardin Northern SD – Two (2)
- Upper Scioto Valley SD – Two (2)

Each LPDC shall be comprised of at least:

- ❖ A majority of classroom teachers
  - ❖ At least 1 principal/Supervisor
  - ❖ One other employee appointed by the superintendent of the governing board.
- \*\*Any member district operating under collective bargaining must provide at least one teacher as a committee member.**

### Vacancies

Should vacancies occur they will be filled by the district/agency superintendent who shall appoint a replacement to fill that vacancy, except in the case of vacancies among “elected” classroom teacher members, which shall be filled by vote of the remaining members of the committee so selected.

**Where applicable... Teacher vacancies should be approved by the appropriate collective bargaining unit and appropriate administration.**

Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed should hold office as a member for the remainder of the term.

### Term

No one shall serve more than two consecutive three-year terms without recommendation of the committee and approval of the agency Superintendent.

Term lengths of committee members may vary and will be determined by the LPDC governing board.

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## Local Professional Development Committee

Appropriate agency/district person(s) will be notified prior the end of a committee members term in order to fill that vacancy in a timely manner.

### Removal of Member

Any member can be replaced by:

- Unanimous vote of committee members
- Action by association
- Action by Superintendent

### Duties

**1. Through the On-line PD tracking system... LPDC members are responsible for monitoring each licensure candidate in their agency/district to ensure that they have submitted:**

1. IPDP
2. Copies of licenses
3. Professional Development (PD) requests
4. Official College transcripts and/or original documentation verifying activity completion and educator participation

*(All portions of portfolio must be submitted through on-line PD tracking system)*

**2. Committee members shall:**

- a) Attend all scheduled meetings
- b) Provide information on the licensure process and answer building/staff questions in their agency/district
- c) Send notification to those in their building regarding the status of their Individual Professional Plan including expiration date
- d) Review and vote on submitted IPDP plans and PD requests and/or documentation for PD requests

### Release Time

Release time will be provided for committee members to attend special meeting regarding LPDC activities.

### Training

Training for all committee members will be organized by the MRESC LPDC unless mutually changed.

# Midwest Regional Educational Service Center Local Professional Development Committee

## Chairperson/Coordinator

The chairperson will be elected annually by the members of the LPDC committee. The chairperson will be responsible for:

- a) Setting meeting dates, presiding over all meetings, preparing the agenda, and informing members of any changes in said meetings
- b) The chairperson will act as the initial contact person for any and all appeals
- c) Act as e-signer for license renewal

## Vice-Chairperson/Co-Coordinator

The vice- chairperson will be elected annually by the members of the LPDC committee. The vice- chairperson will:

- a) assist the chairperson fulfill their duties and will be responsible for fulfilling duties of the chairperson when chairperson is temporarily unable to do so.
- b) Act as e-signer for license renewal

## Secretaries

The secretary will be provided by the MRESC. The secretary will be responsible for:

- a) Recording the minutes of the committee meetings and distribute copies to each committee member
- b) All correspondence and act as communication liaison
- c) Keep an updated membership database
- d) Administrative privileges to the on-line PD tracking system

## Decision Making Process

- A. Individual Professional Development Plans (IPDP's) will be submitted to the committee through the on-line PD tracking system.
- B. Committee will review the plan (review process to be determined by the Committee)
  1. If approved the committee will notify individual of the approval
  2. If not approved, the individual be notified and must may make further modifications or go through the appeals process

## Meeting/Submission Dates

The Local Professional Development Committee will meet every other month to review Professional Development Plans, pre-approve activities and grant final approval of portfolios. Educators can expect to receive notification of approval or rejection of submitted documents within thirty days.

**The Committee will meet on or around the first Friday in the months of:  
September, November, January, March, and May.**

The committee will also meet around the middle of June if necessary.

***Committee member schedules will dictate the exact dates. Dates will be made available on the LPDC webpage at the start of each academic year.***

# Midwest Regional Educational Service Center Local Professional Development Committee

## Appeals Process

### **A. Reason for Appeal**

1. LPDC rejection of the IPDP and/or PD for one or more of the following:
  - Incomplete Plan
  - Plan lacks relevance to current assignment
  - Goals unrelated to state standards
  - Outcome for each goal lacks clarity
  - Insufficient activities and corresponding documentation
  - Lack of appropriate evaluation procedures
2. Recommendation of non-renewal of license

## Appeals Process (continued)

### **B. Process to be used in Appeal**

#### **1. Level I Appeal**

- Complete LPDC appeal form
- Meet with the LPDC
- Receive written response from the LPDC
- Accept (appeal process ends) or reject (Level II appeal begins) LPDC decision within ten (10) calendar days of receipt

#### **2. Level II**

- Committee hears appeal and renders decision
- Accept (appeal process ends) or reject (Level III begins) Level II decision

#### **3. Level III**

- If an educator disagrees with the LPDC's decision, the educator should be given the opportunity to meet with the LPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.
- If, after the consideration process has taken place, the LPDC and the educator are still unable to come to agreement, a third party will review the decision. There are a number of methods for selecting third party reviewers. A panel will be assembled consisting of one licensed educator selected by the LPDC; one licensed educator selected by the educator; and one licensed educator agreed upon by the above two. The third person could be a representative from a neighboring school district's LPDC. These three individuals then function as the panel to review the LPDC decision and either uphold it or overturn it.

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## Local Professional Development Committee

### Reciprocity

LPDC's are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure an educator is not penalized by the system. In the spirit of collegiality, it is recommended that when an educator takes employment in a new district, the former district will provide verification of the IPDP approval, including course work and continuing education completed and accepted. The educator may wish to share a professional portfolio and discuss the transfer of their ongoing IPDP when seeking employment.

### Amending the By-Laws

The By-Laws Subcommittee of the MRESC LPDC shall meet annually to review by-laws 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 prevail. Members of the MRESC LPDC will receive copies of updated/current amendments.

### LPDC Ethical Commitment

The membership of the LPDC will agree to conduct all LPDC business as to:

- Impartially and consistently apply the Standards and Guidelines
- Maintain their confidentiality
- Communicate as a group or through the chairperson
- Maintain their own professional development in the foundations of teaching and learning in order to provide basis for understanding IPDP's and applying the Standards and Guidelines
- Not discriminate on the basis of race, creed or sexual orientation.

### LPDC Records

The LPDC will maintain IPDP and PD record's **online thru**, [K12 Professional Development Tracker](#). These records are available to LPDC members only.