

## **MID-EAST CAREER AND TECHNOLOGY CENTERS' LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE PHILOSOPHY**

A systematic method of encouraging professional growth and development for all staff members is the primary goal of the Mid-East Career and Technology Centers' Local Professional Development Committee. The LPDC shall be the catalyst for the professional staff to be given the opportunity for purposeful growth in content, technology, application of skills, diversity or any meaningful activity that falls within the District's primary mission. The LPDC will guide each staff member through a professionally relevant process, the Individual Professional Development Plan, that assures both improved teaching practice and compliance with regulations regarding renewal or upgrading of the individual's certification/licensure.

### **PURPOSE OF LPDC**

The Local Professional Development Committee of Mid-East Career and Technology Centers shall perform the following tasks:

1. Review and approve all Individual Professional Development Plans (IPDPs) of all professional certificated or licensed employees.
2. Pre-approve all college course work regardless of whether tuition reimbursement is requested.
3. Approve Continuing Education Units (CEUs) for individual employees and approve workshops at which CEUs can be earned.
4. Authorize payment of tuition reimbursement to employees successfully completing pre-approved course work.
5. Review and approve all professional development workshops presented by Mid-East Career and Technology Centers.
6. Maintain the official records of staff progress in obtaining and renewing certification or licensure.
7. Carry out such other functions as may be required to complete the work of the committee under Ohio law, Ohio Department of Education regulations, Mid-East CTC Board Policy, or negotiated agreements with staff organizations.

## **RELATIONSHIP BETWEEN LPDC AND DISTRICT'S STRATEGIC PLAN**

The Mid-East Local Professional Development Committee encourages appropriate professional development for all staff for the improvement of student achievement.

In order for the Mid-East LPDC to fulfill its role, it is essential that the LPDC, staff IPDPs, the district's Strategic Plan and all other district planning efforts parallel each other. These four elements should perform in concert, each helping the others to achieve improved student learning.

Accordingly, the LPDC is charged with the task of reviewing and approving professional development activities, aiding staff in the preparation of their IPDPs, and approving professional development for individuals that also help the district to achieve its strategic goals. This can only occur with all participants acting cooperatively and collaboratively in advancing the program of the district. Staff should reflect the district strategic plan in their IPDPs as much as possible, as well as take part in the creation of these plans by participating in the district planning process.

## **COMPOSITION, MEMBERSHIP, SELECTION OF MEMBERS' TERMS OF OFFICE**

The LPDC shall be composed of members chosen in accordance with the negotiated agreement between the Mid-East Career and Technology Centers and the Mid-East Education Association.

The LPDC shall elect a chair and a recording secretary from its members. The elected officers shall not enjoy any powers or authority beyond those of the other members but shall be responsible for preparing the meeting agendas, maintaining meeting minutes, monitoring the budget of the LPDC, corresponding with staff regarding their IPDPs or tuition reimbursement requests, and filing required documents with the Ohio Department of Education. Terms of officers shall be one year and coincide with the LPDC's year running from July 1 – June 30.

## LPDC OPERATIONAL PROCEDURES

### 1. MyLearningPlan.com

- The Mid-East LPDC uses the MyLearningPlan.com service to manage all CEU requests, college coursework approvals, tuition reimbursement requests, and Individual Professional Development Plan approvals. This service, available from any computer with internet access, enables the LPDC to eliminate most of the paperwork involved in these activities and speed communications between the LPDC and those “working” their IPDPs. Individuals can also view their portfolios and maintain a better understanding of their own professional development.

### 2. Frequency/location of meetings

- Regular meetings of the LPDC shall be held at least once a month at 3 p.m. at the Administration Building on the Zanesville Campus or at the Buffalo Campus.

### 3. Decision-making

- For purposes of conducting official business, a quorum shall be 80% of LPDC members. To approve IPDPs, pre-approve coursework or CEUs, or authorize tuition reimbursement, a simple majority of members present and voting shall be necessary. Unless otherwise noted, business of the LPDC shall be conducted in accordance with Robert’s Rules of Order.

### 4. Submission of documents using MyLearningPlan.com

- **Submission of IPDP:** Every certified staff member who will be renewing a teaching license must have an IPDP approved and on file with Mid-East LPDC. An individual’s IPDP must be submitted and approved before professional development activities will be credited. Additions, deletions, or revisions to an IPDP must also be submitted and approved prior to engaging in corresponding professional development activities. A new, updated IPDP must be submitted with each new license cycle.
- **Coursework/Tuition Pre-Approval with Reimbursement:** Pre-approval for college coursework must be submitted before the actual starting date of the class (submission does not necessarily mean the course will be approved). The tuition reimbursement request for payment (including receipt of grades and proof of payment) must be submitted within 6 months of the class starting date. Failure to follow these timelines will jeopardize this reimbursement.
- **Coursework Pre-Approval:** All coursework taken to renew/upgrade a teaching license/certificate must be approved by the LPDC even if the individual is not applying for tuition reimbursement for that coursework. In order for the class to be approved for inclusion in the individual’s online portfolio, verification of successful completion of the course (grade card or transcript) must also be submitted to the LPDC.

- **CEU Approval:** Request for CEUs must be submitted within 3 months of the completion of the activity or project. Failure to follow these timelines will jeopardize the awarding of CEUs.

#### **5. Contract Language on Tuition Reimbursement**

- See pages 50-52 in Negotiated Agreement

#### **6. Methods of Communication**

- Written copies of LPDC minutes shall be posted on the district's webpage following each meeting. Staff is responsible for checking "mylearningplan.com" for updated information regarding the status of their submissions.

#### **7. Maintaining Records**

- Records of the LPDC shall be electronically maintained on "mylearningplan.com" and at the Administrative Center by a member of the clerical staff selected by the Superintendent.

#### **8. Appeals**

- In the event that the LPDC does not approve any staff member's request, the educator may request reconsideration and may personally attend the next LPDC meeting to speak to issues leading to disapproval. If the LPDC decision remains against approval, the educator may appeal to a three-member panel consisting of one licensed educator selected by the educator (not self), one selected by the LPDC, and one mutually agreed upon by the educator and LPDC. The decision of the three member panel shall be final.

#### **9. Submitting Verification to ODE – Local**

- The LPDC shall follow all regulations and timelines established by the Ohio Department of Education regarding the submission of documentation of professional development activities.

#### **10. Reciprocity**

- An educator newly hired by Mid-East Career and Technology Centers who is following an approved IPDP toward certificate/licensure renewal shall receive local approval for professional development activities which are in progress at the time of hire, as long as approval was granted by the LPDC at the district of previous employment. Activities not in progress at the time of hire will require approval by the Mid-East LPDC through the normal process of submitting an IPDP.

#### **11. Process for the Approval of CEUs**

- The following charts establish a comprehensive, but not exclusive, list of other professional development activities and the corresponding CEU values associated with them. (In general, other activities will be granted CEUs at a rate of .1 CEU for each hour of activity.)

## **REFLECTION AND REVISION**

At the conclusion of each annual licensure cycle, the LPDC will solicit feedback from each participating staff member.

When necessary, the LPDC will develop, distribute, and collect a survey to ascertain the:

- effectiveness of the LPDC
- fairness and efficiency of its procedures
- fairness and appropriateness of its criteria of evaluation

The LPDC will then annually or as needed consider revisions to the Plan of Operation. Proposed revisions will be published and distributed to participants.