

---

**MID-EAST CAREER AND TECHNOLOGY CENTERS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE  
PLAN OF OPERATIONS**

---

**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 (LPDC). 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, which will assure both improved teaching practice and compliance with regulations regarding renewal or upgrading of the individual's licensure.

**PURPOSE OF THE LPDC**

Mid-East's Local Professional Development Committee shall perform the following tasks:

1. Review and approve Individual Professional Development Plans (IPDPs) for all professional licensed staff members.
2. Preapprove all college coursework regardless of whether tuition reimbursement is requested.
3. Approve Continuing Education Units (CEUs) for individual staff members and approve activities at which CEUs can be earned.
4. Authorize tuition reimbursement payments to staff members successfully completing preapproved coursework.
5. Review and approve all Mid-East sponsored professional development activities.
6. Maintain the official records of staff progress for obtaining and renewing 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 board policy, or negotiated agreements with staff organizations.

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

The LPDC encourages appropriate professional development for all staff members for the improvement of student achievement.

In order for the 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 members 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 members should reflect the District's 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, AND SELECTION OF MEMBER 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 LPDC's budget, corresponding with staff members regarding their professional development requests, and filing required documents with the Ohio Department of Education. Terms for officers shall be one year and coincide with the LPDC's year, which runs from July 1 through June 30.

## **OPERATIONAL PROCEDURES**

### **1. Frontline Education's Professional Growth System**

- The LPDC uses Frontline Education's Professional Growth system to manage all CEU requests, college coursework approvals, tuition reimbursement requests, and IPDP approvals. This system, 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 staff members "working" their IPDPs. Staff members can also view their portfolios and maintain a better understanding of their own professional development.

### **2. Frequency/Location of Meetings**

- Regular LPDC meetings shall be held at least once a month at 3 p.m. at the Administrative Center 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. A simple majority of members present and voting shall be necessary to approve IPDPs, preapprove coursework, approve CEUs, or authorize tuition reimbursement. Unless otherwise noted, business of the LPDC shall be conducted in accordance with Robert's Rules of Order.

### **4. Submission of Documents using the Professional Growth System**

- Submission of IPDP: Every licensed staff member who needs to renew a teaching license must have an approved IPDP on file with the LPDC. The IPDP must be submitted and approved before any professional development activities will be awarded. 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 Preapproval with Reimbursement: Preapproval of college coursework must be submitted online before the actual start date of the class. (Submission does not necessarily mean the coursework will be approved.) Failure to follow these timelines will jeopardize reimbursement.

*For traditional semester/quarter hour classes:*

After the class is completed, the online form must be “marked complete” for final approval. Proof of payment (a detailed account statement showing all charges/fees for the class taken and showing a zero balance for the term) and verification of successful completion of the class (grade card or transcript) must be submitted to the LPDC within 6 months of the class start date.

*For colleges/universities that charge per term:*

After each class in the term is completed, the online form must be “marked complete” for final approval. Proof of payment (a detailed account statement showing the classes completed for the entire term, all charges/fees for the term, and showing a zero balance) and verification of successful completion of each class for the term (grade card or transcript) must be submitted to the LPDC within 3 months of the end of the term.

Reimbursement will only be made at the end of the term with the maximum amount to be reimbursed not to exceed \$3,000 per staff member per July 1 through June 30. Reimbursement will be based on the following formula:

Total cost for the term multiplied by .7 = maximum reimbursement (not to exceed \$3,000).  
 Maximum reimbursement divided by number of classes completed in the term = total reimbursement per class (not to exceed \$300 per class).  
 Total reimbursement per class multiplied by number of classes completed in the term.

Example per Western Governors University – \$3,240/term breakdown as follows:

<b>Number of Classes</b>	<b>Amount Reimbursed per Class</b>	<b>Cap Max</b>	<b>Amount Reimbursed to Staff Member</b>
1	\$2268.00	\$300.00	\$300.00
2	\$1134.00	\$300.00	\$600.00
3	\$756.00	\$300.00	\$900.00
4	\$567.00	\$300.00	\$1200.00
5	\$453.60	\$300.00	\$1500.00
6	\$378.00	\$300.00	\$1800.00
7	\$324.00	\$300.00	\$2100.00
8	\$283.50	N/A	\$2268.00
9	\$252.00	N/A	\$2268.00
10	\$226.80	N/A	\$2268.00
11	\$206.18	N/A	\$2268.00
12	\$189.00	N/A	\$2268.00
13	\$174.46	N/A	\$2268.00

- Coursework Preapproval without Tuition Reimbursement: All coursework taken to renew or upgrade a teaching license must be approved by the LPDC even if the staff member is not applying for tuition reimbursement for that coursework. In order for the class to be approved for inclusion in the staff member's online portfolio, verification of successful completion of the class (grade card or transcript) must be submitted to the LPDC.
- CEU Approval: Requests for CEUs must be submitted within 3 months of the completion of the activity or project. Failure to follow these timelines will jeopardize CEUs being awarded.

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

- See Article VIII, V of the Negotiated Agreement between the Mid-East Career and Technology Centers and the Mid-East Education Association for language on tuition reimbursement.

## **6. Methods of Communication**

- LPDC minutes shall be posted on the District's webpage and in the LPDC folder on Google Drive following each meeting. Staff members are responsible for checking the Professional Growth system for updated information regarding the status of their submissions.

## **7. Maintaining Records**

- LPDC records shall be maintained electronically on the Professional Growth system. LPDC files for each staff member shall be maintained by the Secretary to the Superintendent in the Administrative Center.

## **8. Appeals**

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

- A newly-hired staff member who is following an approved IPDP toward licensure renewal from their previous district shall receive local approval for professional development activities which are in progress at the time of hire, as long as approval was granted by their previous district's LPDC. A completed "Educator Leaving an Ohio Local Professional Development Committee Verification Form" will need to be submitted to the LPDC. Activities not in progress at the time of hire will require approval by the LPDC through the normal process of submitting an IPDP.

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

- The Continuing Education Unit Options Chart establishes a comprehensive, but not exclusive, list of other professional development activities and the corresponding CEU values associated with them. (In general, other activities not listed on the chart will be granted CEUs at a rate of 0.1 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 following:

- 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 Operations. Proposed revisions will be published and distributed to staff members.