

Local Professional Development Committee By-Laws

Establishing Local Professional Development Committees as Authorized in Senate Bill 230, effective Fall, 1998.

Article I. Name, Scope, and Number of Committees

Section 1.

Columbiana County Educational Service Center's Professional Development Committee is hereby established as the name of the entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the Columbiana County Educational Service Center.

Section 2.

It is the belief of the Columbiana County Educational Service Center Board that the County Educational Service Center should function as a service agency providing services to those school districts in Columbiana County needing such services. The primary goal of the Board shall be to enhance educational opportunities to all students in Columbiana County through the provision of specialized programs, related services, consulting services, and other special projects so requested by participating districts.

Article II. Aims and Purpose

Section 1.

The purpose of the Columbiana County Educational Service Center's Professional Development Committee is to review coursework and other professional development activities completed by educators within the Columbiana County Educational Service Center for renewal or transition to licensure.

In the discharge of its duties, the committee shall:

- A. Foster the norm of continuous improvement
- B. Promote alignment of professional growth with individual, student, and district needs and goals
- C. Promote best practice
- D. Emphasize increased student learning and achievement as a professional development priority
- E. Guide the development of Individual Professional Development Plans
- F. Support the inquiry into and study of teaching and learning
- G. Validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work
- H. Conduct other business and exercise other authority as identified in law or by statute

Article III. Membership, Qualifications, Training, Compensation

Section 1.

The Columbiana County Educational Service Center's Professional Development Committee members will be elected by their professional peers. There will be five classroom/related service members, three central office members and one standing administrator. Members will serve three-year terms on a rotating schedule with the option for a one three (3) year term renewal. Each committee member must have a minimum of two (2) years employment with the Columbiana County Educational Service Center and demonstrate a belief in lifelong learning as evidenced by professional development records/documentation. New committee members will be non-voting members for their first meeting, as they learn the LPDC roles, responsibilities and processes.

All LPDC members will receive professional development hours for their participation on the committee. Committee members shall be compensated through release time or stipends for their service as committee members to a maximum of ten (10) days.

Section 2.

Committee vacancies among teacher/related service members shall be addressed by the teacher/related service membership who shall designate replacement members as necessary. Similarly, administrative member vacancies shall be addressed by the Columbiana County Educational Service Center Administrative Team.

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw simply by notifying the chair orally or in writing. No reasons need be given.

Article IV. Roles and Terms of Office

Section 1.

The Columbiana County Educational Service Center's Professional Development Committee shall consist of the following roles and corresponding terms of office:

Chair	The chair shall be elected by a majority vote of the committee. Chair shall be elected for a two-year term following the mentoring year. A term shall run from August 1 to July 31.
Administrative Chair	The Columbiana County Educational Service Center's Superintendent or Delegate shall serve as the Co-Chairperson each year. A term shall run from August 1 to July 31.
Recorder	The Recorder shall be elected by a majority vote of the committee members. The Recorder is elected for a one-year term. A term shall run from August 1 to July 31.

All members of the committee shall serve three-year terms to promote continuity in membership. A term shall run from August 1 to July 31. New committee members shall attend their first meeting as non-voting participants. During the third year of their term, the Committee members shall mentor newly elected members. Committee members may be re-elected to the position they hold an unlimited number of times. The Superintendent will be a standing member of the committee. The Administrative Chair/designee will be a standing alternate for central office committee members.

Article V. Duties

Section 1.

The duties of the chair, the Administrative Chair, the recorder, and the other committee members shall be as follows:

The Chair shall:

- A. Preside at all Columbiana County Educational Service Center's Professional Development meetings
- B. Call all meetings and set agendas in collaboration with the membership
- C. Ensure adherence to the Individual Professional Development Plan review processes and procedures
- D. Serve as Professional Development Committee liaison
- E. Serve as appeals process contact and liaison
- F. Serve as a reviewer of Columbiana County Educational Service Center educator professional development plans for renewal or transition to licensure.
- G. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations, or purchase of books, resources etc.
- H. Sign forms

The Administrative Chair shall:

- A. Be responsible for accepting and preparing staff submission of IPDP and CEU requests for approval
- B. Prepare meeting agendas
- C. Serve as the Liaison with the ODE and certification/licensure laws
- D. Answer staff questions on process and certification/licensure laws
- E. Sign forms in the absence of the Chair
- F. Maintain a record of LPDC meetings
- G. Be responsible for relaying information to the appropriate person for posting on the established Columbiana County Educational Service Center LPDC home page
- H. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations, or purchase of books, resources etc.

The Recorder shall:

- A. Keep accurate minutes of all Columbiana County Educational Service Center's Professional Development Committee meetings
- B. Send minutes to LPDC members at least a day in advance of each meeting
- C. Serve as staff communication liaison
- D. Be responsible for all necessary correspondence
- E. Keep membership records up to date and keep a mailing list of all members including names and contact information
- F. Maintain a notebook or easily accessible electronic record of all committee activities

- G. Serve as a reviewer of Columbiana County Educational Service Center educator professional development plans for renewal or transition to license

The remaining committee members shall:

- A. Attend committee meetings
- B. Establish guidelines for Individual Professional Development Plans
- C. Develop policies and procedures for approval of Individual Professional Development Plans
- D. Serve as staff information contact persons
- E. Serve as reviewers of Columbiana County Educational Service Center educator professional development plans for license renewal or transition to license
- F. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations, or purchase of videos, books, etc.
- G. Maintain confidentiality regarding staff information that is classified as such

Article VI. Meetings

Section 1.

Columbiana County Educational Service Center's Professional Development Committee members shall determine frequency, time, and place of meeting within the following parameters:

- A. The number of release day meetings in any one year shall not exceed ten (10) in number
- B. Attendance at any meetings scheduled for after school or in the summer shall be compensated at the normal ESC stipend rate
- C. The ten (10) release days are inclusive of any days which may be used for professional growth specific to LPDC member roles/duties/needs
- D. Attendance of one more than half of the LPDC members of record shall constitute a quorum for voting purposes
- E. Meetings will be conducted according to the regulations of the Open Meetings Act (Sunshine Law ORC 121.22)

Article VII. IPDP/License Application Submission, Decision-Making and Appeals Process

Section 1.

By April 1 of the year of renewal, the following documentation (available through the CCESC website) must be received by the LPDC Committee:

- completed ODE on-line licensure process
- completed on-line Activity Development
- completed on-line Record of Professional Development Activities
- new IPDP

As educators' professional assignments and/or needs change, they may revise their IPDP to reflect changing professional goals. Changes should be made in the original on-line IPDP form. Revisions must be approved by the LPDC.

Educators will be provided with a copy of the approval guidelines/criteria prior to development and submission of their IPDP for review. Completed IPDP and Development of Activities shall be submitted by March 1 of the year of renewal. If the IPDP is rejected, the individual shall be given a copy of the same guidelines/criteria sheet with reasons for rejection clearly marked. Educators whose plans have been rejected may submit a revised plan within ten (10) working days of the initial rejection notification, may secure more detailed supportive materials to substantiate the legitimacy of their original plan, or may contact the LPDC Chair for appeals process information.

Section 2.

The Appeals Process is initiated by an educator whose professional development plan is not approved by the Columbiana County Educational Service Center LPDC. For the purposes of definition, the "Plan" includes all of its components: educator goals, activities, and approval of local continuing education units and university coursework.

Reconsideration is the first step in an appeal. If the Columbiana County Educational Service Center LPDC does not approve an educator's professional development plan, the educator has the opportunity to request reconsideration of his/her plan by the committee. This request should be made in writing by the educator to the Chairperson of the Columbiana County Educational Service Center LPDC. During this reconsideration, the educator may submit such additional documentation, explanation or correction to permit approval of the educator's professional development plan by the committee. Following the conclusion of this reconsideration process and deliberation of the Columbiana County Educational Service Center LPDC, the committee shall communicate its approval or lack of approval of the educator's professional development plan in writing to the educator within ten days.

A Third Party Panel Review may follow the reconsideration step if the educator does not gain approval of his/her educator's professional development plan by the Columbiana County Educational Service Center LPDC. If the professional development plan is not approved, the educator may request review of his/her plan by an Appeals' Panel. This request should be made by the educator in writing to the Chairperson of the Columbiana County Educational Service Center LPDC within ten days following the reconsideration and receipt of the decision of the LPDC by the educator. This panel shall review the educator's professional development plan and its supporting materials exactly as they existed at the conclusion of the reconsideration state.

The Third Party Review Panel shall consist of three Ohio certificated/licensed educators.

One panel member shall be selected by the educator (the educator need not be an employee of the Columbiana County Educational Service Center);

One panel member shall be selected by the Columbiana County Educational Service Center LPDC;

One panel member shall be mutually selected by the educator and the LPDC.

The Review Panel will meet one time together to conduct a review of the materials and facts and

- a) Hear from the educator why his/her professional development plan should be approved;
- b) Hear from the Columbiana County Educational Service Center LPDC or a representative why the committee did not approve the plan;
- c) Review the plan, its accompanying materials, the Columbiana County Educational Service Center's policies and procedures for maintaining educator credentials, and applicable Ohio law;
- d) Deliberate and issue a written decision jointly to the educator and the Columbiana County Educational Service Center LPDC within three days.

The decision by this Appeals Panel is the final step in the process. It remains the prerogative of the educator to submit, revise or correct a professional development plan that has not been approved by the Columbiana County Educational Service Center LPDC at any time before, during, or after the Appeals process in order to gain committee approval.

Article VIII. Reciprocity

Section 1.

The Columbiana County Educational Service Center's Professional Development Committee shall accept outside district-approved IPDPs for any educator hired by the Columbiana County Educational Service Center Governing Board from another district as fulfilling all necessary requirements of the license renewal process. Hours already accumulated in the district of previous employment shall be honored. Remaining hours shall be accrued by attending Professional Growth opportunities aligned with the educator's IPDP. Exceptional cases are subject to committee review. The educator's IPDP will be requested and reviewed at the time of hiring.

Article IX. Amending the By-Laws

Section 1.

The Columbiana County Educational Service Center's Professional Development Committee shall meet annually to review the by-laws and recommend changes by June of each year.

Section 2.

Amendments shall be voted on via a roll call vote. A simple majority of members present and voting will prevail.

Section 3.

The Columbiana County Educational Service Center Governing Board will receive copies of amendments for final approval.

Drafted: June, 1998

Reviewed: March 18, 2016 by Local Professional Development Committee

Acted On: August 16, 2016 by CCESC Governing Board