

LPDC BYLAWS
Wellington Exempted
Village Schools

PHILOSOPHY:

The Wellington Exempted Village Schools are committed to creating excellence by providing a quality education for all children within a safe, challenging learning environment. This will be accomplished through collaboration of school personnel, family, business partnerships, and community involvement. With our schools as the center of the community, students will become life-long learners and productive citizens. The LPDC understands the important relationship between professional development and student achievement.

PURPOSE:

The LPDC is responsible for approving IPDPs and determining whether coursework or professional development activities meet the requirements for licensure renewal and are aligned with the district CIP.

STANDARDS FOR COURSEWORK AND EQUIVALENT OTHER ACTIVITIES:

IPDP and License Renewal

- 1. Submit the IPDP and a copy of your ODE history printout (ODE history) for LPDC approval immediately after receiving a new or renewed license. The IPDP should be submitted to an LPDC member or to the Superintendent's office. The IPDP will be reviewed at the monthly LPDC meeting.*
- 2. Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal. Professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.*
- 3. In order to have a smooth transition, new employees need to contact the LPDC committee to ensure that all requirements of the LPDC are being met. New employees must also submit a copy of their current IPDP to the LPDC*
- 4. Professional development included within an IPDP should reflect the needs of the district, building, classroom, or individual. The professional development should be relevant to the CIP.*
- 5. IPDPs may be amended with the approval of the LPDC.*
- 6. Applicants will receive results of IPDP reviews in a timely manner.*
- 7. IPDPs which are denied may be resubmitted with revisions as suggested, or they may be appealed.*
- 8. When the employee has successfully completed the IPDP he/she will need to do the following:*
 - 1. Complete the proper renewal application form depending on your status::*
 - ✓ 5-Year License Renewal or Transition*
 - ✓ Initial License (in-state)*
 - ✓ (For all other licenses/renewals go to the state web site for proper paperwork.)*

- 2. The completed form should be forwarded to the Superintendent's office so that your hours can be verified by the Superintendent's secretary.. Attach a check or money order for the necessary renewal fee to your forms. The check or money order should be made out to "Ohio T.E.C." After everything is completed at the superintendent's office, the superintendent's secretary will forward all forms with check to the LPDC for final approval. After LPDC approval, all forms with check will be returned to the Superintendent's office for mailing to the Ohio State Department of Education.*

Coursework/Activity Proposals

10 contact hours = 1 CEU

3 CEUs = 1 semester hour = 30 contact hours

- 1. Coursework and CEUs must have been earned from ODE accredited providers ([click here.](#)).*
- 2. Coursework, CEU classes/workshops, and/or Other Activities which will be used to satisfy the ODE renewal requirements MUST be approved by the Wellington LPDC PRIOR to the activity.*
- 3. If you currently have a Permanent Certificate or will renew your 8-year Professional Certificate prior to September 2, 2006, you do not need to have an IPDP on file.*
- 4. All other staff needs to have a current IPDP in place; otherwise, coursework, CEU classes/workshops, and/or Other Activities will not count toward licensure.*
- 5. All coursework must have been earned from ODE accredited providers.*
- 6. Coursework should meet one or more of the following conditions:*
 - It should be relevant to an approved IPDP.*
 - It should directly relate to the employee's teaching/administrative assignment.*
 - It should be related to any certification area listed on an individual teaching certificate.*
 - It should be in the field of education.*
 - It may deal with an area of extra-curricular employment. (Not to exceed one semester hour or its equivalent during any renewal cycle.)*
- 7. Credit hours/CEUs must have been earned during the current certification, license renewal period, and must meet established ODE guidelines for acceptability toward renewal.*
- 8. Although required work within an advanced degree program applies to the university degree, courses submitted to the LPDC for certificate/license renewal purposes must be relevant to approved IPDP.*

9. Upon completion of coursework/CEUs, you are required to:

Coursework:

- ***If coursework was taken for graduate credit, you must supply a transcript to the superintendent's office. You do not need to resubmit the Professional Development Activities Form to the LPDC as your official transcript serves as your verification.***

CEUs:

- ***resubmit your Professional Development Activities Form with the LPDC Chairperson's signature to the LPDC with appropriate documentation as noted on the form for verification..***
- 10. Approval of coursework, CEU classes/workshops, and/or Other Activities does not guarantee tuition reimbursement or movement on the salary schedule. See the negotiated agreement for specific current requirements.**
- 11. Non-instructional duties (such as recess, lunch or bus duties) of the applicant's current position are not eligible for Other Activity credit.**
- 12. "Other Activities" exists to encourage initiative, exploration, and professional leadership.**

Submission Policies

- 1. It is the responsibility of each individual Wellington certificated/licensed employee to monitor the expiration date(s) of his/her certificate(s)/license(s). Certificated/licensed employees are encouraged to complete the renewal process in a timely fashion. Waiting until the last minute to begin requirements for renewal may result in failure to meet the required ODE timelines***
- 2. The appropriate form shall be approved BEFORE beginning a course activity where consideration toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting, CREDIT FOR COURSEWORK BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.***
- 3. All documents should be in the appropriate format and legible.***

New Employees with Previous Educational Experience

1. *Previously employed new hires who hold a certificate/license issued by the ODE and who have coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Wellington LPDC when accompanied by verifiable supporting documentation.*
2. *Proposals for coursework/activities in progress but yet to be completed must be submitted to the Wellington LPDC for approval within 30 calendar days of their first day of work in their position.*

Substitutes

1. *Substitute licenses will be issued by the ODE, and educators working under substitute licenses are not required to develop an IPDP or work through the LPDC.*
2. *Substitute teachers who hold 8-year professional certificates, or 5-year licenses may request to work through their district's LPDC, or may apply directly to the ODE.*
3. *LPDCs may choose to include substitute teachers who are employed in the district and who hold standard Ohio teaching certificates. Otherwise, substitute teachers renew with course work through the ODE.*

Appeals

1. *After the denial of an IPDP or credit proposal, written appeals shall be submitted to the LPDC chairperson. All written appeals will be reviewed in a timely manner.*
2. *An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson prior to the meeting.*
3. *If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a third party review panel chosen as follows, one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members must have a current ODE Certificate or License. The panel will uphold or overturn the LPDC's decision by a majority vote.*
4. *The appeals committee shall schedule a meeting within 30 calendar days of the appeal. The individual must be present at this meeting. The appeals committee shall render its binding decision in writing within 10 calendar days. The decision of the appeals committee is not grievable.*

Composition of the Membership, Selection of Members, and Terms of Office:

- 1. In accordance with ORC 3319.22, the Wellington LPDC shall be composed of five members: three teachers and two administrators.*
- 2. The administrative members shall be appointed by the superintendent.*
- 3. The teachers shall be selected by the association.*
- 4. Each party shall notify the other of the appointments.*
- 5. The length of terms of the members shall be at least two years.*
- 6. In the event of a vacancy, the committee member shall be replaced by the party making the original appointment.*
- 7. In the case of an administrator submitting a proposal or appeal to the LPDC, one teacher will be removed and an administrator shall be appointed.*

Committee Positions and Responsibilities

- 1. The members of the LPDC will elect a chairperson from its membership and any other officers the committee deems necessary.*

Chairperson Responsibilities:

- Prepare a meeting agenda for each meeting*
- Preside over each meeting*
- Review newly submitted IPDPs*
- Review completed IPDPs for certificate/license renewal*
- Review IPDP revisions*
- Review proposals for CEU credits.*
- Notify applicants of approval/resubmission/denial status of IPDPs and/or proposals for credit/CEUs*
- Maintain records for LPDC*

Secretary:

- Maintain minutes of action taken during LPDC meetings*
- Maintain attendance records*
- Post notice of regular and/or special LPDC meetings and notify the local newspaper(s) pursuant to Sunshine Law.*

- 2. When an LPDC teacher member is making a proposal or appeal to the committee, he/she will be removed and an alternate teacher shall replace him/her.*

Operational Procedures

1. *The LPDC may amend this document by a vote of three members. Prior to taking action on an amendment the LPDC will present the amendment to the superintendent and WEA president for their perusal.*
2. *Amendments altering the requirements for approved IPDPs and/or approved course/activity proposals shall not negatively impact any individual who has already begun a pursuit of a certificate or license.*
3. *Amendments may be suggested by any certificated employee by submission in writing to the committee chairperson who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.*
4. *The LPDC shall hold monthly meetings August through June. During the summer month of July the committee will meet on an as-needed basis.*
5. *The standard time and place of regular LPDC meetings shall be decided upon at the organizational meeting in August.*
6. *A calendar with regular meeting dates will be posted in each building at the beginning of each school year. Check the web site for current changes in meeting dates.*
7. *A quorum of 4 out of 5 members shall be necessary to conduct LPDC business.*
8. *Copies of the minutes taken shall be provided to the superintendent, building principals, and the WEA president.*
9. *Meetings will be held in accordance with the Sunshine Law.*

Responsibilities of the Educator

1. *Be Informed:*
 - *Meet licensure renewal requirements in a timely manner, including the submittal of the licensure renewal applications;*
 - *Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration;*
 - *Choose coursework and other professional development activities that reflect the principles of quality professional development;*
 - *Know district goals, particularly as identified in the district Comprehensive Continuous Improvement Plan (CCIP).*
2. *Abide by LPDC Operating Procedures:*
 - *Follow the LPDC procedures, criteria and timelines for reviews of IPDPs, coursework and other professional development activities;*
 - *Submit the IPDP for LPDC approval soon after receiving a new or renewed license;*
 - *Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal; professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure*

renewal.

3. Maintain Records

- *Keep records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP, coursework and other professional development activities.*

Glossary of Terms

CEU – Continuing Education Unit is ten contact hours in a professional development program approved by the local professional development committee.

IPDP – (Individual Professional Development Plan) An individual plan that defines and directs an educator's professional development and that links the professional development to the needs of the district, the school, the students and the educator.

LPDC – (Local Professional Development Committee) Committees established by local school districts and nonpublic chartered schools to oversee and review professional development plans, course work, continuing education units and equivalent activities for the purpose of renewal of certificates and licenses.