

# **Portsmouth City Schools Local Professional Development Committee's Plan of Operation**

In accordance with the provisions of Senate Bill 230 of the Ohio General Assembly, Ohio Revised Code 3301-24-08 and the collective bargaining agreement between the Portsmouth Board of Education and the Portsmouth City Teachers' Association, a Local Professional Development Committee (LPDC) will become operable at the district level during the 1998-99 school year.

## **Philosophy**

The **mission** of the Portsmouth City School District is to provide the highest quality of education for all students.

## **Belief Statements:**

There is a link between strong, sustainable professional development and the achievement of students.

Professional development must include a systems focus, data driven decision-making, research based collaboration, job embedded and evaluation of results approach.

Professional Development should foster a standard of continuous improvement within the school district.

## **LPDC Ethical Commitment:**

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

- \*Impartially and consistently apply the Standards & Guidelines
- \*Maintain confidentiality
- \*Communicate as a group through the chairperson

## **Purpose:**

The role of the LPDC will be to assume responsibility for:

- a) Establish operating procedures for the submission and review of Individual Professional Development Plans (IPDP) by educators in the district
- b) Establish the criteria by which the LPDC will review educator's IPDP
- c) Consistently abide by the established operating procedures and criteria of the LPDC when reviewing educator's IPDP
- d) Develop the format for an IPDP for use by educators as they renew their licenses
- e) Ensure that educator's course work and other professional development activities meet the standards for renewal of certificates or licenses
- f) Keep records of the LPDC's decision regarding educators' IPDP
- g) Operate under the Open Meetings Act (Sunshine Law)
- h) Establish a local appeals process for educators who wish to appeal the decision of the LPDC
- i) Develop procedures for accepting traditional continuing education activities taken after June 30, 1998 and prior to the establishment of a LPDC

## **Standards for Coursework and Equivalent Other Activities (EAOs)**

During the 1998-99 school year, all educators who are not working under a permanent certificate or pursuing an upgrade, will prepare an Individual Professional Development Plan (IPDP) or work through the LPDC for verification that the requirements in the 1987 Standards have been met.

Under the 1998 Standards, physical therapists, school social workers, audiologists, speech language pathologists, school nurses, and occupational therapists are required to maintain licensure through their professional board in that area and are not required to prepare an IPDP.

Educators completing the IPDP will use the correct forms and in the prescribed manner for the **period of time remaining on any provisional or professional certificate(s) / license(s)**. When the IPDP is reviewed by the LPDC and approved, the educator must work towards the completion of identified goals. The **educator must maintain a Transition Checklist** for his/her own review and for later final approval by the LPDC prior to the time of the educator's renewal. The **educator must seek approval for and change in the IPDP during its life prior to implementing the change**. It is likewise the responsibility of the educator to maintain **a personal record of all locally approved CEU's and university transcripts**.

Whenever an administrator's IPDP is being discussed or voted upon, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teachers voting on the plan.

### **Relationship between the LPDC, the Comprehensive Continuous Improvement Plan and Local Professional Development Activities:**

The LPDC will review the PCSD Continuous Improvement Plan (CIP) and building School Improvement Plans (SIPs) to ensure that the IPDP of the educator is aligned with the goals and needs of the school and district.

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

Portsmouth City Schools' LPDCs will be established as written in the collective bargaining agreement between the Portsmouth Board of Education and the Portsmouth City Teachers' Association. The contractual article is as follows:

#### ***ARTICLE 36***

#### ***LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES***

**36.01** *Two (2) local professional development committees (LPDCs) shall be established in accordance with the terms of this Article. Their purposes shall be to ensure that professional development aligns with the ongoing continuous improvement of the District and its schools, to oversee and review individualized professional development plans, to provide a mechanism through which District educators can maintain professional credentials and participate in meaningful*

*professional activities, to improve student achievement, and to fulfill such other purposes as may be required by Section 3319.22 of the Ohio Revised Code and any administrative regulations issued under that statute.*

- 36.02** *Each of the two (2) LPDCs shall be composed of five (5) members, 3 bargaining unit members and 2 administrators. The bargaining unit members will be elected by the teachers whom they will be serving.*

*The composition of each LPDC shall be as follows:*

***Elementary LPDC:***

*Elementary committee will encompass teachers Pre K-6. At least one administrator will be from the elementary level. Administrators will be appointed by the Superintendent.*

***Jr. High/Sr. High LPDC:***

*Jr. High/High School committee will encompass teachers 7-12. At least one administrator will be from the middle/high levels. Administrators will be appointed by the Superintendent.*

*During the 2004-2005 school year, accommodations will be made for the transition from the individual middle/high school committee to one combined junior/senior high school committee. The 7-12 committee would be comprised of six (6) bargaining unit members and 4 administrators in the 2004-2005 school year only and would thereafter be composed of 3 bargaining unit members and 2 administrators.*

- 36.03** *All members of an LPDC shall serve for two-year terms. In the event of a vacancy, the LPDC member vacancy shall be filled by an appointment by the PCTA President for the unexpired term.*
- 36.04** *LPDC members shall receive a reasonable opportunity for training in LPDC functions and shall be reimbursed for any actual and necessary expenses with such training.*
- 36.05** *Decision-making by each LPDC shall be by consensus, with further understandings that each LPDC shall elect a chairperson by a majority vote of the full LPDC and that a quorum for any meeting of the LPDC shall consist of at least (3) members with at least one (1) teacher and one (1) administrative member present.*
- 36.06** *Each LPDC shall accept out-of-District approved individualized professional development plans and progress to date of a teacher toward fulfilling such a plan, as well as previously approved professional development progress within the District.*
- 36.07** *Subject to the terms of this Article, each LPDC shall establish its own meeting time, method for conducting business, and an appeals process to be used by a teacher if his/her proposed individualized professional development plan is not approved by the LPDC.*
- 36.08** *Stipends of \$1,000 will be paid to the Bargaining Unit members of the LPDC. This stipend will be paid the second pay of the month of June.*

In addition, these two (2) committees will work jointly to ensure continuity. The combined committees will be called the Oversight Committee.

All members of an LPDC shall serve for two (2) year terms, except that one (1) teacher member and one (1) administrative member of each LPDC shall initially serve a three (3) year term in order to achieve staggered terms and maintain continuity (38.03). In the event of a vacancy, the remainder of the term shall be filled in accordance with the procedure Section 36.02 of the negotiated contract.

Once elected, even if transferred, the person will remain on the LPDC until their term has expired.

# Operational Procedures

## A) Election of Officers

An election shall be conducted each year at the September meeting. Officers shall be elected for the oversight committee and each LPDC Committee (Elementary (Prek-6), and Junior High / High School Committee (7-12). Nominations shall be taken from the floor. Candidates receiving the highest number of votes shall be elected to a term of office beginning on October 1<sup>st</sup> of the ensuing year. The officers to be elected are Chair, Vice Chair, and Recorder and term will be one-year.

The duties of the officers:

### 1) Chair

- a) shall preside at all meetings of the PCS LPDC
- b) shall call meetings which are deemed necessary for carrying out the policies and business of the PCS LPDC
- c) shall appoint special committees necessary to carry out the business of the PCS LPDC
- d) will work closely with any consultant or advisor
- e) Shall represent the PCS LPDC as the liaison to the Ohio Department of Education, and may attend meetings on behalf of the PCS LPDC
- f) shall appoint the office of Vice Chair and Recorder in the event of a vacancy

### 2) Vice Chair

- a) shall preside in the absence of the Chair
- b) shall act as the Recorder in his/her absence
- c) shall assist the Chair in fulfillment of the needs of the PCSs' LPDC
- d) shall succeed to the office of Chair should that office be vacated

### 3) Recorder

- a) shall function as the recording secretary for all official proceedings of the PCS LPDC
- b) shall maintain the minutes of action taken by the LPDC
- c) shall notify applicant of approval/re-submission/denial status IPDP, and/or proposals for credit
- d) shall serve as communication liaison to the rest of the committee (including posting of meeting date and time to comply with the Sunshine Law)
- e) shall be responsible for all necessary correspondence
- f) shall keep a mailing list of all his/her committee members including names, addresses and phone numbers
- g) shall maintain a notebook or easily accessible electronic record of all his/her committee activities
- h) shall assist the Chair with all communications

## B) Meetings

- 1) Regular meetings of the PCS Oversight LPDC will be once a semester, September and March or on an as needed basis as new events are scheduled. Each committee (Elementary and Junior High/ High School) will meet individually on a monthly basis with the exception of the month of July and/or on as a needed basis as new events are scheduled. The meeting date, times and locations will be posted on the PCS Master Calendar.

- 2) **Quorum and voting.** Decision-making by each LPDC shall be by consensus, with further understanding that each LPDC shall elect a chairperson by a majority vote of the LPDC and that a quorum for any meeting of the LPDC shall consist of at least (3) three members with at least (1) teacher and (1) administrative member present (refer to section 36.05 of the contract). A quorum for any meeting of the Oversight Committee of the LPDC should consist of ten (10) members with a teacher majority during the 2004-05 school year, only. After the 2004-05 school year, the quorum for the oversight committee will be seven (7).

### **C) Appeals Procedure**

In the event that the PCS LPDC does not approve an educator's IPDP used for the renewal of a certificate of license, the educator should contact their appropriate LPDC Chairperson for direction concerning the initiation of an appeals process.

The PCS LPDC would like to impress upon each educator that he/she is responsible for maintaining records of professional development throughout his/her career, and that he/she bears responsibility for any and all requirements for maintaining appropriate credentials.

The appeals process shall include the following, beginning with:

#### **Level I Reconsideration**

**Step I:** If the applicant wishes to appeal, the individual shall submit a written request to the chairperson for an appeal meeting to the LPDC with fifteen (15) days of the date of the receipt of the unapproved documentation that is the subject of the appeal. *A day shall be considered Monday through Friday. State/national holidays, spring/Christmas break, and calamity days shall not be considered workdays.*

**Step II:** A meeting will be held within ten (10) days of the written request. This will provide an opportunity for the educator to discuss his/her case and gain an understanding. The applicant shall be notified in writing of the decision with seven (7) days of the reconsideration meeting.

#### **Level II Appeals Panel**

**Step I:** If the applicant wishes to appeal, the individual shall submit a written request to the chairperson for an appeal meeting to the LPDC with fifteen (15) days of the date of the receipt of the unapproved documentation that is the subject of appeal.

**Step II:** The Level II Appeals Panel shall consist of the following: one member appointed by the LPDC, one member appointed by the applicant, and one member mutually agreed upon by both the LPDC and the applicant. These three individuals must hold a current Ohio Department of Education Certificate or License. If the third person of the panel can not be agreed upon, the President of the Portsmouth City Teachers' Association will be the third member of the panel when a teacher has questioned the decision of the LPDC, in the case of an administrator questioning the decision, the

Superintendent will become the third member of the panel. The decision of this committee will be binding to all parties.

From the date of the receipt of the request it will be no longer than fifteen (15) days to schedule this hearing. After the hearing has taken place the applicant shall be notified in writing of the decision within ten (10) days after the Level II Appeals' Panel hearing.

This appeals' panel is the final step in local resolution. The Panel decision is final.

### **Reciprocity**

Each LPDC shall accept intra-district and inter-district approved IPDP and progress to date, including hours already accumulated and approved. These will be credited, and the remaining hours needed for renewal will fall under PCS LPDC guidelines.

All outside district approved materials shall be submitted to the appropriate committee within 30 days of employment.

### **Compensation**

All bargaining unit members of an LPDC shall receive a stipend per year as established in Article 36.08 of the negotiated agreement.

## **Amending the Plan of Operations**

All proposed amendment to these Plan of Operations must be submitted to each LPDC Chair **(Elementary or Junior High / High School School)**. The Chairs will call a meeting of the Oversight Committee to present the proposed amendment. A quorum for this meeting shall be ten (10) during the 2004-05 school year. After the 2004-05 school year, the quorum will be seven (7). Adoption of proposed amendment is determined by at least a two-thirds vote.

The Portsmouth City School Board of Education and the Portsmouth City Teachers' Association Executive Committee shall receive copies of the ratified amendments.

**Forms:** All forms specifically designed to facilitate the renewal process are located on the PCS LPDC Web Page.