

## **Norwayne Local Professional Development Committee By-Laws**

### **Mission Statement**

The mission of the Norwayne Local Professional Development Committee shall be to set and review standards for professional development goals for certification and license renewal for the educators of the Norwayne Local School District.

### **Philosophy**

1. To create a climate to encourage staff to develop and implement new ideas, through personal and professional growth, that will identify the promise in each student; value each of his/her ability; and nurture each student's potential.
2. To provide in-service training which prepares educators to live and work successfully in the 21<sup>st</sup> century.
3. To provide opportunity for educators to continually assess and prioritize personal and professional needs.
4. To evaluate educational research and determine its impact for Norwayne Local School District.
5. To evaluate the staff development plan as it relates to learner outcome and educator growth.
6. To review professional educators' course work and other activities for the purpose of recertification and licensure.

### **Goals**

1. To implement new teacher training.
2. To support the curriculum cycle.
3. To provide for collective sharing and problem-solving.
4. To develop leadership.
5. To provide training to meet new standards.

6. To provide training which will promote:
  - Participative learning
  - Critical, creative and reflective thinking
  - Appropriate assessment
  - Effective classroom management

### **Membership Composition**

The LPDC shall be composed of three (3) persons appointed by the Association and two (2) persons appointed by the Superintendent. The term of office for the LPDC members shall be three (3) years, except the initial term shall be staggered (1 year, 2 years, 3 years) to provide continuity. Building/grade levels must be assured representation on the committee, thus on educator-teacher or principal from each building. Superintendent appointees are not subject to term limits.

### **Membership Qualifications**

Teacher members must have been employed in the district a minimum of three (3) years.

### **Membership Training**

LPDC members shall be afforded the opportunity to attend training related to performance of their duties, subject to the Superintendent's approval. Where such training occurs during the regular work day, paid release time shall be granted, not subject to any professional leave restrictions, but subject to the approval of the Superintendent, whose approval shall not be unreasonably withheld. Such training may constitute an appropriate "equivalent" activity for committee members on the LPDC.

### **Membership Compensation**

Outside the workday, BUM's shall be compensated at the rate of one-half substitute pay plus \$10 per person half day (3.25 hours).

### **Membership Vacancies**

Vacancies arising during the term shall be filled in the same manner outlined in "Membership Composition."

### **Roles of Committee Members**

The Norwayne LPDC will select a chairperson and recorder annually in May.

### **Duties of Committee Members**

The duties of the Chairperson, Recorder and other committee members shall be as follows:

The Chairperson shall:

- a. be a teacher and a member of the bargaining unit
- b. preside at all NLSD LPDC meetings
- c. call all meetings and set agendas in collaboration with the membership
- d. ensure adherence to the LPDC review processes and procedures
- e. serve as appeals process contact and liaison
- f. serve as a liaison to other departments for professional growth development
- g. serve as a reviewer of NLSD employees' IPDP's for certification/renewal
- h. suggest necessary professional growth needs for LPDC

The Recorder shall:

- a. be an administrator
- b. keep accurate minutes of all NLSD LPDC meetings
- c. send minutes to LPDC members at least a day in advance of each meeting
- d. serve as staff communication liaison
- e. be responsible for all necessary correspondence
- f. keep membership records up-to-date and keep a mailing list of all members including names, addresses, and telephone numbers
- g. maintain a notebook or easily accessible electronic record of all committee activities
- h. serve as a reviewer of NLSD employees' IPDP's for certification/renewal
- i. suggest necessary professional growth needs for LPDC

The remaining members shall:

- a. elect one of their member by voice vote to act in the absence of the chair
- b. serve as staff information contact person
- c. serve as a reviewer of NLSD employees' IPDP's for certification/renewal
- d. suggest necessary professional growth needs for LPDC

## **Meetings**

The Norwayne LPDC members shall determine frequency, time and place of meetings with the following parameters:

The LPDC will meet three (3), one-half days, during the work year. Substitutes will be provided, as necessary, by the Board. The agenda for the meeting will be distributed in advance of the meeting. Additional meetings up to four (4), one-half days may be set up in collaboration with the Superintendent.

To meet quorum for meetings, at least two (2) Association appointees and at least one (1) administrator appointee must be present, for a total of 3 members.

Postings/notifications of meeting dates, times and meeting locations will be as per the sunshine laws. Action of the LPDC will be a majority vote. When administration plans are up for review, the committee composition will shift to be in compliance with the state law.

## **IPDP Submission/Decision Making**

Notification of committee action on IPDP's shall occur by October 20, annually. Any decision to approve or reject a submitted IPDP for certification/license renewal purposes must receive a two-thirds majority vote of the full committee.

Norwayne LPDC members who's IPDP is being considered for renewal will not vote on their own proposal.

Employees up for renewal will be provided with a copy of the approval guidelines/criteria prior to development and submission of the IPDP for review. 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 must submit a revised plan or secure more detailed, supportive materials to substantiate the legitimacy of their original plan within ten (10) working days of the initial rejection notification. The LPDC will again review the plan. If the plan is rejected, the educator has recourse through the appeals process. An IPDP needs to be on file for CEU's to be granted.

## **Appeals Process**

1. Reconsideration: If an educator disagrees with a LPDC's decision, the educator and should be given the opportunity to meet with the LPDC in person to discuss the IPDP

to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.

2. Third party review: If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, a third party should review the decision. There are a number of methods for selecting third party reviewers. One suggestion includes forming a panel consisting of one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one certificated/licensed educator agreed upon by the above two. These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it, whose decision is final. This decision is NOT subject to the grievance process as set forth in the Master Contract

### **Reciprocity**

LPDC's are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure that an educator is not penalized by the system. In the spirit of collegiality, it is suggested that when an educator takes employment in a district, the former district provides verification of the IPDP approval, including course work and continuing education completed and accepted. The educator may wish to share a professional portfolio and discuss the transfer of his/her ongoing IPDP when seeking employment. School districts are encouraged to honor completed work. Thirty days after employment, or September 20, (whichever is greater) to submit a revised IPDP.

### **Amending the By-Laws**

At any regularly scheduled meeting, the committee may review the by-laws and make necessary adjustments/revisions. Amendments shall be voted on by role call vote only.

### **Forms**

Any forms specifically designed to facilitate the licensure or certification process should be developed and attached with a current copy of the revised bylaws in the chairperson's manual.