



Local Professional Development Committee (LPDC) Bylaws

Revised November 2008

Revised June 2013

Revised February 2021

The Muskingum Valley Educational Service Center is committed to the belief that excellence in education is brought about by staff members who are continually engaged in sustained, high quality professional development which is aligned with the goals and needs of the students, educators, and the strategically planned services delivered by Muskingum Valley ESC.

Section I. Definition and Purpose

Professional development is defined as any course, training, activity, or experience which enhances the educational expertise of staff members which will ultimately lead to improved student performance.

Based upon the passage of Senate Bill 230 (1996), the purpose of the MVESC Local Professional Development Committee is (1) to review the course work and other professional development activities proposed and completed by the educators within this educational service center for credential renewal and (2) to promote involvement in high quality professional development.

The Muskingum Valley Educational Service Center Local Professional Development Committee (LPDC) shall be, by statute, the official licensing body for the Muskingum Valley Educational Service Center. The duties of the committee will include the following:

- foster continuous improvement
- promote alignment of professional growth with individual, student, and service center needs and goals
- promote best practices in learning and professional development
- emphasize enhanced student learning and achievement as a professional development priority
- guide the development of Individual Professional Development Plans (IPDP)
- promote and support the study of effective teaching and learning
- encourage the application and use of learning gained through professional development in the classroom

Section II. Membership, Selection of Membership and Terms in Office

The membership of the Muskingum Valley ESC's Local Professional Development Committee shall consist of at least six (6) members including four teachers of varying content areas and/or grade levels; one administrator and one school psychologist.

The teachers shall be elected via a slate of candidates through self-nomination or nomination by a peer. The administrator and school psychologist shall be appointed by the superintendent. Each committee member must have a minimum of three years' experience and demonstrate a commitment to lifelong learning through professional development. In addition, one teacher and one administrator shall be elected to serve as alternates in case of an in-term vacancy.

Terms shall run from July 1 to June 30. Elections will be held in the spring. Committee members will serve three (3) year terms with the option to stay or leave after each term.

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

Section III. Operational Procedures

The MVESC Local Professional Development Committee shall meet at least four times a year, including an annual organizational meeting to be held each spring. Additional meetings may be scheduled by the committee chair with prior notice.

All LPDC meetings will be held at the Muskingum Valley Educational Service Center, 205 North Seventh Street, Zanesville, Ohio 43701. Monetary compensation will be determined annually by the MVESC Governing Board. Members will have the option to be compensated with contact hour credits, if desired.

The MVESC Local Professional Development Committee shall designate a chairperson and a recorder. The Chair and Recorder shall be elected by members of the committee. The duties of the Chair and Recorder are as follows:

The Chairperson shall:

- schedule all meetings and publish meeting notices via email and on the MVESC website for MVESC employees
- create agendas in collaboration with the membership
- preside at all MVESC Local Professional Development Meetings
- ensure adherence to the Individual Professional Development Plan review process and procedures
- provide notifications to educators of approval or rejection of IPDPs
- serve as the appeals process and contact liaison
- serve as a reviewer of educator professional development plans for license renewal
- suggest professional growth needs for members of the Local Professional Development Committee

The Recorder shall:

- keep accurate minutes for all official meetings of the MVESC-LPDC
- send minutes and agenda to LPDC members prior to each meeting
- assist the chair with all communications
- appoint another member as a recorder in case of absence
- serve as a reviewer of educator professional development plans for license renewal

The remaining committee members shall:

- elect one of the members by voice vote to act in the absence of the chair or recorder
- serve as a staff information contact person
- serve as a reviewer of educator professional development plans for license renewal

An emergency meeting of the LPDC may be called by the chairperson with concurrence of a majority of the members.

A committee member shall excuse himself/herself from review/voting upon his/her own professional development plan or activity proposal or in any other situation where a conflict of interest may exist.

Section IV. Standards for Coursework and Equivalent Activities

Based upon staff development standards created by the National Staff Development Council and the five models of staff development, the Muskingum Valley Educational Service Center has established the following

professional development standards and criteria for accepting coursework and equivalent activities contained within an Individual Professional Development Plan:

1. All professional growth will relate to the Muskingum Valley ESC Strategic Plan goals and objectives.
2. All professional development will address the needs of students, teachers and community as determined by available data.
3. Each staff member developing an IPDP will address how the plan enhances self, classroom, and the organization through appropriate goal setting and documentation.
4. 1 semester hour is equivalent to 30 contact hours, or in the case of equivalent activities, see the attached chart in Appendix 1. To renew an educator license, a total of 180 contact hours, or 6 semester hours, or a combination of contact and semester hours will be required.

Activities Which Can Be Included in the Plan: *Refer to Professional Development and Contact Hours Options Document*

Section V. IPDP Submissions, Timeline, Decision Making, Appeals Process, and Reciprocity

All staff members shall receive training, information, and forms related to the development of their Individual Professional Development Plans (IPDP) upon employment and at other times as deemed necessary by the LPDC. Forms will be available on the MVESC website employee intranet.

All IPDPs shall be submitted with the staff member's application for license renewal. Committee action on IPDPs shall occur at the next regularly scheduled meeting. A checklist/rubric will be used to monitor the progress of all submitted IPDPs from submission to implementation to completion. Any decision to approve or reject a submitted IPDP for license renewal purposes must receive a majority vote of the full committee.

All decisions will be made by a majority vote of the committee members present and voting, so long as a quorum is present. A quorum consisting of four members must be present to conduct all LPDC business.

If the IPDP is rejected, the individual shall be given a copy of the same guidelines/criteria sheet with reasons for rejection clearly indicated. Educators whose plans have been rejected may submit a revised plan for the next LPDC meeting, may secure more detailed supporting materials to substantiate the legitimacy of their original plan, or may contact the LPDC chair for appeals process information. Educators are responsible for maintaining all professional development records and completing all necessary paperwork for license renewal.

If an educator disagrees with the LPDC's decision, the educator must contact the chair to request a meeting with the LPDC to discuss in person the IPDP and gain an understanding of the perspective of the LPDC and the reasons for rejection. If after the reconsideration has taken place, the LPDC and the educator are still unable to come to an agreement, a third party shall review the decision. This third party shall be in the form of a panel consisting of one licensed educator selected by the LPDC; one licensed educator selected by the educator; and one licensed educator agreed upon by the two. These three individuals then function as a panel to review the LPDC decision and either uphold or overturn the decision.

The MVESC Local Professional Development Committee shall accept outside district-approved IPDPs for any educator hired by the Muskingum Valley Educational Service Center Governing Board from another district as fulfilling all necessary requirements for the renewal process. Hours accumulated in the district of previous employment shall be honored. All remaining hours will be completed under the auspices of the MVESC-LPDC. The educator's IPDP will be requested as part of the application process.

Successful completion of coursework and locally approved professional development activities must be verified by the authorized signature of the LPDC chair on the educator's application for renewal. Verification of full-time teaching experience remains the responsibility of the ESC superintendent or official designee on the renewal application. This signature verifies that the employment information given by the educator on the application form is true and correct.

Amended: November 2008; June 2013; February 2021

Appendix 1

Contact Hours Conversion Chart

Semester Hours	Contact Hours
1/3	10
2/3	20
1	30
1 1/3	40
1 2/3	50
2	60
2 1/3	70
2 2/3	80
3	90
3 1/3	100
3 2/3	110
4	120
4 1/3	130
4 2/3	140
5	150
5 1/3	160
5 2/3	170
6	180

To renew an educator license, 180 contact hours, or 6 semester hours, or any equivalent combination of semester and contact hours will be required.