

BYLAWS

Revised 9/09

Article I. Name, Scope, and Number of Committees

The Rittman Exempted Village Schools Professional Development Committee is hereby established as the name of the entity required by Senate Bill 230. The Committee shall be district-wide in scope and shall be the only committee of its type authorized to operate with the district.

Article II: Aims and Purpose

The purpose of the Rittman Exempted Village Schools Professional Development Committee is to review course work and other professional development activities completed by educators within the district and used for the renewal of certificates and licenses. The approval of the LPDC is required and noted on the Ohio Department of Education prescribed form at the initiation of the certificate or license renewal process. The LPDC does not issue certificated or licenses: That authority is sole reserved for the Ohio Department of Education.

In the discharge of its duties, the committee will:

- a. Foster a standard of continuous improvement with the school district.
- b. Promote the alignment of professional growth with individual, student, building, and district needs and goals.
- c. Emphasize increased student learning and achievement and the maximization of each educator's potential as professional development priorities.
- d. Guide the development of Individual Professional Development Plans.
- e. Validate the skills and knowledge gained through educator professional development by the approval and issuance of CEUs (Continuing Education Units) within the district.

Article III. Membership, Qualifications, Training, Compensation

The LPDC shall consist of five (5) members. The Rittman Education Association, pursuant to the Association's constitution and bylaws shall appoint the three (3) teacher members. The principal/(s) and other certified/licensed District employee members shall be selected by the District Superintendent.

Each LPDC member shall also participate in professional development designed to prepare him or her for their role with in the Rittman Exempted Village Schools LPDC. The LPDC member, as part of his/her own Individual Professional Development Plan, may legitimately use this as professional development. The content and scope of the training shall be determined by the LPDC. One year's participation as an LPDC member automatically equals three (3) CEUs.

Committee members shall be compensated through a stipend, agreed on through the negotiated agreement, for their service and release time.

Committee vacancies among teacher members shall be replaced in accordance with the negotiated agreement. Similarly, the Superintendent shall address administrative member vacancies.

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Article IV. Roles and Terms of Office

The Rittman LPDC shall consist of the following roles and corresponding terms of office.

1. The Chairperson shall be elected by a majority vote of the LPDC. Anyone interested in serving as Chairperson may self-nominate. The Chairperson shall be elected for a one year term, with the term to run from September to September.

The duties of the Chairperson shall include:

- a. Preside at all LPDC meetings
- b. Establish the meeting calendar, call all meetings, and set all agendas
- c. Ensure that LPDC and IPDP processes and procedures are followed
- d. Serve as the appeals process contact and liaison
- e. Serve as one of the LPDC reviewers of educator development plans
- f. Sign necessary application sheet for renewals, as required by the Ohio Department of Education
- g. Keep an updated Certificate/License Renewal List for reference purposes. This list will be provided by the Central Office, on an annual basis.

2. The Secretary/Recorder shall be elected by a majority vote of the LPDC. Anyone interested in serving in this position may self-nominate. The Secretary/Recorder shall be elected for a one year term. The term shall run from September to September.

The duties of the Secretary/Recorder shall include:

- a. Keep accurate minutes of the LPDC meetings
- b. Send minutes and agendas to LPDC members in advance of succeeding meetings
- c. Serve as general communications liaison with the staff
- d. Be responsible for all necessary correspondence
- e. Serve as one of the reviewers of the educator professional development plans
- f. Maintain a record of all committee activities

3. The terms of office for members serving on the Committee shall not exceed three (3) years. Terms will be staggered in order to provide some continuity to the Committee. The number of terms a Committee member may serve shall not be more than two consecutively.

The duties of the members will include:

- a. Elect one of their members to act in the absence of the Chairperson
- b. Serve as staff information contact persons
- c. Serve as reviewers of district educator professional development plans for certificate/license renewals
- d. Suggest necessary professional growth needs for committee members

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Article V. Policies and Procedure for the Rittman LPDC

The Rittman Exempted Village Schools LPDC will meet on designated days during the school year. Meeting times and locations shall be published. The chairperson reserves the right to call members for the purpose of cancellation if no plans are submitted between meeting times.

All decisions will require a majority vote of the LPDC membership.

All decisions will require a quorum of 3 (three) LPDC members (per negotiated agreement).

The Central Office shall keep all LPDC membership records up to date; keep mailing list of all members, and an accurate record of renewals of certificates and licenses. These records shall be kept in the central office. Records will be available only to current LPDC members or to the individual applicant.

Article VI. IPDP Decision Making and Appeals

1. Upon renewal of license or receipt of an initial license, in order to receive credit for summer course work, all IPDPs must be submitted by the September LPDC meeting. Any decision to approve or revise a submitted IPDP for certification/license renewal purposes must receive a majority vote.
2. The appeals process shall be followed, as agreed on, through the negotiated agreement.

Article VII. Amendments to Bylaws

The LPDC process is one of growth and change. LPDC reserves the right to make necessary changes as new needs are identified. Should changes occur, all staff members will be notified in writing/e-mail through a handbook addendum.

Article VIII. Reciprocity

The Rittman Exempted Schools shall accept outside district approved IPDPs for any educator hired by the Rittman Exempted Village Schools Board of Education from another district fulfilling all necessary requirements of the Rittman Exempted Village Schools renewal process. Hours already accumulated in the district of previous employment shall be honored. Remaining hours shall be accrued by attending Professional Growth sessions listed in the IPDP.

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