



Warren Local Professional  
Development Committee (WLPDC)  
WARREN CITY SCHOOL DISTRICT

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## **WLPDC By-Laws**

### **Preface:**

The establishment of Local Professional Development Committees is authorized and required by Senate Bill 230.

### **Article I. Name, Scope, and Number of Committees**

The Warren City Schools' Local Professional Development Committee (WLPDC) is hereby established as the name of the entity required by Senate Bill 230.

One Committee will operate district-wide in its scope and shall be the only committee of its type authorized to operate within the district and for any other entities approved by the district to join the process.

### **Article II. Aims and Purposes**

The purpose of the District Local Professional Development Committee is to review coursework and other professional development activities completed by educators within the district and used for the renewal of certificates and licenses. The approval of the WLPDC is required and noted on the Ohio Department of Education LPDC Approval form which will accompany all RENEWAL applications to the Department. Further, the Committee's function is:

1. To review and approve academic/professional coursework and continuing education units that educators will use in the renewal process of their certification or licensure. Certification/licensure standards will remain in effect for all educators who will renew under the transition timelines of Senate Bill 230.
2. To advise the district's administration and staff on issues that affect the continuing professional development of educators employed by the district.
3. To review professional development sponsored by the school district.
4. To develop forms and procedures that will enable educators to prepare their own Professional Development Plan and to take advantage of local continuing education opportunities.
5. To issue continuing education units within the district.

### **Article III. Membership, Qualifications, Quorum**

The WLPDC consists of eleven (11) members; of the eleven, six (6) are teacher representatives appointed by the Association and five (5) are administrative representatives appointed by the Superintendent or Superintendent's designee. Vacancies shall be appointed by the Association for teacher member vacancies and by the Superintendent or Superintendent's designee for administrative member vacancies.

Each Committee member must have a minimum of three (3) years of full-time contracted certificated/licensed teaching experience.

Each member of the WLPDC shall serve a three (3) year term, with the terms staggered to provide continuity. The Executive Director of Personnel will have an on-going term by virtue of his/her position in the District.

A quorum is seven (7) of the eleven (11) members, with a majority of teachers and with at least two (2) administrators in attendance. A quorum is necessary only when issues are voted upon.

Whenever an administrator's plan is being discussed or voted upon, the WLPDC 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 teacher members voting on the plan. In order to change the majority, volunteers will be considered; in the event there are no volunteers, member(s) will be selected to abstain from voting at the discretion of the chairperson(s).

### **Article IV. Voting Procedures**

Voting will be based on a majority rule. In the event of a tie, the matter will be referred back to the entire Committee.

### **Article V. Meetings, Training, Compensation of Members**

It is intended that a majority of the work of the WLPDC will be accomplished by allowing release time for the WLPDC members. WLPDC members shall not receive any extra compensation for work during release time. WLPDC teacher members working outside of regular work hours shall be compensated at the contractual hourly rate up to a total of forty (40) hours per teacher per fiscal year. Additional time may be granted upon the approval of the Superintendent.

The WLPDC shall determine its own meeting times, governing rules and criteria for approval of individual professional development plans and training requirements for members.

Each WLPDC member shall also participate in professional development designed to prepare them for their role within the WLPDC. The WLPDC member as part of his/her own Individual Professional Development Plan may identify service on the WLPDC as legitimate local continuing education. The content and scope of the training shall be determined by the WLPDC.

#### **Article VI. Roles and Terms of Office**

The WLPDC shall consist of the following roles and corresponding terms of office:

1. The Chairperson(s) shall be elected by the WLPDC. Among the duties of the Chairperson(s) are to:
  - a) Preside at all WLPDC meetings;
  - b) Collaborate with members to establish a meeting calendar, call all meetings, and set all agendas;
  - c) Insure that WLPDC and IPDP processes and procedures are followed;
  - d) Serve as the appeals process contact and liaison;
  - e) Serve as one of the WLPDC reviewers of district educator professional development plans used for certificate/license renewals;
  - f) Sign the necessary cover sheet for certificate/license renewals as required by the Ohio Department of Education.
  
2. The Secretary/Recorder provided by the Board will work with the Committee and at the direction of the Chairperson(s) to insure that the WLPDC process and communications are effective and efficient. The duties of the Secretary/Recorder will include:
  - a) Keep accurate minutes of the WLPDC meetings;
  - b) Provide minutes and agendas to WLPDC members;
  - c) Keep WLPDC membership records up-to-date and keep a mailing list of all members including names, school and home addresses, telephone numbers, etc.
  - d) Process certification/licensure paperwork and forms through the Committee.
  
3. The remaining Committee members in addition to the Chairperson will:

- a) Elect one of their members by voice vote to act in the absence of the Chair(s);
- b) Assist in communicating with the certificated staff about the operation of the WLPDC;
- c) Serve as reviewers of district educator professional development plans for certificate/license renewals;
- d) Suggest necessary professional growth opportunities for Committee members.

## **Article VII. IPDP Guidelines, Decision-Making, and Appeals**

Educators will work through the district WLPDC to renew their certificate/license, and when required by law, will complete an Individual Professional Development Plan (IPDP) for review and approval by the Committee. An IPDP or a revised IPDP is required:

- a) When an educator advances to a 5-year professional license.
- b) When an educator acquires a new licensure area/field.
- c) When an educator seeks WLPDC approval of non-workshop CEU credit to renew a certificate.
- d) For all coursework and all CEU credits used for transition to or renewal of a license.

Educators will complete the IPDP on the prescribed forms and in the prescribed manner for the period of time remaining on any provisional or professional certificate(s)/license(s). If the IPDP is reviewed by the WLPDC and approved, the educator may work towards the completion of identified goals throughout the life of the IPDP. The educator should maintain a log of professional growth activities for his/her own review and for later post-approval for any 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.

If the IPDP is rejected by the WLPDC, the educator shall be given a copy of the IPDP Review Criteria with the reasons for rejection clearly indicated. Educators may then submit a revised plan within thirty (30) calendar days upon receipt of the initial rejection notice, or, as may be the case, submit additional documentary materials or explanations to justify the plan. Either the educator or the WLPDC may request a conference to discuss any such concerns.

In the event that the LPDC does not approve an educator's IPDP or does not approve an educator's CEU's used for the renewal of a certificate or license, any decisions made by the WLPDC may be appealed by the educator first to the full WLPDC. A teacher or administrator who disagrees with the decision of the

WLPDC may then appeal to a three person panel consisting of one (1) district teacher/administrator selected by the teacher/administrator, one (1) district teacher/administrator selected by the WLPDC, and one (1) district teacher/administrator mutually agreed upon by the teacher/administrator and the WLPDC. The panel shall be composed of a majority of teachers for an appeal filed by a teacher or a majority of administrators for an appeal filed by an administrator. Should the teacher/administrator and the WLPDC be unable to reach mutual agreement on the third panel member within thirty (30) calendar days of the filing of the appeal, the Superintendent and the WEA President shall develop a list of five (d) panel candidates. The teacher/administrator and the WLPDC shall then use the alternate strike method to select the third panel member from the list. The teacher/administrator shall strike first and third, while the WLPDC shall strike second and fourth.

### **Article VIII. Sunshine Law**

All meetings will be conducted following the guidelines of the Sunshine Law (Ohio Revised Code 121.22).

### **Article IX. Amendments/Changes to ByLaws**

- a) Procedures for amendments/changes to existing By-Laws need to be submitted in writing to the Committee.
- b) Proposed changes/amendments will be exhibits attached to agendas for consideration at two consecutive meetings.
- c) Voting will take place at the third meeting; a change/amendment will be determined through majority rule.
- d) All By-Law changes will be effective July 1<sup>st</sup>.
- e) All members will be notified prior to July 1<sup>st</sup> of the changes made to the By-Laws.

### **Article X. WLPDC Handbook**

The WLPDC will follow the provisions as indicated in current WLPDC handbook.

### **Article XI. Re-Hires working under a Professional Certificate/License**

If an employee terminates/resigns from WCSD their current IPDP expires upon their termination date. If that employee should return to WCSD and the current license is still within the time frame of the expiration of current license, the issue date of that license and the approval date of the IPDP on file with WLPDC the following would apply:

- a. Coursework/CEUs prior to termination will still count under the IPDP on file with WCS prior to termination.
- b. Reciprocity must be obtained from previous employing school district upon returning to WCS.
- c. New IPDP must be placed on file with WCSD WLPDC no later than thirty (30) calendar days after the first day of instruction. If position is administrative, the thirty (30) days rule will commence on their contract start date.
- d. Only hours taken after the hire or rehire date will be accepted through the WLPDC. Reciprocity should be sought from the previous employing district. It is the responsibility of the employee to seek reciprocity.

These provisions would enable an educator to meet their coursework/CEU requirements for license renewal upon expiration.

### **Article XII. New Hires working under Professional Certificate/License**

All newly hired educators working under a professional certificate/license will be instructed at the time of hire and as part of their new hire paperwork that an Individual Professional Development Plan must be completed and submitted to the Personnel Office no later than thirty (30) calendar days after the first day of instruction. If an IPDP has not been submitted within this time frame the Secretary to the WLPDC will send a reminder to the educator and notify the Executive Director of Personnel and the Warren Local Professional Development Committee Co-Chairperson(s) for further action.

In addition to writing and submitting a new IPDP to the WLPDC Committee as stated above, new hires must at the time of hire with Warren City School District bring a copy of their approved IPDP from their previous district and are encouraged to seek reciprocity from that district. Coursework, CEUs and other equivalent activities acquired under the previous school district will not count toward next license renewal under Warren City School District unless they have received reciprocity from the previous school district and submitted reciprocity received from their previous school district to the WLPDC Committee for approval.

It is the responsibility of the employee to seek reciprocity and to have the coursework, CEUs and other equivalent activities completed and submitted to the WLPDC committee before the date their certificate/license is due to expire. It is in no way the responsibility of the district to be held liable for the non-completion of coursework, CEUs and other equivalent activities. The sole responsibility is with the employee.