

FREMONT CITY LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE  
BY-LAWS, PROCEDURES, APPEAL PROCESS

**FREMONT CITY LPDC BY-LAWS**

**Mission Statement:** The mission of the Fremont City Local Professional Development Committee (LPDC) is to ensure educator quality by providing a direct link between high quality professional development, continuous improvement, and continuing teacher licensure.

**Purpose:** The purpose of the Fremont City LPDC is to create the district's standards, policies, and procedures for educator growth through high quality professional development to ensure that educators are highly qualified in their field and to continue their Licensure.

**Membership:** The committee shall be comprised of eight members, five teachers and three administrators. The teacher members shall be selected by the FEA. The administrator(s) shall be selected by the Superintendent. In the event of a vacancy, the committee member shall be replaced in the same manner. When an administrator's license is being considered, at the administrator's request the number of teachers on the committee will be reduced such that a majority of administrators comprise the committee for consideration of that license.

**Terms:** Terms of office shall be for three years.

**Roles:** The committee Chairperson and Recorder shall be determined by majority vote of the committee members. The term of office shall be one year.

The responsibilities of the Chairperson are to conduct LPDC meetings, to communicate information to the members of the LPDC, to represent the LPDC at other meetings which may be called, and to initiate the process to fill vacancies on the LPDC.

The responsibilities of the Recorder are to maintain minutes of action taken during LPDC meetings, to notify applicants of approval, resubmission, denial status of individual professional development plans and/or proposals for credit, and to receive and send appeals information.

The responsibilities of the Committee members are to serve as staff information contact. Participate fully as a review panel for the IPDP. Suggest and work with individuals as necessary with teachers on the planning of their IPDP. Participate in the professional growth of the LPDC.

**Meetings and Policies:** The LPDC shall meet each September for its annual “reorganization.” October will be utilized for meetings with each teacher whose License will be expiring at the end of the school year. These meetings will take place in each of the buildings throughout the district. Any teacher with questions concerning his/her IPDP, License, or LPDC procedures may attend. A meeting schedule will be set from February to June to ensure all those who need to renew their License will have ample opportunities to do so.

All meetings of the LPDC shall be public meetings and the schedule shall be posted on line through the district’s website.

Minutes of the LPDC meetings shall be available upon request for viewing at the Administration Offices.

The LPDC shall not have authority to revise, change, delete or modify any article/provision of the Master Agreement or written policies and procedures of the Board.

The LPDC does not have the authority to make any decision or promulgate any rule or procedure which impacts upon the wages, hours or terms and conditions of employment of unit members, or that requires the expenditure of Board funds, without the express prior approval of the Board and the FEA.

**Amending the By-Laws:** Amendments shall be voted on by a voice vote. A simple majority of members present and voting will prevail.

## **FREMONT CITY LPDC PROCEDURES**

**LPDC Responsibilities:** It is the responsibility of the Fremont City LPDC to:

assist all certified/licensed educators within the Fremont City School system in their Licensure renewals.

know the current law and licensure standards regarding Licensure renewal.

approve educators’ coursework and other professional development activities to meet the licensure renewal standards.

establish and abide by the procedures, criteria, and timelines of the LPDC.

register the LPDC with the Ohio Department of Education annually.

operate under the Open Meetings Act and the Public Records Act.

**Educator's Responsibilities:** It is the responsibility of the Fremont City School staff members to:

monitor the expiration date(s) of their certificate/license.

complete an IPDP after each Licensure renewal.

choose coursework or other professional development activities that reflect the goals of the educator, the district, and their building.

align CEU's and coursework with the stated goals of the IPDP. Coursework or professional development activities completed prior to the approval of the IPDP will not be accepted for Licensure renewal.

maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP.

maintain records of coursework and CEU credit and present all evidence of professional development at the time of Licensure renewal.

meet with an LPDC member at a building meeting the school year the License is due to expire.

make an appointment for Licensure renewal.

follow the criteria and timelines of the LPDC.

**Reciprocity:** The Fremont City LPDC shall accept outside approved IPDP's and approved professional development credit for any staff member hired by the Fremont City Schools from any school district or agency as fulfilling all necessary requirements of the Fremont City LPDC renewal process. Work already completed and approved in the previous position shall be honored.

## **APPEAL PROCESS**

**Level One.** Any certificated/licensed staff member who wishes to appeal the decision of the LPDC may petition the LPDC Recorder in writing within ten (10) work days or thirty (30) calendar days, whichever comes first. The staff member may resubmit a proposal in writing for the committee to consider. The appeal will be considered at the next regular scheduled LPDC meeting. The staff member must be present at the meeting.

The LPDC shall render its decision in writing within ten (10) work days, or thirty (30) calendar days, whichever comes first, after the appeal.

**Level Two.** Any certificated/licensed staff member wishing to appeal the Level One decision of the LPDC may petition the Recorder of the Committee within seven (7) calendar days of the LPDC's decision. An Appeals Committee will be developed consisting of one representative of the LPDC and one person selected by the staff member who is certified/licensed in the same subject area. The two representatives shall mutually agree upon a third person who shall also be certified/licensed in the same subject area. This committee shall schedule a meeting within thirty (30) calendar days of the appeal. The staff member must be present at this meeting.

The Appeals Committee shall render its binding decision in writing within ten (10) calendar days. The decision of this committee is not grievable.