

Philosophy

The Blanchester Local Professional Development Committee will ensure that professional development aligns with current ODE and local requirements. Ongoing professional development of educators is one element of a Continuous Improvement Plan. The BLPDC will build its work upon this element and also provide feedback and suggestions to educators and/or staff development committees.

Purpose

In conjunction with the district's goals and objectives, the LPDC shall have the authority to review and approve Individual Professional Development Plans for all professional educators in the Blanchester Local School District based on the needs of the educator, the students and the school district. This LPDC shall grant CEU's, review and verify completion of professional development activities and shall make recommendations to the Ohio Board of Education concerning the renewal of licenses. Professional development shall focus on experiences which expand and enrich the classroom, building, and district. These experiences shall be directly related to enhancing student performance academically.

Blanchester Local Schools

Local Professional Development Committee Bylaws

1. Structure

- A. The Blanchester Local Schools Professional Development Committee shall consist of a total of seven (7) members.
- B. Three (3) of the members shall be Administrators from the district appointed by the Superintendent.
- C. Four of the members shall be teachers who volunteer. Teacher membership shall represent each building: (1) elementary teacher, (1) intermediate school teacher, (1) middle school teacher and (1) high school teacher. In the event that a teacher from a building fails to volunteer, the Building Administrator will appoint a representative from his/her building.
- D. The terms of service for members of the Local Professional Development Committee shall be two years in length. Members may serve consecutive terms if selected.
- E. Administrative vacancies that occur any time during the term will be filled by appointment of the Superintendent. Teaching vacancies that occur any time during the term will be filled by appointment of the Building Administrator.
- F. The Committee shall review the Purpose, Mission, and Bylaws of the LPDC annually.

II. Meetings

- A. The regular meetings of the LPDC will be held at 3:45 PM in the Blanchester Local School District Board of Education Office.
- B. Regular meetings will be held during the months of August, September, October, November, January, February, March, April and

May. Any forms for consideration by the LPDC must be turned in to the LPDC Building Representative at least one week prior to the monthly meeting. A list of dates will be decided at the first meeting of the year and will be posted in each building.

- C. The LPDC Chairperson may call meetings, and adjust the time or date of the meeting as needed. If there is no business before the committee, the chairperson may cancel the meeting.
- D. The LPDC will operate under the Open Meetings Act (Sunshine Law); following local Board of Education policies and procedures.
- E. A quorum, necessary to conduct LPDC business, shall be five (5) out of the seven (7) LPDC members.
- F. The LPDC will keep confidential all reviews, evaluations, and discussions of Individual Professional Development Plans (IPDP's), documentation verification, and course activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.
- G. Minutes/records/actions taken will be maintained by the LPDC. Copies of these minutes/records will be kept in the Superintendent's Office.
- H. Review of IPDP's or activity documentation will be evaluated by a consensus. A time limit of five (5) minutes per proposal should be adhered to by all LPDC members.
- I. A simple majority vote can approve or deny an IPDP.
- J. Reviewed IPDP's and/or documentation proposals are to be returned within ten (10) school days of the review.
- K. A committee member will excuse himself/herself from reviewing/voting on his/her own professional development plan or in any other occasion of conflict of interest.

III. Offices and Responsibilities of the Committee

- A. The BLSD LPDC members shall select the following officers, which will complete the assigned responsibilities:
1. Chairperson – Shall preside at all LPDC meetings, chairs LPDC meetings, prepares the agenda, insures adherence to review processes and procedures, provide the authorized signature on all necessary documents.
 2. Vice-Chairperson – Shall serve in the absence of the Chairperson and assist in his/her duties.
 3. Recorder – Shall keep accurate minutes of all LPDC meetings, and be responsible for all necessary correspondence.
 4. Building Reps – Shall serve as liaisons with educators in their buildings by collecting and distributing forms, facilitating completion of LPDC requirements, and notifies applicants of approval/submission/denial status of individual professional development plans and/or proposals.

IV. Responsibilities of Blanchester Local Schools Educators & Administrators

- A. It is the responsibility of all Blanchester Local Schools Educators and Administrators to comply with the Bylaws of the LPDC. Individuals working under professional licenses are responsible for meeting the requirements of that license. Individuals must work with their LPDC to complete the renewal process. The individual must take responsibility for his or her own growth by creating a plan and engaging in relevant professional development. Each individual will have the opportunity and responsibility to:
1. Follow renewal procedures and timelines.
 2. Develop and implement his/her Individual Professional Development Plan.

3. Base the IPDP on the standards for teaching/administrator, the district and building goals, the goals of the educator, and the needs of the students.
4. Maintain records and documents that the activities within the IPDP have been completed using the Activity Verification Form.
5. Complete the following items:
 - a. Activity Verification Form – Documentation must be current and attached to IPDP in Employee Kiosk.
 - b. Application for License Renewal – Must be submitted through ODE SAFE account prior to meeting.
 - c. FBI/BCI Fingerprints – Must be current and verified by ODE.
 - d. Payment for Licensure Renewal – Must be paid through SAFE account prior to meeting.
 - e. Proposed IPDP Form – Form cannot be entered into Kiosk until after LPDC approves license renewal. Approved IPDP will be backdated one month.
6. All materials must be submitted prior to the April meeting of the year that the current license is due to expire. An individual's failure to submit all materials by the listed deadlines may result in non-renewal of license.

V. Certification/Licensure Submission and Decision Making

- A. All materials for renewal will be submitted by the April LPDC Meeting of the expiration year. (See Section IV; A, #5 for Clarification).
- B. Notification of committee action on materials submitted for renewal will occur within ten (10) school days after the meeting.

- C. Any decision to approve or deny the certification/licensure renewal must receive the majority vote of the committee.
- D. If the submitted material is denied, the individual will be notified in writing with the reasons for denial identified. Notification will be sent in writing by the Building Rep for said building within three (3) school days.
- E. Individuals have ten (10) school days from the receipt of the denial notification to contact the LPDC in writing to schedule a date to review the documentation.
- F. Any individual who falsifies statements on any documentation submitted to the LPDC will be referred to the Ohio Department of Education, which may result in the loss of the certificate/license in the State of Ohio.

VI. Appeals Procedures

- A. If an individual disagrees with a decision made by the committee, the individual must, in writing, make an appeal to the LPDC Chair within ten (10) school days after receiving the receipt of denial.
- B. The individual will be given the opportunity to meet with the committee in person to discuss the IPDP in question. This discussion will also serve to help the individual gain an understanding of the perspective of the LPDC. This meeting will be scheduled within ten (10) school days following the committee's denial of an IPDP.
- C. If, after the reconsideration process has taken place, the LPDC and the individual are still unable to come to an agreement, a Board of Appeals will make the decision. This second meeting will occur during the fifteen (15) school days following the first appeal meeting, and the decision made by the Board of Appeals will be binding for all parties.
- D. The Board of Appeals shall include one certified educator or administrator from the Blanchester local School District chosen by the individual appealing, one certified educator or administrator from the

Blanchester Local School District chosen by the LPDC and the Superintendent or his/her designee.

VII. New Employees

- A. The Blanchester Local School District's LPDC will accept outside district approved IPDP's for any educator hired by the Blanchester Local School District from another district as fulfilling all necessary requirements of the Blanchester Local School District's renewal process. If a plan received from a previous district was not approved, then a new plan must be submitted.
- B. Hours already accumulated in the district of previous employment will be honored as long as the hours meet the plan as submitted to the previous district. Hours must be on the previous district's Activity Verification Form or the Blanchester Local School District LPDC Activity Verification Form.
- C. Remaining hours will be accrued by meeting the requirements of the Blanchester Local School District.

XIII. Retiring Employees

- A. LPDC will renew retiring members' licenses if all paperwork is completed, submitted and approved by the LPDC Committee before the retirement date.

IX. Employees Leaving Blanchester Local School District

- A. Employees leaving the BLSD may request an Approval Verification Form no later than December 31 of the school year after they left.

X. Revisions to the Bylaws

- A. Any bylaw and/or procedure of the Local Professional Development Committee may be amended at any time by a majority vote of the

committee membership. Any policy change must be approved by the Board of Education.