



Summit Educational Service Center  
**Local Professional Development Committee**  
**By-Laws**

Establishing a Local Professional Development Committee as authorized in Senate Bill 230, effective fall 1998.

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

### **Section 1.**

The Summit County Educational Service Center Local Professional Development Committee (LPDC) is hereby established as the name of the entity required by Senate Bill 230. This committee shall serve the licensed staff, administrators and teachers of the Summit Educational Service Center (ESC) and shall be the only committee of its type authorized to operate on behalf of the Summit ESC.

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

### **Section 1.**

The aim of the Summit ESC LPDC is to foster effective professional development experiences for the licensed staff. Its purpose is to review and recommend the individual professional development plans submitted by staff for renewal of their licenses.

In the discharge of its duties, the committee will:

- a. foster the norm of continuous improvement
- b. promote alignment of professional growth with individual, student, building and district needs and goals
- c. promote best practice
- d. emphasize increased results for students
- e. guide the development of individual professional development plans (IPDP)
- f. support the inquiry into and study of teaching and learning

- g. promote effective professional development experiences through the application/use of learning gained through professional experiences rather than merely attendance, time spent, and completion of required work

## Article III. Membership, Qualifications, Training, Compensation

### Section 1.

The Summit ESC LPDC shall consist of five (5) members. A majority of the members shall be non-administrative personnel. Non-administrative is defined as any certified/licensed Summit ESC employee who does not have administrative responsibilities for the Summit ESC (i.e. directors, superintendent). Each of the two service teams (Student Services, Curriculum & Instruction) shall be represented in the membership. The majority of the committee members must have a minimum of three (3) years educational experience. The non-administrative members will volunteer to participate in the committee and will be elected by majority vote of the Summit ESC LPDC Committee.

LPDC members shall participate in professional development designed to prepare them for their role(s) as members of the LPDC. The training shall include information about Senate Bill 230 requirements, a by-laws review, and IPDP guidelines. Committee members shall complete activities related to the LPDC as part of their work assignment at Summit Educational Service Center. LPDC officers are responsible for providing updates to LPDC policies and procedures.

### Section 2.

Committee vacancies among non-administrative members shall be replaced by vote of the remaining members of the committee so selected. The Superintendent will appoint committee officers. The initial selection of committee members shall include one (1) non-administrative alternate to facilitate the vacancy replacement process.

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

## Article IV. Roles and Terms of Office

The Summit ESC LPDC shall consist of the following roles and corresponding terms of office:

Chairperson: The Chairperson shall be the administrative representative to the LPDC. The Chairperson will be appointed to a three-year term. A term shall run from August 1 through July 31st.

Secretary: The Secretary shall be the member appointed by the superintendent. The

Secretary's term will be determined by the superintendent.

The members of the committee shall serve staggered three-year terms. A term shall go from August to August with no more than half of the members new to the committee at any one time. Committee members may be re-elected to the positions they hold an unlimited number of times.

However, a member may only serve three consecutive terms before rotating off the committee for a term.

## **Article V. Duties**

### **Section 1.**

The duties of the chairperson, secretary and other committee members shall be as follows:

The Chairperson shall:

- a. preside at all Summit ESC LPDC meetings
- b. ensure adherence to the LPDC review processes and procedures
- c. serve as appeals process contact and liaison
- d. serve as a liaison to other departments for professional growth development
- e. serve as a reviewer of Summit ESC employees IPDPs for certification/renewal
- f. suggest necessary professional growth needs for LPDC

The Secretary shall:

- a. keep accurate minutes of all Summit ESC LPDC meetings
- b. send minutes to LPDC members at least a day in advance of each meeting
- c. serve as staff communication liaison
- d. be responsible for all necessary correspondence
- e. call all meetings and set agendas in collaboration with the membership
- f. maintain a notebook or easily accessible electronic record of all committee activities
- g. serve as a reviewer of Summit ESC employees IPDPs for certification/renewal
- h. be responsible for relaying information to the appropriate person for posting on the established LPDC home page
- i. suggest necessary professional growth needs for LPDC

The Data Collector (not an elected member of the committee) shall:

- a. maintain appropriate forms and documentation
- b. maintain a list of appeals process volunteers
- c. keep membership records up to date

The remaining members shall:

- a. serve as staff information contact person
- b. serve as a reviewer of Summit ESC employees IPDPs for certification/renewal
- c. suggest necessary professional growth needs for LPDC

At the discretion of the committee, an evaluator may be appointed. That person shall:

- a. serve as an ex officio member of the SCESC LPDC
- b. document committee process and product activities

## Article VI. Meetings

### Section 1.

Summit ESC LPDC members shall determine the frequency, time, and place of meeting within the following guidelines

- a. The number of release day meetings in any one year shall not exceed (10) days
- b. Attendance at any meetings scheduled for after work or in the summer shall be compensated (as approved by the superintendent).
- c. The ten (10) release days are inclusive of any days, which may be used, for professional growth specific to LPDC membership
- d. Attendance at monthly LPDC meetings is mandatory. In the event of an emergency, committee members can request that an alternate member take their place.

## Article VII. IPDP Submission, Decision-Making and Appeals Processes

### Section 1.

IPDPs may be submitted throughout the year. Any decision to approve or reject a submitted IPDP for certification/license renewal purposes must receive a majority of votes.

Any Summit ESC LPDC members whose IPDP is being considered for approval will not vote on their own proposal.

Established guidelines/criteria for approval are made available to all employees through the Summit ESC LPDC webpage. Employees will be directed to the approval guidelines/criteria prior to development and submission of their IPDP for review. If the IPDP is rejected, the individual shall be given feedback with reasons for rejection clearly stated. Employees whose plans have been rejected must submit a revised plan or submit more detailed supportive materials to substantiate the legitimacy of their original plan within twenty (20) working days of the initial rejection notification. The LPDC will again review the plan. If the plan is rejected the employee has recourse through the appeals process.

### Section 2. (Appeals process)

In the appeals process a group of three certified personnel (from a similar or related discipline) will be asked to review the employee's IPDP plan. Personnel will be selected from employees of Summit ESC who have volunteered to be a member of the appeals process committee. Other Summit ESC employees and/or employees from other districts may be asked to participate depending on the academic discipline needed. This committee may review all applicable records to help make a decision. The employee and

the Summit ESC LPDC will accept the decision of the appeals committee.

## **Article VIII. Accepting plans from other districts**

Within 30 days of employment, the new employee will submit their IPDP to the Summit ESC LPDC for review. Hours already accumulated under a district-approved IPDP will be honored.

## **Article IX. Amending the By-Laws**

### **Section 1.**

The Summit ESC LPDC shall annually review the by-laws and recommend changes by June of each year.

### **Section 2.**

Amendments shall be voted on via roll call vote. A simple majority of members present and voting will prevail.

### **Section 3.**

The Summit ESC Board of Governors will receive copies of ratified amendments for final approval.

Drafted: September 1997

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Acted On: 10/17/2017 Board of Governors