

## **Local Professional Development Committee Plan of Operations**

### Section 1—Philosophy

TRECA Digital Academy (TDA) enhances and facilitates student learning by combining state-of-the-art digital curriculum and instruction with access to local school resources that complement that instruction and prepare students to become lifelong learners and productive citizens. The need for high-quality professional development is not only mandated by state and federal law but is also required if the fulfillment of our mission is to be effectively realized and if improved practice is the desired result.

All full-time TDA staff shall engage in an ongoing program of in-service relative to their area of assignment. Staff training shall be aligned with the continuous improvement plan and reflect the policies and guidelines established by the local professional development committee (LPDC).

Staff who hold an educator license or certificate issued by the Ohio Department of Education and who are utilizing the LPDC process in order to renew and maintain department licensure shall follow the license renewal and professional development requirements and timelines established in rule 3301-24-08 of the Administrative Code.

### Section 2—Purpose

The purpose of the TDA LPDC is to approve and verify professional development activities for all TDA staff and those employees holding professional certificates and licenses. The professional development activities will be described in Individual Professional Development Plans (IPDPs) to facilitate professional growth opportunities and effectively meet state and federal requirements; the IPDPs are also subject to approval by the LPDC. All IPDPs and professional development activities engaged in by staff will relate to TDA's Continuous Improvement Plan goals and/or the mission and vision of TDA.

### Section 3—Criteria for Coursework or Professional Development Activities

#### **A) Requirements**

All fulltime Licensed/Certified and non-licensed TDA employees alike will complete IPDPs, though following slightly different criteria. All IPDPs must be approved by the staff member's supervisor and then by the LPDC.

#### Licensed Staff

Licensed employees should write and submit their IPDPs for approval as soon as possible after the issuance of new or renewed licenses so that the LPDC will be able to grant credit for professional development activities in accordance with their approved IPDPs. The IPDP must be submitted and approved prior to beginning the coursework or activities for which the educator seeks approval. The IPDP, except for approved amendments, will be in force throughout the

length of the employee's current license/certificate. Staff with permanent certificates will follow the non-licensed staff schedule for writing IPDPs.

In accordance with that plan, the educator must complete one or some combination of the following prior to the next license renewal:

- 1) six (6) semester hours of coursework related to classroom teaching or the area of licensure;
- 2) eighteen (18) Continuing Education Units (CEUs); or
- 3) equivalent other activities related to classroom teaching or the area of licensure as approved by the LPDC since the issuance of the license to be renewed.

In completing those requirements, licensed employees must meet the requirement of earning a minimum of 1.5 CEUs (or their equivalent) of staff development each year. Employees hired during the fiscal year will have their required CEUs prorated based on the number of days worked; Employees who are less than 1.0 FTE will be waived altogether from the CEU requirement except as necessary for license renewal.

#### Non-Licensed Staff

Non-licensed employees of TDA, as well as those educators with permanent certificates, will write and submit their IPDPs for approval every five years. The IPDPs will guide the professional development of the staff members throughout the five-year period.

In accordance with that plan, each full-time staff member must complete a minimum of 1.5 CEUs (or equivalent) of staff development each year. Employees hired during the fiscal year will have their required CEUs prorated based on the number of days worked. Employees who are less than 1.0 FTE will be waived altogether from the CEU requirement.

Employees new to TDA are to submit an IPDP to the LPDC for approval within thirty (30) days of their hiring dates.

#### B) Standards and Types of Activities

TDA staff has flexibility in selecting the types of coursework, workshops, and professional development activities meaningful to them. Those options, as well as CEU value, verification procedures, and criteria for approval, will be offered to staff in guidance documents created by the Committee. All activities, however, must reflect learning of some knowledge or skill, which supports the staff member's IPDP. In addition, all activities selected should meet the standards of staff development as set forth in Standards for Ohio Educators, including Standards for the Teaching Profession, Standards for Principals, and Standards for Professional Development and of high quality professional development as outlined in the No Child Left Behind Act. Courses required of all employees (fire safety, policy handbook, etc.) and typically

completed via Public School Works are not eligible for LPDC credit. These courses are required for employment and as such should not be seen as professional development that supports goals of an IPDP. The LPDC will have final authority regarding verification of all activities as they meet these standards and criteria as well as the employee's IPDP.

#### **Section 4—Committee Membership**

**The TDA LPDC will be comprised of 5 members: 3 teacher members and two administrator from TDA. All new LPDC members will be appointed by the incumbent LPDC Committee. Terms of service will run in accordance with the fiscal year (July 1-June 30).**

#### **Section 5—Duties of Committee Members**

The first regular meeting of the LPDC in the new fiscal year in September will be, in part, an organizational meeting establishing the Chair and Secretary.

##### **Chair**

- Shall preside at all meetings of the LPDC
- Shall call additional meetings beyond the regular meetings as needed
- Shall appoint any special committees necessary to carry on the business of the LPDC
- Shall represent the LPDC as the liaison to the Ohio Department of Education and may attend required meetings on behalf of the LPDC

##### **Secretary**

- Shall function as the recorder of all minutes taken during meetings
- Post/Maintain notices of meetings and minutes of meetings in accordance with state public records and open meetings regulations

#### **Section 6—Committee Procedures**

##### **A) Motions**

The LPDC members present shall constitute a quorum to transact business. Each member, including the Chair, Chair-elect, and TDA Administrative member, shall have one vote. The affirmative vote of members present and voting shall be required for the enactment of every motion. All motions shall be effective immediately upon enactment, unless otherwise stated within the motion.

##### **B) Meetings**

Regular meetings of the LPDC will be held by convening meetings in September, January, and May. The Chair may call additional meetings as needed.

Business to be conducted at meetings will include, but not be limited to, 1) review of IPDPs and 2) validation of CEUs submitted by TDA employees. No documents submitted for consideration by the LPDC shall be used as examples without written permission from the party involved.

##### **C) Approval of IPDPs and Activities**

At each regular meeting of the LPDC, members will review and ratify those IPDPs and activity approvals and verifications, which have accrued since the previous meeting. The LPDC will then notify staff members of approval or denial of the IPDP. The LPDC will notify staff of pre-approval of activities, when required, prior to the commencement of the activity. Notification of approval or denial of completed activities will also be made. Notification of all the above may be by mail or email or both.

#### D) Appeals

In the event that the LPDC does not approve an IPDP or activity verification, the applicant will receive a written notice of denial along with written suggestions for acceptable revision. The LPDC committee or a subcommittee will work with the applicant to create a suitable plan. In the event of an appeal of any activity/course work request, the LPDC's decision on the appeal shall be final.

#### E) Reciprocity

The LPDC will honor professional development work done through committees in any other ITCs or school districts in which any employee has garnered CEU credit, pursuant to an approved IPDP at those sites or districts. As soon as practicable after employment and before engaging in any additional coursework or other professional development activities, the newly-hired staff member is expected to submit an IPDP in accordance with the procedures, criteria, and timelines of the TDA LPDC. The LPDC Exit form from the previous district must be submitted in order to grant previous credit.

Conversely, the LPDC will provide verification of the approval of a former employee's IPDP and any coursework and professional development activities completed by the staff member and accepted by the LPDC, upon request of the employee or his/her new employer. In addition, the LPDC will encourage an exiting staff member to discuss the transfer of his/or her ongoing IPDP when seeking employment in another district or ITC.

#### F) Records

All documents, including IPDPs, appeal notices, and activity verifications, will be kept on file by the LPDC for five years. In addition, all records will be kept in digital format in a database with web access from which the LPDC will be able to generate necessary reports and employees will be able to monitor their records.

#### G) Annual Registration

The LPDC administrative member will ensure that the annual registration of the LPDC, along with the LPDC signature verification, is submitted to the State of Ohio.

#### Section 7—Self-Assessment

The LPDC will conduct a survey of TDA staff as part of its annual self-assessment. This survey will seek to identify any of the committee's work, procedures, and/or criteria that may need to be modified through redesign or revision of the Plan of Operations. Any such changes must be recommended by a majority of the LPDC and approved by the TDA Board.

Revised October 2, 2018