The Ohio Department of Education
Local Professional Development Committee By-laws

Adopted July 25, 2002 (revised June 2007; June 2009; July 2011)

Vision Statement: The vision of the ODE Local Professional Development Committee (LPDC) is to be a model LPDC grounded in quality professional development principles, systems thinking, and best practice in aligned processes.

Mission Statement: The mission of the ODE LPDC is to ensure educator quality by providing a direct link between high standards of quality professional development, continuous improvement and continuing educator licensure.

Purpose: The purpose of the ODE LPDC is to create the standards, policies, and procedures for educator growth through professional development to ensure that educators stay highly qualified in their field, resulting in continuing licensure.

Membership: The LPDC will be comprised of nine members – representative of the Centers. The membership will include a representative mix of staff that (a) hold certificate/license; (b) occupy administrative and consultant positions; (c) occupy classified and unclassified positions; and (d) reflect cultural, ethnic and gender diversity.

Terms: All terms shall be two years which shall be staggered:

Vacancies shall be filled in the manner of the original appointment and will complete the term of the appointment. All terms are based on a fiscal year appointment (July 1 – June 30).

Roles and Terms of Office:

The ODE LPDC shall:

- establish and abide by the procedures, criteria, and timelines of the ODE LPDC;
- know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal;
- participate fully to review educators' Individual Professional Development Plans (IPDP); coursework and other professional learning events to meet licensure renewal standards;
- accept outside LPDC approved professional development credits for any staff member hired by ODE from a local school district or agency as fulfilling all necessary requirements of the ODE renewal process. Remaining work shall be acquired using the guidelines of the ODE LPDC with re-submission of an IPDP to be completed within the 180-day probation;
- maintain an appeals process;
- elect a member by voice vote to act in the absence of the Chairperson and Vice-chairperson; and
- submit the LPDC signature verification with the Ohio Department of Education annually;

A Chairperson, Vice-chairperson and secretary shall be elected by members of the LPDC. The term of office shall be one year in length. If a vacancy occurs mid-term the members shall elect a new officer to fill the created vacancy until the end of the term.

The Chair shall:

- preside over all LPDC meetings;
- call all meetings and set agenda in collaboration with membership;
- ensure adherence to the IPDP review process and procedures; and
- suggest necessary professional growth for LPDC committee members.

The Vice-Chair shall:

- fulfill the duties of the Chair at any meeting the Chair is unable to attend; and
- fulfill the duties of committee member when not serving as Chair.

The Secretary shall:

- record and provide minutes of all meetings; and
- fulfill the duties of committee member.

ODE LPDC Committee Members shall:

- recues themselves from LPDC review and decisions about their own IPDPs, coursework, and professional learning events;
- suggest necessary professional growth for the LPDC committee; and
- serve as staff information contact persons.

Meetings and Policies: The LPDC shall meet at least monthly and at such times when five or more members may determine the need for a meeting. If no business is on the agenda, the meeting may be cancelled by the Chairperson.

A quorum of the LPDC shall consist of no fewer than five members.

The “reorganization” meeting for each year shall be the June meeting. The LPDC calendar shall be established for the year at this time. The Chairperson and Vice-chairperson shall also be selected at this time.

All meetings of the LPDC shall be public meetings and shall be held during the regular business day.

The LPDC shall act only by resolution voted upon by the LPDC and recorded in its minutes. The minutes of the LPDC will be maintained in accordance with State and Department records retention policies.

The Office of Educator Quality shall be responsible for the dissemination of meeting announcements and will be the repository of minutes and records for the LPDC.

Minutes from the LPDC meetings shall be available upon request through the Office of Educator Quality.

No action of the LPDC shall bind the Department in any manner that may affect bargaining unit terms and conditions of employment.

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