

TRECA

Local Professional Development Committee

Plan of Operations

Section 1—Philosophy

The Tri-Rivers Educational Computer Association (TRECA), one of Ohio's Information Technology Centers (ITCs) supports teaching and learning by providing strong leadership, visionary technology planning, and expert and efficient technological and informational services and resources. Building upon that philosophy, the 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. With both entities, the need for high-quality professional development is not only mandated by state and federal law but is also required if the fulfillment of these missions is to be effectively realized and if improved practice is the desired result.

Therefore, the TRECA Local Professional Development Committee (LPDC) exists to facilitate the professional development activities of the employees of TRECA.

Section 2—Purpose

The purpose of the TRECA LPDC is to approve and verify professional development activities for all of the ITC staff, including 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 (see Appendix B for forms) are also subject to approval by the LPDC.

All IPDPs and professional development activities engaged in by staff will relate to the Continuous Improvement Plan goals of TRECA and/or the Strategic Plan goals of TDA (see Appendix E).

Section 3—Criteria for Coursework or Professional Development Activities

A) Requirements

Licensed/Certified and non-licensed TRECA employees alike will complete IPDPs, though following slightly different criteria. All IPDPs must be approved 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 also meet the ITC requirement of earning a *minimum* of 1.5 CEUs (or their equivalent) of staff development each year, with a minimum of eight (8) CEUs earned during any four-year period of employment. Employees hired during the fiscal year will have their required CEUs prorated based on the number of days worked; part-time employees will have theirs prorated on the amount of their full-time equivalency (FTE). Employees

who are less than 0.3 FTE will be waived altogether from the CEU requirement.

Non-Licensed Staff

Non-licensed employees of TRECA, as well as those educators with permanent certificates, will write and submit their IPDPs for approval every four years. The IPDPs will guide the professional development of the staff members throughout the four-year period. New IPDPs will be submitted for approval before September 1 of the fiscal year in which they expire.

In accordance with that plan, each full-time staff member must complete a minimum of 1.5 CEUs (or their equivalent) of staff development each year, with a minimum of eight (8) CEUs earned during any four-year period of employment. Employees hired during the fiscal year will have their required CEUs prorated based on the number of days worked; part-time employees will have theirs prorated on the amount of their full-time equivalency (FTE). Employees who are less than 0.3 FTE will be waived altogether from the CEU requirement.

Employees new to TRECA are to submit an IPDP to the LPDC for approval within two weeks of their hiring dates. Any employee who has served under an LPDC in his/her previous place of employment may choose to have that LPDC forward the employee's previously approved IPDP to the TRECA LPDC. The TRECA LPDC will then determine if that employee will be required to write a new IPDP for his/her new position or whether the previously-approved IPDP will suffice.

B) Standards and Types of Activities

TRECA 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 are listed in Appendix A. 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 (see Appendix F) and of high quality professional development as outlined in the *No Child Left Behind Act* (see Appendix G). 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 TRECA LPDC will be comprised of 7 members: 4 teacher members and one administrator from TDA, and 2 nonteaching STAFF members from TRECA. The four TDA teacher members and 2 nonteaching STAFF members will be elected by their respective staffs. The TDA administrative member will be appointed by the TRECA Executive Director. Terms of service will run in accordance with the fiscal year (July 1-June 30).

Annual elections of LPDC members, whose terms are expiring, will be held subsequent to the last regular meeting of the LPDC in the current fiscal year but prior to the new fiscal year. At the same time the TRECA administrative member will also be appointed if that office's term has expired. If the number of candidates standing for Committee positions is only sufficient to fill those positions, the election will be set aside and the candidates will assume membership on the Committee in the ensuing fiscal year.

If a vacancy occurs among any of the LPDC members (other than Chair; see below), the TRECA Executive Director will appoint an appropriate staff member to finish that term of office.

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 with an election of a chair-elect and secretary. The chair-elect from the previous fiscal year will assume the duties of chair at this meeting and conduct the election.

Nominations shall be taken from the floor for chair-elect and secretary; candidates receiving the highest number of votes shall begin their terms of office immediately. The TDA administrative committee member serves as an appointed officer.

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, along with the TRECA/TDA administrative member, as the liaison to the Ohio Department of Education and may attend required meetings on behalf of the LPDC

Chair-elect

- Shall preside in the absence of the Chair
- Shall assist the Chair in the fulfillment of the needs of the LPDC
- Shall serve as Chair the following year
- Shall succeed to the office of Chair should that office be vacated

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

TDA Administrative Member

- Shall assist the Chair with all communications
- Shall represent the LPDC, along with the Chair, as the liaison to the Ohio Department of Education and may attend required meetings on behalf of the LPDC
- Shall act as the liaison between the LPDC and the TRECA and TDA Directors.

- Shall ensure that all information of TRECA/TDA staff for compliance with state law and for renewal of certificates/licenses is current and properly recorded
- Shall ensure that annual LPDC registration and signature verification is submitted to the state
- Shall facilitate keeping of all individual LPDC records, both paper and electronic

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 TRECA 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 TRECA/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 approve those IPDPs and activity approvals and verifications, which have accrued since the previous meeting (see Appendix B for criteria attached to IPDP forms). The LPDC will then notify staff members of approval or denial of the IPDP; denials will be sent within fourteen (14) days of the action. Staff may not commence with professional development activities prior to approval 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; denials will be sent within fourteen (14) days of the action. 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 applicant may do the following:

1. Resubmit (maximum of two times) a revised IPDP or resubmit the original within ten (10) calendar days of receipt of the notice of denial.
2. If the IPDP is still denied, the applicant may appeal the decision of the LPDC with a written response or meet with the committee at the next scheduled meeting. The notice to appeal should be submitted to the LPDC Secretary within ten (10) calendar days of the notice of denial. A written decision regarding the appeal will be returned to the applicant within ten (10) calendar days of the LPDC meeting.
3. If the appeal is denied, the applicant may request a decision be rendered by a three-person panel chosen as follows: one person selected by the applicant, one selected by the LPDC, and a third mutually agreed upon by the other two panel members. The applicant's request for this process must be made within ten (10) calendar days of receipt of the denial.

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 TRECA LPDC.

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 original paperwork, 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. The LPDC TDA administrative member is charged with facilitating the record keeping.

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 TRECA 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 Operation. Any such changes must be recommended by a majority of the LPDC and approved by the TRECA Board.

Last revised January 2010.