

Westfall Local Schools

Local Professional Development Committee

Guidelines for Plan of Operation

Philosophy

As indicated in our Mission statement, the Westfall Local Schools, in partnership with student, parents, teachers, and community will provide quality educational service that nurture academic, social, and civic skills enabling students to become productive, life-long learners.

With those goals in mind, the Westfall Local Schools are dedicated to excellence in education, student achievement, and high quality professional development.

We believe that professional development should be strongly linked to student learning and teacher intellectual development and should balance individual priorities with school and district needs.

Purpose

The purpose of the Westfall Local Professional Development committee (LPDC) is to improve our professional development program and to effectively tie that professional development to the area of licensure/certification. It will be the responsibility of the LPDC to determine whether course work, continuing education units (CEU's), or equivalent other activities (EOA's) meet the requirements of the standards.

Westfall LPDC Timeline

In 1996, the General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development committees (LPDC's). Such committees were to be established in every school district and chartered nonpublic school by September, 1998.

The Westfall Local LPDC members presented the Professional Development Guidelines at the district in-service meeting on May 11, 1998. Each staff member received a folder which included this timeline, guidelines, CEU forms, and Individual Professional Development Plan forms.

Beginning with the 2003-2004 School Year:

- ❖ Any certificated staff member who is issued a new license/certificate or renewal will be required to fill out a new IPDP; which will remain in force for the life of the license/certificate or until an amendment is filed.
- ❖ Certificated staff, upon renewal of a license/certificate, must submit a new IPDP within 45 days.
- ❖ If a license/certificate is issued between June 1 and August 31, IPDP's must be submitted by the first fall meeting of the LPDC.
- ❖ New Staff – must submit IPDP and copies of credentials to the LPDC by the first scheduled meeting in the fall. If coming from another district, they must submit an “Approval Verification Form” from that district and the IPDP approved by the former district of employment.
- ❖ Any IPDP approved at a former district of employment will be accepted. Following first renewal of license/certificate, the individual will then fall under the Westfall LPDC guidelines.
- ❖ Classes taken after issuance of license/certificate, but before a new IPDP, may be approved. Credit may be granted by the LPDC if coursework meets the duly approved IPDP submitted by the established deadline.
- ❖ Amendments to IPDP's should be filed with the LPDC before the beginning of any coursework.

Standards

The Westfall Local School LPDC has established the following local professional development standards and acceptable activities according to which the individual Professional Plan should be written and will be approved.

- A. All professional growth activities will relate to the Westfall Local Schools Strategic Plan goals and strategies.
- B. All professional development will address the needs of our licensed/certified staff, students, the school and the district.
- C. The staff member will address how the plan enhances personal, classroom, building, and district goals. The staff member will provide sufficient documentation.
- D. One CEU equals ten (10) contact hours or, in the case of equivalent other activities described below, recommended twenty independent hours.
- E. Acceptable Activities:
 - 1) Graduate/undergraduate coursework completed through an accredited college or university.
 - 2) District curriculum driven activities and workshops approved by the LPDC (approved for CEU's or EOA's).
 - 3) Workshops sponsored by educational/professional organizations.
- F. Activities that need to be approved by the LPDC **before inception**.

Examples of Equivalent Activities (if completion or planning is done outside the school day)

- Self directed study teams, authorship, presenters, additional research to enhance skills, mentoring.
- The LPDC, strategic planning committees, curriculum committees, discipline committees, artist-in-residence planning, grant writing, math expo, literacy nights, career days, or visiting authors.

Membership: Composition – Selection – Terms of Office

A. One (1) LPDC for the entire school district.

B. Teacher Representation

1) Five (5) LPDC teacher representatives

a. High School (1)

b. Middle School (1)

c. Elementary (3)

1. Primary Grade Teacher

2. Intermediate Grade Teacher

3. One Teacher At Large

2) Terms – Elections

The term of office for teacher representatives serving on the LPDC shall be two (2) years. The terms shall be staggered.

Teacher representatives shall be elected in the spring by the general membership, with three (3) teacher representatives elected during even numbered years and two (2) teacher representatives elected during odd numbered years.

2) Teacher Vacancies

In the case of teacher vacancies, the WEA Executive Committee will meet to fill the vacancy. The first choice will be the runner-up of the previous year's election for the building where the vacancy occurred. The second choice will be to give notice to the building for a person to volunteer to fill the vacancy. If more than one person volunteers, there will be another general election to fill the vacancy. Persons filling vacancies will serve out the remainder of the term for the vacated position.

C. Administrative Members

Three (3) administrative representatives shall be appointed to the LPDC by the District Superintendent.

D. Quorum for the Official Business

The quorum to act upon official business of the Westfall LPDC shall be five (5) members.

Appeals Process

An appeals process is available for any Individual Professional Development Plan (IPDP), or section of the plan, not approved by the LPDC.

A. Reconsideration –

If an educator disagrees with the LPDC's decision, the educator may make an appeal for reconsideration to the LPDC. This appeal shall be made in writing within five business days of the denial of the plan or section of the plan.

B. Third Party Review –

If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, an appeal team shall review the decision. The Appeal Team will consist of three non-LPDC teachers chosen by the Westfall Education Association and two non-LPDC administrators appointed by the Superintendent. The Appeal team will hear or read the appeal and decide according to the Individual Professional Development Plan criteria. The educator shall be informed of the decision of the Appeals Team within five business days from receiving the appeal.