



## **Logan Elm Local Professional Development Committee Plan of Operation**

### **I. Philosophy**

In partnership with our staff and community, Logan Elm Local Schools empowers every student to reach their unique potential by providing a high-quality education. The Local Professional Development Committee (LPDC) works to support the district's mission through ensuring that High Quality Professional Development and the improvement of educational practice takes place.

### **II. Purpose**

This is a district-wide committee and is the only authorized entity for this purpose within Logan Elm Schools. The committee reviews coursework and professional development activities for the purpose of license renewal, working towards the following.

- Foster a standard of continuous improvement.
- Align professional growth with individual, student, school, and district goals (including the District One Plan).
- Prioritize increased student learning and educator potential.
- Guide the development of Individual Professional Development Plans (IPDP).

### **III. Criteria for Coursework or Professional Development Activities**

IPDPs will be evaluated based on a SMART goal format and alignment to staffs' roles and responsibilities, district initiatives or goals such as the District One Plan, or state or federal initiatives. All goals will support [Ohio Educator Standards](#).

#### IV. Membership and Roles

The committee consists of five members. Members must have three years of professional experience, with at least two years at Logan Elm Schools

- **Teacher Representation:** A majority must be teachers, approved by the LECTA executive committee.
- **Administrative Representation:** Two members are administrators appointed by the Superintendent, one of whom serves as the Chairperson. The chairperson resides over meetings, establishes calendars, serves as e-signer, maintains records, and communicates with staff.

#### V. Operational Procedures

- **Meeting Frequency:** The LPDC meets monthly from September through May (excluding December). Meetings may be in person or asynchronous.
- **Member Responsibilities:** Members review and approve IPDPS, offer assistance to staff, review and approve coursework for license renewal, and review operating procedures and practices of the committee. The chairperson may review and approve if needed and will vote when a fifth vote is necessary.
- **Record Keeping:** Educators are responsible for tracking their own license expiration, FBI checks, and IPDP status using their OHID CORE account and Frontline. The chairperson maintains a record of license, Consistently High Performing Teacher Approval, IPDP, and background checks dates. They share approved licenses with the district office, treasurer's office, and the Pickaway County Educational Service Center.
- **E-Signers:** The chairperson maintains routine e-signer responsibilities. The second administrator also has access.
- **Submission:** Educators must submit a new IPDP in Frontline as soon as possible after a new license is issued and before beginning any new professional development for the purpose of license renewal.
- **Timelines:** Submissions are reviewed within 48 hours of the next LPDC meeting. Frontline forms can be immediately verified by the submitter. Any other submissions outside of Frontline, such as pre-approvals, will be reviewed within 48 hours of the next meeting and the submitter will be notified via email following a decision.

- **Pre-Approval Requirements:** The LPDC will maintain a list of [Equivalent Option Activities](#) and [Approved Professional Development Providers](#). Effective November 11, 2025, all coursework from universities or outside organizations must be pre-approved if the provider is not already on the LPDC's approved list.
- **Appeals Process:** If an educator's IPDP or professional development activity is rejected, the following steps apply.
  - **Conference:** The educator or committee may request a conference to discuss required revisions.
  - **Reconsideration:** The educator contacts the LPDC Chairperson to request a second vote by all members.
  - **Local Resolution:** The final step for local resolution is an appeal to the Pickaway County ESC LPDC.

## VI. Forms:

[Frontline](#) is used for all IPDP submissions, license renewal forms, and self-study pre-approvals. The following forms are also used.

- [w Equivalent Other Activities Contact Hours form.docx](#)
- [Educator Leaving an LPDC Verification Form](#)
- [Verification Form for Consistently High Performing Teacher](#)

Note: This plan was developed using the previous LPDC handbook (1998), current procedures, and the Resource Guide for Establishing and Maintaining Local Professional Development Committees (May 2025). Synthesis of the materials was assisted by Gemini.