

# HCSCLPDC

## Duties of IPDP Review Committee:

- Determine chairperson.
- Establish future meetings in accordance with IPDP submission timeline & RCG meeting dates.
- Sub-committee meeting must have a **minimum quorum of three (3)** and a **majority of the group must be teachers**.
- Utilize the LPDC website (<http://www.hardinesc.org/lpdc.htm>) to access Alchemy for the prior reviews of educators.
- One RCG Executive Officer (chair, vice chair, or sec'y.) or project director must **attend** committee meeting (contact an officer/ project director with date, time, location). This person counts towards attendance and has voting rights.
- Meet to review and approve IPDP proposals, pre-approve Group 4 activities, requests for certificate renewals, and/or requests to renew a license or transition a certificate to a license.
- Please be reminded that the **ISSUE DATE** (not the validity date) of a certificate/license is the start date for the professional development that can be approved for purposes of renewal/transition.
- Group activities no longer have *category* (1 - 4) limitations.
- **Please stamp, date, and initial on the front of each certificate** that your committee approves for CEUs. The stamp is in a small box in the front of the LPDC tote.
- Extra (white) committee sign off sheets are available in the LPDC tote.
- **Return** all educator proposals, forms, notification letters, etc. to the HCSCLPDC tote box **prior to the RCG meeting**.
- Chairperson is to record attendance using the green time sheet, per resolutions #9904, 9905. Members in attendance should initial to verify attendance at each meeting.
- Committee chair is to inform committee members to submit appropriate forms to ESC treasurer in order to receive payment. These completed forms must be returned to the ESC treasurer by the June HCSCLPDC Board meeting. All forms are available at <http://hardinesc.org/> (click on Treasurer on the left menu, then click on payroll forms & procedures). Once these forms are on file, it is not necessary to resubmit annually.
- **Chairperson or designee is to submit a written report/recommendation prior to the RCG meeting using common subcommittee template, (you may send the form electronically, but will need a representative to present it personally).**

### Submission Dates

October 1  
January 1  
April 1  
June 1

### RCG 2009-2010 Meetings

October 26, 2009 @ 4:00 p.m.  
January 25, 2010 @ 4:00 p.m.  
April 26, 2010 @ 4:00 p.m.  
June 21, 2010 @ 10:00 a.m.