

Greenville City Schools

Local Professional Development Committee Guidelines

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SUMMARY OF SB 230 and SB2

In 1996, the General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees by the fall of 1998. The purpose of the committees is to review the course work and other professional development activities completed by educators for the renewal of certificates or licenses.

The Ohio Standards for the Teaching Profession guide teachers as they reflect upon and improve their effectiveness throughout their careers. Similarly, the Ohio Standards for Principals promote leadership and provide guidance for principals' reflection and improvement across the span of their careers. Also, the Ohio Standards for Professional Development define effective professional development as an ongoing, systematic process, linked to the daily practice of educators and based on data-driven needs. They guide organizations and individuals in selection of high quality professional development to meet their varied educational needs.

As mandated by Senate Bill 2, following release of the Standards for Ohio Educators, a subcommittee of the Regional Local Professional Development Committee Support Team developed standards-based criteria for Local Professional Development Committees (LPDCs) to use to evaluate Individual Professional Development Plans (IPDPs), which is the core content of this document.

Greenville City Schools

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Mission Statement

To insure that all students reach high levels of academic achievement, the goal of the Greenville City Schools Local Professional Development Committee is two-fold:

1. To encourage relevant and meaningful professional development which fosters: continuous individual improvement; enthusiastic lifelong learning; increased student achievement and success
2. To provide certificated/ licensed staff an efficient process to convert certificates or renew a professional license and insure a fair and equitable means of evaluating and approving staff development plans and activities

Purpose (Vision)

The purpose of the Greenville City Schools Local Professional Development Committee (LPDC) is to review and approve Individual Professional Development Plans (IPDP), course work, and other professional development activities for license renewal. These activities shall evidence the following: improvement of student learning, progress toward individual professional growth, and alignment with Ohio Educators Standards.

To carry out this responsibility, the LPDC committee will:

1. Emphasize increased student learning and achievement as a professional development priority.
2. Foster the norm of continuous improvement.
3. Promote alignment of professional growth with individual, student, building and district needs and goals.
4. Use the Standards for Ohio Educators to help educators understand the relationship between their job responsibilities and their own professional development.
5. Promote best practice.
6. Encourage collegial collaboration focusing on increasing student achievement.
7. Foster individual reflection as a process to evaluate personal and professional development.
8. Support the inquiry into and study of teaching and learning.
9. Assist educators with license renewal requirements.
10. Review & approve Individual Professional Development Plans (IPDP)
11. Verify completion of licensure requirements through implementation of the IPDP.

Structure

The LPDC is responsible for determining whether the coursework and other professional development activities that an educator proposes meets the licensure standards established by the State Board of Education. In essence, the LPDC reviews the IPDP course work and/or alternative activities in order to make the appropriate recommendation for the issuance of a license.

Procedures and Guidelines for Local Professional Development Committee

The requirement for Individual Professional Development Plans (IPDP's) applies only to educators employed solely in Greenville City Schools who are renewing their professional license.

The Greenville City Schools Professional Development Committee shall have the responsibility of verifying documentation for license application, approving EOA's, assigning Continuing Education Units (CEU) to proposed seminars, workshops, professional activities, etc. The LPDC verifies and approves CEUs based on documentation from the provider, but does not issue CEU certificates.

Individuals are responsible for maintaining original Professional Development records, meeting with the LPDC for verification of records, completing the necessary paperwork for certificate conversion or license renewal and submitting it through a designated secretary for ODE approval.

The district will provide clerical assistance to the LPDC as needed.

Responsibility of Educator

Be informed:

1. Meet licensure renewal requirements in a timely manner, including the submittal of the licensure renewal applications. (Please Note: As soon as a 5 year license is renewed, the educator should begin writing a new IPDP and tracking professional activities.);
2. Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration;
3. Choose coursework and other professional development activities that reflect the principles of quality professional development and meets your approved IPDP goals;
4. Know district goals, particularly as identified in the district CCIP.

Abide by LPDC Operating Procedures:

1. Follow the LPDC procedures, criteria and timelines for reviews of IPDPs, coursework and other professional development activities;
2. Submit the IPDP for LPDC approval soon after receiving a new or renewed license;
3. Obtain LPDC approval of the IPDP *before* engaging in professional development for licensure renewal; professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.
4. **The LPDC may not grant retroactive credit for professional development activities and/or coursework completed prior to approval of the IPDP.**

Maintain Accurate Records:

1. Keep record of all licensure and LPDC transactions;
2. Keep record of all LPDC review and approval of IPDPs;
3. Maintain original transcripts of all coursework and original CEUs of professional development activities;
4. Main documentation of projects (portfolios of EOAs, etc.)

License Renewal or Conversion:

To maintain a 5 year license, educators must meet the 1998 Teacher Education and Licensure Standards. That is, they must complete an IPDP when the license is issued, have the IPDP approved by the LPDC, and have completed six semester hours of college coursework or 18 CEUs, or a combination.

When making the transition to the Senior Professional or Lead Teacher license, educators must meet the requirements in the 1998 Teacher Education and Licensure Standards. That is, they must complete an IPDP at the beginning of the last renewal cycle, based on the issue date of the certificate, have it approved by the LPDC, and have completed six semester hours of college course work or 18 CEUs, or a combination **and** meet the requirements of HB 1.

Renewal/Conversion Process:

In the year of renewal. . .All certificates and licenses expire June 30.

Any time after January 1 of the year in which certificate(s)/license(s) expire, **the educator must make an appointment with the LPDC** for verification of coursework/CEUs necessary for renewal/conversion of the certificate(s)/license(s).

Documentation must include a copy of the current IPDP, official transcript(s), and CEU certificates from professional development providers, and other verification as required on the Continuing Education Unit Options chart.

In order to allow processing by ODE, the application and renewal appointment should be completed not later than the first Thursday in June, or the last day of school for certified teachers. The LPDC does not have regularly scheduled meetings in July and August. The LPDC committee reconvenes the first Thursday in September.

Fingerprinting:

ODE requires educators to have a *Federal Bureau of Investigation (FBI) criminal records check* in addition to the *Ohio Bureau of Criminal Identification and Investigation (BCII) check* to renew any certificate or license. Fingerprints are valid for one year from the date the check was completed and must be sent electronically to the office of Licensure at the Ohio Department of Education. Both the BCII and FBI checks must be completed before the Ohio Department of Education (ODE) issues or renews any license or permit.

Greenville City Schools, Memorial Hall office is a WebCheck facility and can process fingerprinting electronically and will send them to ODE. Educators are required to pay any necessary fees. License renewals will not be processed until ODE has received the fingerprints.

Application to Ohio Department of Education:

Upon determination that all requirements for renewal/conversion have been met, the application form signed by the superintendent, the ODE verification form signed by the LPDC, and the required fee from the applicant will be forwarded by Central Office to the Ohio Department of Education for issuance of the certificate/license.

Appeals Process:

Every educator served by the LPDC must be provided with an opportunity to appeal the process by which the LPDC made a decision regarding (a) the approval of his/her IPDP or (b) the acceptance of coursework or other professional development activities completed in relation to an IPDP. The requirement for an appeal process is found in the OHIO REVISED CODE as well as in Ohio's Teacher Education and Licensure Standards.

The appeals panel will be comprised of certificated/licensed educators:

- One chosen by the applicant
- One chosen from the LPDC
- One chosen by mutual consent

When filing an appeal, the following procedure will be followed:

1. Notification of intent to appeal must be filed with the LPDC chairperson within ten (10) working days of the decision in question.
2. The LPDC will select their representative within five (5) working days from the appeal notification date.
3. The appealing educator will select his/her representative within five (5) working days from the appeal notification date.
4. Within seven (7) working days the third member of the appeal committee will be chosen.

After the committee is in place, the chairperson will provide all committee members any necessary information and/or background information to assist in the appeals process.

The appeals panel will meet with the applicant within ten (10) working days after the committee is in place to review the verification in question. A majority vote will determine the outcome of the appeal.

Individual Professional Development Plan (IPDP)

What is Professional Development?

Professional Development is a goal-oriented, planned, on-going process of meaningful professional improvement guided by the building and district statements. Each professional development plan is characterized by its individual relevance, authenticity, and positive impact on student learning and performance. To assure meaningful experiences, professional development activities need to be sustained, implemented, and evaluated over time. Professional development is required for continued licensure for all educators.

The professional development documentation file is a compilation of the professional development endeavors of the educator. The fundamental component of the professional development documentation file is the Individual Professional Development Plan (IPDP).

Each educator must maintain his/her own documentation file. The documentation file includes the following:

- An approved Individual Professional Development Plan
- Professional Development Goal Reflection
- Professional development verification (original transcripts, original CEU's, EOA documentation and reflections)

What is the Individual Professional Development Plan (IPDP)?

An IPDP is an action plan for professional growth developed by each staff member who is seeking to renew his/her license. It reflects district, school building, personal, and professional goals and has its ultimate goal, to increase student learning. All individuals need to maintain an IPDP unless an educator is working under a permanent certificate or a two-year license.

Staff members working on an IPDP may choose among the following options:

1. College coursework
2. Equivalent professional activities (*Please Note: Documentation of such activities must include how the educator gained knowledge and skill and how the students increased achievement. A portfolio of performance is adequate.*)

Forms:

Once a professional plan is designed, it must be documented on the district IPDP form and submitted to the LPDC for approval. The educator will be notified of approval or rejection of the plan.

Where do I find the district's goals and my building's goals?

There is a copy of the district's Continuous Improvement Plan, Goals and Building Goals on the district website and/or in each building office.

Creating an IPDP:

In Ohio, Local Professional Development Committees are charged with the process of guiding staff to identify clear goals that are accomplished through the performance of professional activities. These activities assist in enhancing the performance of professionals, and, when placed within the context of a multi-year plan, form the basis of a systematic approach to professional development that results in systemic improvement.

As the educator begins to develop the Individual Professional Development Plan (IPDP), the *Ohio Standards for Superintendents, Standards for Ohio Educators, and Organizing for High Quality Professional Development* along with the following guidelines should serve as a guide for developing the goals of the IPDP.

- Do my IPDP goals relate to the Ohio Standards?
- Do the goals have a focus (e.g., improved student achievement)?
- Do the goals reflect GCS Continuous Improvement plan and/or Strategic Plan?
- Do the goals relate to the certificate/licensure area/s?
- Do the goals reflect current research regarding quality professional development and educator practice?
- Do the goals reflect new learning and increased personal responsibility?
- Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?

The Greenville City Schools LPDC has established the following local professional development standards and acceptable activities according to which the Individual Professional Development Plan (IPDP) should be written and will be approved:

1. All professional growth will relate to the Greenville City School's mission, vision, and belief statements.
2. Individual Professional Development Plans will follow the “*Seven Guiding Principals of Quality Professional Development*” and the “*Standards for Ohio Educators.*” Use the text “***Standards for Ohio Educators***” (Teachers: pages 12-38; Administrators: pages 40-61 or <http://esb.ode.state.oh.us/>).

Directions for Creating Your IPDP & Professional Development File

Go to the LPDC tab on the Greenville City Schools web site to obtain directions for completing your IPDP. The LPDC is in the process of converting to the Employee Kiosk forms.

IPDP Review Process:

1. The LPDC reviews Individual Professional Development Plans and responds to the staff member in writing as to the acceptance or denial of the proposal in

meeting the needs of (1) the district, (2) the school, (3) the educator, and (4) the students.

2. IPDPs returned for revision shall be resubmitted with suggested modifications. The applicant may request a conference with the LPDC prior to submitting a new plan.
3. At any time during the certificate/license cycle, the IPDP can be revised by submitting the Request to Revise IPDP form to the LPDC.

Reciprocity:

New employees who hold an Ohio Certificate/License and who have had coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Greenville City Schools LPDC when accompanied by supporting documentation.

HB 1 (passed summer of 2009) 4-Tier Licensure Structure

License	Requirements	Duration	Renewal
Resident Educator License	*Bachelor's degree from an accredited teacher preparation program.	4 years	*May be extended by the State Board of Education on a case-by-case basis.
Professional Educator License (Equivalent to current 5-year license)	*Bachelor's degree from a regionally accredited institution of higher education. *Successful completion of the Resident Educator Program.	5 years	*6 semester hours or equivalent for renewal through LPDC. *Master's degree or 30 semester hour equivalent for 2nd renewal through LPDC *6 semester hours or equivalent for renewals through LPDC *May renew indefinitely through LPDC
Senior Professional Educator License	*Master's degree from a regionally accredited institution of higher education. *Previously held a Professional Educator License. *Meet criteria for accomplished or distinguished levels of performance in Ohio Standards for Educators.	5 years	*6 semester hours or equivalent for subsequent renewals through LPDC. *May renew indefinitely through LPDC
Lead Professional Educator License	*Master's degree from a regionally accredited	5 years	*6 semester hours or equivalent for

	institution of higher education. *Previously held a Professional Educator License. *Meet criteria for accomplished levels of performance in Ohio Standards for Educators. *Hold National Board Certification or Master Teacher designation or meet additional criteria established by the Educator Standards Board.		subsequent renewals through LPDC. *May renew indefinitely through LPDC
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Timeline for New Licensure Transition

If you are seeking a license as . . .	July 2009 - December 2010	Beginning January 2011	2014 and Beyond
A prospective teacher and you complete a licensure program Jan. 1, 1011 or later		Complete 4-year Ohio Resident Educator Program under Resident Educator License	January 2011 rules apply
A teacher in the 1st year of a 2-year Provisional Educator License	Complete 1-year residency transition program to 5-year Professional Educator License		
A teacher with a 5-year Professional Educator License	Renew the 5-year Professional Educator License		
A teacher with a 5-year Professional Educator License	Renew the 5-year Professional Educator License	Renew 5-year Professional Educator License OR Apply for Senior Professional Educator License or the Lead Professional Educator License.	Jan. 2011 rules apply.
A teacher with a 8-year Professional Certificate.	Teach under 8-year Professional Certificate.	Teach under 8-year Professional Certificate.	Transition to 5-year Professional Educator License OR Apply for Senior Professional Educator License or Lead Professional Educator License.
A teacher with a Permanent Certificate	Teach under Permanent Certificate	Teach under Permanent Certificate	Teach under Permanent Certificate

1. Everyone, except when renewing a 2-year provisional license or holding a permanent certificate, must go through the LPDC to submit application and provide the supporting documents for license renewal.

IPDP Goal Development Guide

Senate Bill 2 created the Education Standards Board that defined standards for teachers, principals and professional development. These standards are listed below and should be used as a guideline when developing your IPDP.

Upon issuance of a license, an updated IPDP must be completed with three goals that align with state standards. The standards are listed below.

Ohio Teacher Standards:

1. Teachers understand student learning and development and respect the diversity of the students they teach.
2. Teachers know and understand the content areas for which they have instructional responsibility.
3. Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual student.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents, other educators, administrators, and the community to support student learning.
7. Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

Ohio Principal Standards:

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.
2. Principals support the implementation of high quality standards based instruction that results in higher levels of achievement for all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.

Ohio Standards for Professional Development:

1. High quality professional development is purposeful, structured and continuous over time.
2. High quality professional development is informed by multiple sources of data.
3. High quality professional development is collaborative.
4. High quality professional development included varied learning experiences that accommodate individual educator's knowledge and skills.
5. High quality professional development is evaluated by its short- and long-term impact on professional practice and achievement of all students.
6. High quality professional development results in the acquisition, enhancement or refinement of skills and knowledge.

Writing Goals for Your IPDP

To write a goal for each of your chosen standards, make sure the goal is specific and measurable. Keep in mind the district goals, your building goals, your individual needs and the needs of your students.

Goal Statement Guide:

1. Identify and develop effective goals that will help you, your students and/or your building to succeed.
2. Create three goals that will enhance your professionalism and identify the standard alignment.
3. Make sure your goals are relevant to your area of teaching and/or licensure.
4. Design goals that will allow you to choose a greater range of high quality, professional development activities.
5. Do not include as one of your goals to "renew license" or "attain masters degree".

Goal Statements

- State an intention to engage in learning.
- Describe an area related to practice that will be the focus of your learning.
- Describe how learning will be demonstrated.

The Basic Elements of the Goals:

1. Each goal should contain a verb (I will ____) and state an intention to engage in learning.
2. Each goal should contain the area of focus for learning (a method, a program, a population of students).
3. Each goal should contain the rationale (to improve ____, to apply to ____, to develop ____).
4. Refer to the Ohio Standards for Professional Development when choosing activities to meet your goals.

GOAL COMPONENTS GUIDE

State intention (I will ___):	Describe area of focus for the learning (in what area of improvement?):	Include the rationale (to accomplish what?):
Acquire knowledge about	Special needs students (ADHD, gifted)	To improve my knowledge and better serve the population.
Enhance my skills	In interpreting and using data	To better advise teachers about effective instruction and interventions
Learn about	Disciplinary strategies	To improve classroom management skills
Become skillful at	a specific program or management style	To incorporate the strategies in my professional practice.
Learn how to apply	A specific technology	To increase student learning
Investigate	A specific teaching theory	To determine its effectiveness with students
Study the practice of...	A specific method (cooperative learning)	To implement in my building
Gain an understanding of	An organizational pattern (multi-age or looping)	To differentiate instruction and meet the needs of every student in my class.

Committee Guidelines

Membership:

Membership shall be a majority of teachers including a minimum of three (3) teachers and two (2) administrators. This committee will serve as the single district-wide committee. Administrators, psychologists, and treasurer may request that a majority of administrators from the LPDC act on the IPDP and requests for certification or license renewal. Two of the three teacher members on the LPDC would become non-voting members in this instance.

LPDC members can receive credit toward their own Professional Development Plan by serving on the LPDC.

Terms:

The Greenville Education Association will be responsible to fill teacher vacancies, and the Superintendent will fill administrative vacancies. Committee members will serve a term of three years on a staggered basis. Term of service begins on July 1.

LPDC Ethical Commitment:

The membership of the LPDC will agree to conduct all LPDC business so as to:

- impartially and consistently apply the Teacher Education and Licensure Standards and guidelines.
- maintain their confidentiality.
- communicate as a group or through the chairperson.
- maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDP's and applying the Standards & guidelines.

- not discriminate on the basis of race, color, national origin, age, sex, or disability.

Meetings:

Meetings will be held on a monthly basis during the school year; additional meetings may be scheduled as needed by the chairperson. A quorum shall be 3 of the 5 committee members, of whom one must be an administrator, to conduct LPDC business. An official vote must be 3 of the 5 members in agreement on any action. A member's abstention will only be allowed if the vote will personally affect that individual. The LPDC will operate under the Open Meetings Act (Sunshine Law).

Chairperson:

The chairperson will be elected annually by the members of the committee. The chairperson will be responsible for:

- A. Setting meeting dates, presiding over all meetings, and preparing the agenda.
- B. Acting as a signatory for state certification/licensure.

Secretary:

The secretary will be elected annually by the members of the committee. The secretary will be responsible for:

- A. Recording the minutes of the committee meetings and distributing copies each committee member.
- B. Maintaining all correspondence and acting as a communication liaison.
- C. Acting as a signatory for state certification/licensure.

Release Time and Stipends:

Release time may be provided for committee members to attend LPDC regional or ODE meetings. Stipends will be provided annually for all committee members per the negotiated agreement.

Governance:

The Greenville City Schools Local Professional Development Committee policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy.