

MARGARETTA LOCAL SCHOOLS



LPDC GUIDELINES

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GOVERNANCE

The Margareta Local Professional Development Committee (LPDC) policy, procedures and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not over ride the negotiated agreement and/or district policy.

MISSION STATEMENT

We, the members of the LPDC are committed to the pursuit of excellence in the educational process. We recognize the contributions from each teaching member within the school system and will promote and encourage quality professional development and improved practice.

PURPOSE

To oversee and review the Professional Development Plan for course work, continuing education and equivalent activities in the area of licensure to meet the requirements of the standards.

MEMBERSHIP/REPRESENTATION

- 3 Teachers (1 Teacher will serve as a Teacher Liaison)
- 1 Administrator (1 Administrator will serve as an Administrative Liaison)
- Superintendent (or assigned person)

TERMS OF REPRESENTATION

- 1 Teacher - 2 years
 - 2 Teachers - 3 Years
 - 1 Administrator - 2 years
 - Superintendent - 3 years
-
- Teacher Liaison -- appointed by the Chairperson on a yearly basis
 - Administrative Liaison -- appointed by the chairperson on a yearly basis

RESPONSIBILITIES of REPRESENTATIVES

The Committee will elect the following positions: chairperson and a recorder. Elected positions will run from August 1 to July 31. Positions will be filled by majority vote.

CHAIRPERSON

1. Run all meetings.
2. Set the meeting agenda.
3. Follow all processes and procedures.
4. Serve as an appeal process contact.
5. Serve as the official signatory for all documents.

RECORDER

1. Keep accurate minutes of all meetings.
2. Send minutes of the meetings to all committee members.
3. Send minutes of the meetings to all building reps for posting.
4. Keep a record of committee addresses, phone numbers and attendance.

The following positions will be appointed by the Committee Chairperson on a yearly basis. Appointed positions will run from August 1 to July 31.

TEACHER LIAISON

1. Receive, organize and present to the LPDC teacher submitted Individual Professional Development Plans and or proposals for credit.
2. Notify teacher applicants of approval/denial/resubmission status of IPDP's.
3. Represent the LPDC at all MTA meetings.

ADMINISTRATIVE LIAISON

1. Receive, organize and present to the LPDC Administrative Individual Professional Development Plans and/or proposals for credit.
2. Notify Administrative applicant of approval/denial/resubmission status of IPDP's.
3. Represent the LPDC at Principal Meetings.

COMMITTEE PROCEDURES

1. The LPDC will meet quarterly (January, April, July, October) during the school year. During the months of June, July and August the LPDC will meet on an as needed basis. The meetings shall be posted at least 48 hours in advance. The chairperson has the right to call members of the committee for the purpose of cancellation if no IPDP's, course/activity proposals or issues are submitted during a particular month.
2. An emergency meeting of the LPDC may be called by the chairperson with the concurrence of the majority of the members within sunshine laws.
3. A quorum necessary to conduct LPDC business shall be four (4) out of the five (5) LPDC members.
4. At least three (3) of the LPDC members must agree upon any IPDP's and/or course/activity proposal for it to be considered approved.
5. The LPDC shall keep confidential all reviews, evaluations, and discussions of IPDP's and or course/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.
6. Minutes/records of actions taken shall be maintained by the LPDC recorder. Copies of these minutes/records shall be provided to the Superintendent, building Principals and MTA President.
7. IPDP's or course/activity proposals are to be evaluated by LPDC members. A time limit of 15 minutes per proposal should be adhered to by all LPDC members.
8. Reviewed IPDP's and/or course activity proposals are to be returned to applicant within 30 days of the review by the Teacher Liaison or the Administrative Liaison.
9. A certificate of credit awarded for course work or equivalent activities shall be included in the employee's personnel file at the Margareta Board of Education office. A copy will also be issued to the employee.
10. Employees will be required to submit documentation that includes all information needed by the LPDC. (IPDP's, etc.) The documentation will be kept on file at the Margareta Board of Education.

APPEALS

1. The educator shall first discuss the concern with a district representative of the LPDC.
2. Written appeals shall be submitted to the LPDC chairperson within 15 calendar days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.
3. An appeal to appear in person before the LPDC shall be presented in writing to the LPDC chairperson no later than three (3) working days before the next regularly scheduled LPDC meeting.
4. Written notification of the appeal decision shall be provided within 10 calendar days.
5. If the appeal is denied, the applicant may request a final decision rendered by a three(3) person mediation team chosen as follows: One person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License.

AMENDMENTS

1. The LPDC may recommend revision of this document by a vote of three (3) LPDC members in favor of the amendment. Any such amendment shall be negotiated by the Margareta Board of Education and the MTA in accordance with law and established procedures. Revisions shall take place within 45 calendar days and shall result in a "Memorandum of Understanding."
2. Amendments altering the requirements for approved IPDP's and/or approved course/activity proposals, shall not negatively impact any individual who has already begun pursuit of a certificate or license.
3. The LPDC policy will be reviewed annually. Any changes or amendments may be suggested by any certified employee by submission in writing to the committee chairperson, by June 1, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

POLICIES

1. Every employee of the Margareta Board of Education who holds an Ohio provisional or professional certificate(s)/licensure(s) must have an approved IPDP on file by October 1, approximately two (2) years prior to expiration. On Oct. 1 of the year prior to completion of the IPDP, evidence of progress shall be submitted to the LPDC.
**Exception shall be for certificates expiring prior to July 1, 2000.
2. Beginning January 1, 1999 all certificate renewals and new licensure must go through the LPDC. All employees who hold valid certificates that expire prior to July 1, 2000, must submit an IPDP by March 1, 1999.
3. A holder of a permanent certificate shall submit an IPDP or building goal sheet by October 1.
4. As of July 1, 1998, all CEU's must go through the LPDC for prior approval.
5. It is the responsibility of the certified/licensed employee, not the LPDC, to monitor the expiration date(s) of certificate(s)/license(s). Failure to act in a timely fashion may result in loss of certification/license.
6. An IPDP should encompass three (3) areas: **district, personal, and student - centered goals**. The majority of the professional development indicated should be relevant to current working assignments.
7. Course work must conform to the existing negotiated agreement policy for consideration. Other courses/classes/workshops may be submitted as Equivalent Activities.
8. Any submitted proposal deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.
9. The appropriate course work/activity form shall be approved before beginning a course/activity where consideration for the said course/activity toward renewal is sought. If unique situations arise where prior approval is not possible, it will be required that the employee submit with the professional leave application, a course/activity description with reference to his/her IPDP. The specific course/activity of that employee will be considered at the next regularly scheduled LPDC meeting. Credit for the course work/activity begun before proposal approval is not guaranteed.
10. CEU's shall be awarded for recertification credit based upon the standards established by the LPDC. Activities must directly be relevant to an approved IPDP. Persons may be asked to justify the credit value sought through their activity/project.
11. Duties which are part of one's regular duties or paid supplemental duties will not be considered for equivalent activity credit.
12. CEU's shall be assigned as deemed appropriate by the Margareta LPDC. The following guidelines shall be considered:

1 Contact Hour = 0.1 CEU

1 Semester Hour = 3 CEUs

13. Once an activity/project is approved, it is the responsibility of the individual(s) to fully complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications should be submitted in writing to the LPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of CEU's granted for the activity/project.
 14. Any individual seeking horizontal movement on the salary schedule must complete an IPDP on district forms and submit it to the LPDC.
 - 14a) Individuals may only use course work from a college or university that is accredited by the State of Ohio and/or the North Central Association.
 - 14b.) Individuals may not use alternative activities/projects to make horizontal movement on the salary schedule. It must be accredited course work only.
 - 14c.) The course work must be related to the individual's personal, district, student centered goals and the district's strategic plan.
 15. When reviewing IPDP's, the LPDC will consist of the following members (**when possible**):
 - Administrative Review: 3 Administrators and 2 Teachers
 - Teacher Review: 3 Teachers and 2 Administrators
- *The LPDC will determine which teacher will not participate in the Administrative Review
16. LPDC Meetings shall be set for the next quarter at the time of the current quarter's meeting.

MARGARETTA LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

SUGGESTIONS FOR PROFESSIONAL DEVELOPMENT PLAN GOALS

1. Demonstrate understanding and use of educational theory and/or philosophy.
2. Become familiar with community resources in order to use them in the classroom.
3. Develop strategies to improve the learning environment for all students.
4. Become familiar and increase technology in the classroom.
5. Expand ways of working with special need students.
6. Acquire knowledge and appreciation of various cultures and the ability to establish rapport with a diverse population of students and parents.
7. Meet the needs of a diverse population.
8. Gain knowledge of where and how to get needed information and how to educate students to seek and evaluate information.
9. Increase understanding of age appropriate and development characteristics of students.
10. Acquire ability to recognize and respond to individual differences in students.
11. Learn how to implement a variety of teaching methods that result in high student achievement.
12. Develop strategies to manage groups of people.
13. Obtain skills of working with parents, colleagues, support staff, and supervisors.
14. Learn and apply ways of developing positive self concepts in students.
15. Develop new instructional techniques.
16. Implement ways to promote positive student behavior.
17. Develop interdisciplinary curriculum units.
18. Learn and apply new ways of evaluating student performance as tied to instruction.
19. Devise new ways of understanding cultural diversity among student, faculty and the community.
20. Implement classroom inclusion techniques.
21. Explore various ways to develop critical thinking skills with students.
22. Increase knowledge base in areas related to your professional responsibility.

23. Keep up to date with district, state and federal educational policies and/or laws.
24. Develop original, documented and evaluated district, school or classroom based research.
25. Develop awareness of what students will need to know in the future and helping students to anticipate the future.
26. Seek and utilize feedback from students to reflect on teaching and incorporate into teaching strategies.
27. Enhance and develop skills in your particular content area.
28. Learn and apply new administrative and managerial skills.
29. **Other:** Please enter description of the goal(s) under Section III of the IPDP proposal.

***Keep Goals broad and focused on current best educational practices**

GLOSSARY

APPEAL PROCESS

- An appeal process is the process by which an educator can have the decision of the LPDC reviewed.

CERTIFICATE

- A document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1987 Teacher Education and Certification Standards, to teach in Ohio schools.

CEU

- Continuing Education Credit is ten (10) contact hours in a professional development program approved by the LPDC. (1 hour contact time = 0.1 CEU)

CONTACT HOURS

- Contact hours are the direct clock hours spent engaged in a professional development activity.

EQUIVALENT ACTIVITY

- Equivalent activities are professional development activities that go beyond traditional workshops and course work to job-related activities.

GRACE RENEWAL

- Grace renewal is the one-time renewal under the 1987 Teacher Education Certification Standards, after September 1, 1998.

IPDP

- An Individual Professional Development Plan is an individual educator's plan that defines and directs an educator's professional development and which links the professional development to the needs of the educator, the students, and the school.

LICENSE

- A license is a document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1996 Teacher Education and Licensure Standards, to teach in Ohio schools.

LPDC

- Local Professional Development Committees are established by local school districts to oversee and review professional development plans, course work, CEU's and equivalent activities for the purpose of renewal of certificates and licenses.

PERMANENT CERTIFICATE

- A permanent certificate is good for the rest of an educator's career and does not require further work for certification nor conversion to a license.

PROFESSIONAL DEVELOPMENT

- Professional Development is an on-going, job related process to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

CONVERSION CHART (Conversion Chart located on next page.)

- One (1) hour of contact time = 0.1 CEU
- One (1) semester hour = 3 CEU's
- One hundred eighty (180) contact hours = 18 CEU's

****Needed for licensure within a five (5) year period: eighteen (18) CEU's or six (6) semester hours.**

Conversion Chart

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>CEUs</u>
1/3	1/2	1
2/3	1	2
1	1 1/2	3
1 1/3	2	4
1 2/3	2 1/2	5
2	3	6
2 1/3	3 1/2	7
2 2/3	4	8
3	4 1/2	9
3 1/3	5	10
3 2/3	5 1/2	11
4	6	12
4 1/3	6 1/2	13
4 2/3	7	14
5	7 1/2	15
5 1/3	8	16
5 2/3	8 1/2	17
6	9	18

1 contact hour = 0.1 CEU

10 contact hours = 1 CEU

Activities Matrix A

	1	2	3	4
Type of Activity	Local Requirements	College Courses/ Workshops	Local/Countywide or Statewide Work	Independent Activities/Projects
Maximum Hours Permitted	0-50 contact hours	0-180 contact hours	0-130 contact hours	0-130 contact hours
Description	Activities that receive approval for local district inservice requirements	College coursework or workshops where CEUs or certificates of attendance are issued	Building, district, county, or state level committee or other education work that enhances professional collegiality	Independent projects with the purpose of enhancing or increasing and individual's educational skills
Preapproval of Activity Required	Not Required	Required	Required	Required
Documentation	Signature of Superintendent or Designee	Transcript or Certificate of Attendance	Activity Verification Form	Activity Verification Form
Sample Activiies	Any activities that are used to meet your local district inservice requirements	Distictwide, building level, countywide, and out-of-the-county workshops and college courses	Mentoring, Advisory Teams, Curriculum Teams, Grant Writing	Peer observation, research externships,teachi ng a college course, presentations, travel, National Board Certification, educational projects, readings, publications, and cooperating teacher
Within Group Maximums	Subject to local district expectations	See Maximum Hours Permiitted above	See Maximum Hours Permiitted above	See Maximum Hours Permiitted above

Activities Matrix B

	Activity	Maximum CEUs	CEU Value	Verification	Criteria
1	Local Requirements	5 CEUs per license cycle	1 clock hour =0.1 CEU	Superintendent's Signature	Must meet local district inservice expectations and be related to IPDP
2	College Courses	18 semester hours per license cycle	1 Semester Hour = 3 CEUs 1 Quarter Hour = 2 CEUs	Transcript	Must be related to IPDP goals
2	Workshops	18 CEUs per license cycle	1 clock hour =0.1 CEU	CEU Certification or Certificate of Attendance	Only time spent on IPDP related activities
3	Curriculum Development	13 CEUs per license cycle	1 clock hour =0.1 CEU	Activity Verification Form	Service on local, county, state, or national formal committee
3	Professional Committee	13 CEUs per license cycle	1 clock hour =0.1 CEU	Activity Verification Form	Service on local, county, state, or national formal committee
3	Grant Writing	6 CEUs per license cycle	1 clock hour =0.1 CEU	Activity Verification Form	Not dependent on award of grant; planning and preparation only, not for management of grant
3	Teaching Portfolio	1 CEU per license cycle	1 clock hour =0.1 CEU	Activity Verification Form and Portfolio	Must satisfy license renewal standards
4	Pubication	13 CEUs per license cycle	13 CEUs oer license cycle	Activity Verification Form and Publication	Must contribute to the education profession and be commercially published
4	Peer Observation	1 CEU per license cycle	1 clock hour =0.1 CEU	Activity Verification Form	Not part of the mentoring program

Forms Matrix

Form name	Its Use	When to Submit
Professional Development Plan Proposal- IPDP	<ul style="list-style-type: none"> ● For initial plan proposal ● To revise your Professional Development Plan 	<ul style="list-style-type: none"> ● At the beginning of a new licensure cycle ● Before beginning your activities for a licensure cycle ● When your job assignment changes ● When you are hired into the district
Activity Verification Form	<ul style="list-style-type: none"> ● To record hours for Group 3 and 4 Activities ● To request preapproval for Group 4 Activities 	<ul style="list-style-type: none"> ● When applying for a license ● Before beginning the activity when applying for approval of a Group 4 Activity
Final Requirement Checklist	<ul style="list-style-type: none"> ● To request renewal of a license at the end of a licensure cycle 	<ul style="list-style-type: none"> ● At Final Renewal Meeting at the end of Year 5 of License ● Upon completion of all activity requirements
Activity Log	<ul style="list-style-type: none"> ● To keep a record of accumulated hours and activities 	<ul style="list-style-type: none"> ● When submitting Final Requirement Checklist after completing a Type 3 or 4 Activity
Proposal Forms	<ul style="list-style-type: none"> ● To request preapproval of course work and activities 	<ul style="list-style-type: none"> ● Before initiating activities

License Renewal Process

NEW PROCEDURE: Send all new IPDPs and Coursework proposals to Carrie Keller at the Board Office through school mail system. Teacher representatives at your building are there at any time to assist you with completing these items, but will not take coursework proposals or IPDPs to meetings in the future. This step is being taken to help ensure no paperwork get lost in teacher shuffle. Please make copies of all materials before sending them to the board office.

IMPORTANT: During the first year of your new license cycle, submit a new IPDP to the LPDC. **NO** Coursework will be approved without a current IPDP in place first.

Your LPDC is still charged with the approval of your application. Here is how the application process for a new license will work:

In Year 5 of Your License Cycle

1. During the last year of your license cycle, get your fingerprints taken for BCI/FBI.
2. In October, meet with an LPDC teacher representative at your building to be sure you are on track for license renewal.
3. **In March, April, or May, make an appointment with your building principal to finalize your approved coursework for the license cycle. After meeting with your principal, the superintendent will be notified to e-sign your license renewal request when ODE contacts him or her for approval from the district.**
4. After final review of your coursework has been made, you are able to apply for your new license online by utilizing the ODE Website.

License Renewal Procedure Timeline

Years 1-5 of Existing License

1. Approved IPDP on file. This needs to be done BEFORE any credits are earned for renewal.
2. Earn 6 semester hours of credit. It takes 10 contact hours to make 1 CEU, 3 CEU's to make one semester credit hour. You may use any combination of college credit and CEU's to total 6 semester hours.
(Undergraduate college credit may be used for License renewal but not for pay raise.)
3. Collect all documentation of credit.
 - For District/Local Workshops/In-Services/Conferences – certificates of attendance with contact hours listed and signed by the facilitator or district official.
 - For Local/Countywide Committee Work and/or Independent Activities/Projects-completed Activity/Verification Form.
 - For College Coursework – an official college transcript with seal.

Year 5 of Existing License

4. Get FBI/BCI fingerprint check.
5. Check your credits.
6. Meet with an LPDC member at your building in October to be sure you are on track for renewal.
7. Make an appointment for renewal meeting. Meetings will be scheduled in March, April, or May. All documentation of credits must be presented at your meeting. Be sure to pick your meeting date so that all documentation will be in hand. This includes all college transcripts.

2 Weeks Before Renewal Meeting

8. Complete the Final Requirement Checklist
9. Double check your credits and documentation.
10. Be sure that you have an official transcript of college credits (earned for this renewal period only).
11. Make copies of certificates of attendance, transcripts, etc... for the LPDC to keep on file if you want to keep the originals.

Bring to Renewal Meeting

12. Copy of all documentation of credits.
13. Completed Final Requirement Checklist

After Renewal Meeting

14. Fill out online application (see pages 20 and 21 of Margareta LPDC Guidelines for step-by-step instructions as to how to navigate the ODE renewal) and make payment by credit card.
15. Submit this application and payment directly to ODE using the directions given.

When License is Renewed

16. Fill out new IPDP and submit for approval. Begin the process again with Step 1 described in the License Renewal Process

How to Renew Your License on the ODE Website

You will find the online License Renewal Process to be very quick and easy. The following steps outline specifically how the renewal is completed:

1. Access your SAFE Account at the ODE website (If you do not have a SAFE account, please create one).
2. Click on ODE CORE
3. Click on the “My Educator Profile” apple and check your information.
4. In the dropdown menu under “My Educator Profile”, go to “My Credentials”, and see your current license.
5. Click on the Action dropdown next to the credential to be renewed. Select the correct Effective Year for the renewal.
6. Click on the button “Add Renew Request”.
7. Select the Effective Year.
8. Select whether the license will be mailed to your home address or the school organization. Please click the “School” button.
9. An Organization Search will appear for you to find the correct organization to send the license.
10. To find the appropriate organization, click the “Search” icon and open the “Search Organization” dialog box.
11. Put the number 046805 in the IRN Box.
12. The “Find Organization” dialog box will close and the organization Margareta Local School District will populate the Organization Field. The address will also appear for your confirmation.
13. The “Background Checks” and “Signature” pages will be displayed. Answer all of the background check and legal questions with either a yes or a no. If any legal question is answered Yes, then the explanation box will be opened and you must enter an explanation for your answer.
14. Check the “Applicant Signature” box to certify that all the questions are answered truthfully and to verify your signature.
15. An LPDC signature is required for this application, so the “Signature” box will be displayed. To find the appropriate organization, click the “Search” icon to click on the “Search Organization” dialog box. Enter the IRN number 046805. Click “Find Organization”. Click on Margareta Local Schools LPDC. The “Find Organization” box will close and Margareta will populate the Organization field.

16. After collecting the correct organization, select the correct signer. The LPDC signer for our district is our current superintendent. Click his/her name then click on “Select Signature Person”. The name of the signer will populate in the Signature Person name box.
17. Click on “Submit” to submit the application. To cancel out and not submit, click on “Cancel”. Any errors in the application will appear in red at the top of the screen. These must be corrected for successful submission.
18. If the application was submitted successfully, the “My Account” screen will be displayed for payment. Follow instructions for how to enter online payments.

Reminder- You can not renew a license before a 5 year cycle is up, but you can add/update credentials you have earned to a license being renewed so that all licensed credentials are on the same timeline for future renewal purposes.