



# Mentor Public Schools Local Professional Development Committee By-Laws

## ► Governance

The Mentor Public Schools Local Professional Development Committee (MPDC) policy, procedures, and governance shall not supersede the negotiated agreement between the Mentor Teachers Association and the Mentor Exempted Village Board of Education. Individual professional development plans submitted to the MPDC and approvals and/or denials, thereof, shall not override the negotiated agreement between the Mentor Teachers Association and the Mentor Exempted Village Board of Education and/or district policy.

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## ► Purpose

The purpose of the Mentor Public Schools Local Professional Development Committee is to review individual professional development plans submitted by the certificated/Licensed staff, and if approved, monitor the course work and/or activity proposals; and to grant or deny credit of course work/activities for the issuance of a certificate or license renewal.

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## ► Representation

1. Two elementary teachers, one middle school teacher, one high school teacher, and one MTA Executive Board Member; Six-year terms with alternate selection; selection and election process to be determined by the Mentor Teachers Association.

Definition of classroom teacher:

Any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education (ODE).

For the purpose of identification as elementary or secondary, a teacher engaged in both elementary and secondary assignments shall be designated at the division at which the majority of their student contact time is scheduled. Anyone so appointed shall be allowed to finish the duration of their term despite any transfer (voluntary or involuntary) which takes place prior to the completion of their term.

2. One elementary principal or supervisor, one secondary administrator or supervisor appointed by the Superintendent.

Definition of principal, administrator, supervisor:

Any individual employed by the Mentor Schools for the majority of their assignment time as a principal, assistant principal, unit principal, director, supervisor, or coordinator not a member of the bargaining unit, and who holds a valid Ohio administrator's, or supervisor's certificate or license issued by the Ohio Department of Education.

## Mentor Public Schools LPDC By-Laws

3. The Assistant Superintendent/Human Resources as appointed by the Superintendent.
4. Per Board of Education/Mentor Teachers Association Memorandum of Understanding of March 2001 service on the Mentor Professional Development Committee shall be for one full term (Six years). A teacher may apply for a second term if there is no interest expressed by another teacher to be appointed to the position. Terms begin with the August meeting and conclude with the June meeting.

### ▶ Committee Officers

Chairperson:	<p>Elected by a simple majority of the MPDC members in June.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Conduct the MPDC meetings.</li> <li>• Communicate information to the MPDC members.</li> <li>• Review anticipated MPDC vacancies for the following school year and communicate needs of vacancies on MPDC with MTA.</li> <li>• Receive, organize, and present to the MPDC individual professional development proposals and/or plans submitted for credit.</li> <li>• Notify applicants of (approval, resubmission, or denial) status of the individual professional development proposals and/or plans for credit.</li> <li>• Represent the MPDC at other meetings.</li> </ul>
Recorder:	<p>Elected by a simple majority of the MPDC members in June.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Maintain and distribute minutes of MPDC meetings and act as Timekeeper (Distribution: MPDC Committee Members).</li> <li>• Receive, organize, and present to the MPDC individual professional development proposals and/or plans submitted for credit.</li> <li>• Notify applicants of (approval, resubmission, or denial) status of the individual professional development proposals and/or plans for credit.</li> <li>• Represent the MPDC at other meetings.</li> </ul>
Teacher Liaison:	<p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Receive, organize, and present to the MPDC individual professional development proposals and/or plans submitted for credit.</li> <li>• Notify applicants of (approval, resubmission, or denial) status of the individual professional development proposals and/or plans for credit.</li> <li>• Represent the MPDC at other meetings.</li> </ul>

## Mentor Public Schools LPDC By-Laws

Administrative Liaison:	Appointed by the Superintendent or their designee. <i>Responsibilities:</i> <ul style="list-style-type: none"><li>• Receive, organize, and present to the MPDC individual professional development proposals and/or plans submitted for credit.</li><li>• Notify applicants of (approval, resubmission, or denial) status of the individual professional development proposals and/or plans for credit.</li><li>• Act as a liaison between MPDC and administrators as needed.</li><li>• Represent the MPDC at other meetings.</li></ul>
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### Removal

The MPDC Committee member has contractual obligations to perform the services and duties specified by the committee and the MPDC bylaws and to attend meetings on a regular basis. Should a committee member miss two meetings in a contract year or fail to perform their duties he/she may be subject to immediate removal from the committee. The decision for removal will be made by the MTA Executive Board upon recommendation from the MPDC committee. The President of MTA shall recommend to the MTA Representative Council a replacement for the removed individual. This individual shall serve for the remainder of the current term. Should there be less than two years remaining on the term the individual shall be eligible for appointment to another term.

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### ▶ MPDC Procedures

The MPDC shall hold regular meetings once per month, excluding July. The regular monthly meetings shall be scheduled for the upcoming year during the June meeting. The chairperson may cancel the meetings if no individual professional proposals or plans have been submitted, and if no other issues have been raised.

An emergency meeting of the MPDC may be called by any MPDC member.

A quorum necessary to conduct MPDC business shall be four members.

A majority of the MPDC (four members) must agree upon any proposal or plan for it to be considered approved. A time limit of 15 minutes per proposal, plan, **or** course review will be adhered to by all MPDC members.

The MPDC shall keep confidential (except where governed by Ohio "Sunshine laws") all reviews, evaluations, and discussions of the Individual Professional Development Proposals or Plans and/or course/activity proposals. No documents submitted for consideration by the MPDC shall be used as examples without written permission of the proposal/plan creator.

Copies of meeting minutes/actions/records shall be provided to the MPDC Committee.

Notification of Reviewed Individual Professional Development Proposals/Plans shall be returned electronically to the applicant.

## Mentor Public Schools LPDC By-Laws

A certificate of credit awarded for course work or alternative activities must be provided by the applicant for inclusion in their personnel file.

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### ▶ Appeals

#### **Level I – Electronic Appeal**

Appeals shall be submitted to the MPDC chairperson within 20 contract days of denial of an Individual Professional Development Proposal/Plan or credit proposal. If an appeal is not filed with the MPDC Chairperson within the 20 days timeframe, the Committee reserves the right to deny consideration. All appeals will be reviewed at the next regularly scheduled monthly meeting of the MPDC. Electronic notification of the committee's action will be made within five contract days or 30 calendar days of the meeting, whichever comes first.

#### **Level II – Appeal Before the MPDC Committee**

If an appeal is denied, an individual has the right to make an appeal in person at the next regularly scheduled monthly MPDC meeting. An electronic request for inclusion on the agenda must be submitted to the MPDC chairperson no later than five contract days prior to the regularly scheduled monthly meeting. Notification of the MPDC Committee's decision shall be provided to the applicant within five contract days or 30 calendar days of the meeting, whichever comes first.

#### **Level III – Terminal Ruling**

If the prior two levels of appeal have resulted in a determination not satisfactory to the applicant, (s)he may request a Terminal Ruling, i.e. – a binding decision rendered by a three-person mediation team independent of the MPDC. The three-person mediation team will consist of: one person chosen by the applicant, one by the Superintendent of Schools, and one selected by the MTA president. The three members selected must hold a valid Ohio Department of Education certificate or license. The decision of the mediation team is final and unwavering. Notification from the Superintendent of Schools of the terminal ruling will be made within five contract days or 30 calendar days, whichever comes first. Should an appeal be reversed in favor of the applicant, the Superintendent of Schools will sign-off on the "L.P.D.C. Verification Form for Certification Renewal" issued by the Ohio Department of Education.

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### ▶ Revisions

The MPDC will review the Standards and Bylaws of the MPDC at the regularly scheduled June meeting. The MPDC may recommend revision of this document by a vote of five MPDC members in favor of the revision. This shall take place within the lesser of ten contract days or 30 calendar days and shall result in a Memorandum of Understanding. Such approved Memoranda shall be in force until the implementation of the next negotiated agreement, when such revisions shall be considered for inclusion in the collective bargaining agreement unless terminated by mutual agreement.

Revisions altering the requirements for approved Individual Professional Development Proposals/Plans and/or approved course/activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.

Revisions may be suggested by any certificated, licensed, employee by submission in writing to the MPDC chairperson, who shall make the MPDC cognizant of such suggestions at the next regularly scheduled monthly meeting.

### ► **Policy 1: Submission of Individual Professional Development Plans**

#### **Permanent Certificate Holder**

Individuals who hold a permanent certificate and are NOT seeking new licensure must have graduate credit or MEAPS approved through the MPDC. Individuals who hold a permanent certificate seeking salary upgrade ONLY may use the Approval of Graduate Coursework Form with approval of the superintendent.

#### **Certificate/License Holder**

*It is the responsibility of each certificated/licensed employee to monitor the expiration date(s) of his/her certificate(s) or license(s). The employee is reminded to review the requirements for renewal annually and to ask questions of the LPDC or Human Resources Office if unsure of the process.*

#### **Individual Professional Development Plan (IPDP)**

**\*All IPDPs must be submitted prior to the first of the month to be considered for that month.**

Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, or individual. The certificated professional development indicated should be relevant to the current licensed areas. The exception to this would be for the individual who is participating in an approved graduate level program designed to meet the certification/licensure requirements for administration, supervision, school psychologist, counseling, or a new area of licensure.

Course work must conform to any of the existing negotiated agreement language for consideration. Other courses/classes/workshops may be submitted as Equivalent Activities.

All employees of the Mentor Exempted Village School District who hold an Ohio provisional/professional/Resident Educator certificate(s) or license(s), MUST have an approved IPDP on file with the MPDC upon the receipt of their new License. If there is no IPDP on file with MPDC, additional coursework will not be approved.

The applicant will submit his/her IPDP electronically for review.

Applicants enrolled in a master's program must submit a Graduate Degree Program electronically. Additionally, an electronic or hard copy of an official course of study signed by the university advisor must be submitted to Human Resources.

The classes stated on the course of study are approved. Any unspecified electives or additional coursework must be submitted separately for approval.

Any IPDP submitted deemed unacceptable by the MPDC shall be returned to the applicant. The proposal may be resubmitted for consideration at the next regularly scheduled monthly MPDC meeting.

Notification of Reviewed IPDPs will be made to the applicant electronically within five contract days of the review.

## Mentor Public Schools LPDC By-Laws

IPDPs which are denied may be resubmitted with modifications. A teacher who wishes to appeal a MPDC decision must do so within 20 contract days.

The MPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential.

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### ► Policy 2: Submission of Course Work / Activity Proposals

#### **Course work/Activity Proposals**

Course work, CEU classes/workshops, and/or Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements **MUST** be approved by the Mentor Professional Development Committee (MPDC) **prior to completion of the course.**

Course work must be from accredited providers and have an instructor of record. Before prior approval, MPDC reserves the right to seek additional information provided by the member.

CEU's providers must be approved by the MPDC.

Applications for Equivalent Activities must have prior approval of the MPDC.

Although required work within a master's degree program applies to the university degree, courses submitted to the MPDC for certification/license renewal purposes must be relevant to an approved IPDP. Course work shall be approved if applicant is in an approved degree program such as administration, supervisor, guidance counselor, or a new area of licensure.

Credit hours must be earned during the current certification/license renewal period and must meet previously established ODE guidelines for acceptability toward certification renewal. Some coursework may begin during one renewal period and then finish in the next period. Credit will be given in the renewal period in which the course is completed.

Only Equivalent Activities initiated on or after September 1, 1998 will be eligible for approval by the MPDC.

New employees who were previously employed in another district who hold certificate(s) or license(s) issued by the ODE and who have had their course work/activities approved by their previous LPDC will be approved by the Mentor Public Schools Local Professional Development Committee when accompanied by verifiable supporting documentation.

#### **University Credit Toward Certification/Licensure Renewal**

Course work must be relevant to an approved IPDP. Applicants enrolled in an approved graduate program in the areas of administration, supervision, guidance counseling, or a new area of licensure will have their program considered "relevant" by the MPDC. Applicants must be prepared to provide evidence that providers, coursework and/or curriculum meets appropriate MPDC standards.

Course work must be approved **PRIOR** to the completion of the course where consideration for said course toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the MPDC may waive the requirements for prior approval. Such waiver requests should be filed in writing with the MPDC member as soon as possible and will be considered at the next regularly scheduled monthly meeting of the MPDC. **\*\*\*Credit for course work begun prior to proposal approval is not guaranteed.\*\*\***

## Mentor Public Schools LPDC By-Laws

### Credit for Equivalent Activities

Mentor Equivalent Activity Points (MEAPs) shall be awarded for the re-certification/licensure credit based upon the standards established by the Mentor Public Schools MPDC. Activities must be directly relevant to an approved IPDP and must receive prior approval by the MPDC prior to completing any such activity. For the “other approved activities” category (see below) individuals must submit an alternative activity proposal electronically.

To obtain credit for a MEAPS certificate you will have to submit a course work proposal. Coursework will not be considered for approval without a current IPDP.

### MEAP Equivalent Credit

MEAPs shall be approved by the Mentor Public Schools MPDC. The following guidelines will be used in determining MEAP credit:

- 1 hour of contact time = 1 MEAP (Mentor Equivalent Activity Point)
- 10 MEAPs = 1 CEU (Continuing Education Unit) or 1 PDU (professional development units)
- 3 CEUs/PDU's = 1 Semester hour equivalent

A Maximum of three semester hours earned through MEAPS may be used toward 15 hours for salary schedule advancement. One hundred eighty (180) MEAPs may be used for license renewal.

### Staff Development

MPDC will consider granting MEAPS for district in-services held during the student workday.

Staff Development activities provided by Mentor Schools may be eligible for MEAP's. Documentation such as a certificate of attendance/participation must be forwarded to the Human Resources Department following participation in staff development activities.

### Equivalent Activities

Verification must be obtained and forwarded to the Human Resources Department. Types of verification are shown in the MPDC online website in the Equivalent Activities Options Chart. The “Other Approved Activities” category exists to encourage initiative, exploration, and professional leadership in the field of Education. MEAP credit will be awarded on a ratio of:

- 1 hour preparation = 1 MEAP
- 1 hour contact = 1 MEAP

Justification will be required for any equivalent activity credit being sought and is left to the discretion of the MPDC.

A maximum of 90 MEAPs per license cycle may be earned from attending union-related meetings, conference, events, etc.

The MPDC is not restricted by these guidelines to awarding credit solely based on contact time. The formula established by the MPDC will be used in granting MEAP credit for alternative activities. Once an alternative activity proposal is approved, it is the responsibility of the applicant to fully complete the components of the project as listed on the alternative activity proposal form. If modifications to the project/activity are necessary, these modifications should be SUBMITTED ELECTRONICALLY to the members of the MPDC as soon as possible. Modifications will be

## Mentor Public Schools LPDC By-Laws

reviewed at the next regularly scheduled monthly meeting of the MPDC. Any deviation from the original proposal may result in a change in the number of MEAPs granted.

### Equivalent activities include, but are not limited to the following:

- 1. Structured Assessment**  
Participation in structured assessment models.
- 2. Involvement in a Development/Improvement Process**  
Participation in response to a shared need for change at a school level (e.g., Initiating Intervention Based Assessment/Multi-Factored Evaluation, involvement in curriculum development or program development, and other models of school improvement).
- 3. Training**  
Participation includes exploration of theory, demonstrations of practice, supervised trial of new skills, and coaching within the workplace. Outcomes should include changes in attitudes and transfer of training. For example, conducting professional conferences, professional presentations, and teaching in a college/adult education setting. Please note: MEAP's will not be granted if the "teaching" could be construed as a "second job" where a salary is provided.
- 4. Inquiry/Action Research**  
Conducting a focused in-depth study of a concept, a theory or approach within a content field over time. Individuals or groups of teachers identify a problem of interest, explore ways of collecting data that may range from examining existing theoretical and research literature to gather original classroom or school data, analyze and interpret data. Changes are made and new data are gathered and analyzed to determine the effects of the intervention. Credit is awarded to individuals based upon their contribution to the activity.
- 5. Grant Writing**  
Individuals or groups who write grant proposals will be awarded licensure credit based on the amount of time and effort required (i.e., Mentor Schools Foundation Grants, Fund, or Martha Holden Jennings Grants). Credit will not be dependent upon success in being awarded funding.
- 6. District, State, and National Committee Service**  
Commissions, task forces, and working groups, etc., of professional educational organizations (i.e., Ohio Department of Education, Regional Professional Development Committee, Continuous Improvement Plan, District Leadership Team, Building Leadership Team, and others).
- 7. Presenting at Local, State, and National Events/Conferences**  
To recognize professional contributions in the form of an academic presentation to educational organizations. Credit will be given for initial presentation to these groups.
- 8. Publishing (Books or Articles)**  
Publishing books, articles for professional journals, or articles in community newspaper (NOTE: letters to the editor and interviews would not be acceptable).
- 9. Pursuing National Board Certification**  
A voluntary process which recognizes high quality of teaching. The entire Board Certification process must be completed, but Board Certification need not be awarded to complete licensure requirement. (90 MEAPs will be awarded upon completion)



## Mentor Public Schools LPDC By-Laws

### 10. **Community/Business Educational Improvement Activity**

Activity that forms a partnership between school/community/business. This collaboration should lead to greater learning, teaching, leadership (e.g., Design and coordinate with local businesses a series of Math Nights for parents. Design and coordinate with local business professionals a school career day).

### 11. **District Committee Chairperson**

Chairing a major district committee (i.e., curriculum, staff development).

### 12. **Attending National Professional Conferences**

Educators attending a national educational conference *MAY* be granted MEAP's credit if the committee deems the application presented demonstrates positive, active, participation by the attendee.

### 13. **Student Teaching**

**(Maximum of 6 MEAPs per day/90 MEAPs total awarded towards license renewal only—not salary upgrade)**

Educators serving as a cooperating teacher to a student teacher must seek written pre-approval through the K-12 Office in order to receive MEAPs. A copy of the written approval must accompany the Student Teaching Time Log (template is available on MPDC home page) before MEAPs will be awarded.

### 14. **Other Activities**

You may be awarded up to 3 MEAPs in which you are the coordinator, facilitator or presenter. Activities must align with Professional Development Goals, MPDC reserves the right to see additional information by the member.

Duties which are part of one's regular teaching assignment or paid supplemental contracts / stipends will not be considered for MEAP credit.

An alternative activity shall be approved PRIOR to the beginning of an activity where MEAPs are sought. If unique situations arise where prior approval is not possible for verifiable reasons, the MPDC may waive the requirement for prior approval. Such waiver requests shall be FILED IN WRITING with the MPDC as soon as possible and will be considered at the next regularly scheduled monthly MPDC meeting. *Credit for activities begun prior to proposal approval is not guaranteed.*

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**REVISED: June 2024**