

FAIRVIEW PARK CITY SCHOOL DISTRICT

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

GUIDELINES

Board of Education Approval – 10/18/11

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FAIRVIEW PARK CITY SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT

GUIDELINES AND POLICIES

I. RESPONSIBILITIES OF THE LPDC

Ensure that educator's coursework and other professional development activities meet the standards for renewal of certificates or licenses.

II. RESPONSIBILITIES OF THE EDUCATOR

Educators who are working under professional 5 year licenses are responsible for meeting the requirements for renewing their teaching licenses. All educators employed by a school district must work with their Local Professional Development Committee to complete the renewal process.

III. CERTIFICATE TYPES

Permanent Certificate – Permanent certificates do not require renewal or conversion to licensure. Therefore, the only action that is required to maintain this certificate is to have BC&I and FBI fingerprints completed every five years.

Five Year License – Certified staff with 5-year licenses must meet the requirements in the Teacher and Education License Standards. That is, they must complete an Individual Professional Development Plan (IPDP) and have the plan approved by the Local Professional Development Committee, and meet the professional development requirements listed below:

- Six semester hours of college coursework, 18 CEU's or 180 contact hours
- Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to contact hours.
- BC&I and FBI fingerprints competed at each renewal when indicated.

Advanced Teaching Licenses - In 2009, Ohio restructured its teacher licensure system and established a new career ladder for educators. The four-tiered system provides opportunities for teachers to advance in their professional careers and serve as school improvement leaders, without leaving the teaching profession. The Senior Professional Educator License and Lead Professional Educator License are advanced steps on the career ladder.

The Senior Professional Educator License and Lead Professional Educator License are advanced steps on the career ladder.

Requirements for the Senior Professional Educator License

Master's degree from an institution of higher education that is accredited by a regional accrediting organization.

Nine years of experience under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate; and

Demonstration of effective practice at the *accomplished* or *distinguished* level of performance as defined in the [Ohio Standards for the Teaching Profession](#); specifically, by successful completion of the Master Teacher portfolio and designation as a Master Teacher.

Requirements for Renewal of the Senior Professional Educator License

THE SENIOR PROFESSIONAL EDUCATOR LICENSE IS VALID FOR FIVE YEARS AND MAY BE RENEWED BY INDIVIDUALS CURRENTLY EMPLOYED IN A SCHOOL OR SCHOOL DISTRICT UPON VERIFICATION OF THE FOLLOWING:

Six semester hours of coursework related to classroom teaching and/or the area of licensure, completed at an accredited two-year or four-year institution of higher education since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; or

Eighteen continuing education units (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure, completed since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; and

Demonstration of meeting the criteria for the *accomplished* or *distinguished* level of performance described in the Ohio Standards for the Teaching Profession (available on the Ohio Department of Education's website at education.ohio.gov) by maintaining current designation as a Master Teacher.

Requirements for the Lead Professional Educator License

Master's degree from an institution of higher education that is accredited by a regional accrediting organization

Nine years under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate or Senior Professional Educator License; and

Demonstration of effective practice at the *distinguished* level of performance defined in the [Ohio Standards for the Teaching Profession](#); specifically, by holding active National Board Certification, OR, successful completion of the Master Teacher portfolio with the designation as a Master Teacher *and* by holding the Teacher Leader Endorsement.

Requirements for Renewal of the Lead Professional Educator License

THE LEAD PROFESSIONAL EDUCATOR LICENSE IS VALID FOR FIVE YEARS AND MAY BE RENEWED BY INDIVIDUALS CURRENTLY EMPLOYED IN A SCHOOL OR SCHOOL DISTRICT UPON VERIFICATION OF THE FOLLOWING:

Six semester hours of coursework related to classroom teaching and/or the area of licensure, completed at an accredited two-year or four-year institution of higher education since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; or

Eighteen continuing education units (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure, completed since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school district; and

Demonstration of meeting the criteria for the *distinguished* level of performance described in the Ohio Standards for the Teaching Profession (available on the Ohio Department of Education's website at education.ohio.gov) through either of the following two methods:

By holding a valid certificate issued by the **National Board for Professional Teaching Standards** (www.nbpts.org/); or

By holding the **Teacher Leader licensure endorsement** earned through completion of an approved program of preparation, and maintaining current designation as a Master Teacher in accordance with the definition and criteria for a Master Teacher adopted by the State Board of Education under section [3319.61](#) of the Revised Code and the Master Teacher designation renewal process (education.ohio.gov).

IV. IPDP POLICIES

Every educator employed by the Fairview Park Board of Education who holds an Ohio Teaching License, must have an approved Individual Professional Development Plan (IPDP) on file at least **two years** prior to expiration of the license(s). The IPDP must be submitted through our online Form Management System. However, every educator is encouraged to develop and submit a plan as soon as possible. This plan must be consistent with the guidelines of the LPDC as well as building and district's goals/objectives.

An IPDP may consist of coursework, contact hour classes, workshops, and/or Equivalent Other Activities (EOA's—contact hours) which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements and **MUST** be approved by the Fairview Park Professional Development Committee.

Reciprocity: The LPDC shall accept IPDP's approved by other districts for any educator hired by the Board of Education from another district. Modifications to an existing plan may need to be made to fulfill all necessary requirements of the districts' renewal process. Hours already accumulated in the district of previous employment shall be honored. All cases are subject to committee review. It is the responsibility of the educator to get the approved IPDP from their previous district to the LPDC Committee. The paperwork should be accompanied by all the supporting documentation on the Approval Verification Form for Educators Leaving an Ohio Local Professional Development Committee (LPDC)

<https://education.ohio.gov/.../Educators-Exiting-an-LPDC-Form.pdf.aspx>

V. IPDP PROCEDURES

The district uses an LPDC online forms management system to process IPDP's, course approvals and tuition reimbursement.

Enter your IPDP at least **two years** before your license renewal. The IPDP is routed to the LPDC committee for their review online. We meet the second Monday of each month at 3:30 pm.

Proposals for coursework and/or activities shall be submitted at least thirty (30) days prior to the start of the coursework and/or activities if possible. Exceptions may be granted on an individual basis with an explanation of why the sixty-day deadline should be waived.

It is the educator's responsibility to submit all supporting documentation pertaining to the completion or participation in the coursework and/or activity. Credit towards certification or licensure will be awarded upon receipt of this documentation.

The LPDC Online Form Management System is located on the staff home Page of the district website under the LPDC link

PROFESSIONAL DEVELOPMENT: COURSEWORK AND EQUIVALENT OTHER ACTIVITIES (EOA)

Equivalent Other Activities are Professional Development Activities that go beyond traditional workshops and coursework to job-related activities.

The following is a list of activities which are considered legitimate learning experiences by the LPDC that can be used by educators to accomplish the goals of their Individual Professional Development Plan. If you wish to propose Professional Development beyond the scope of this list, see your LPDC representative. Educators shall anticipate that the end result of the activity should be a product that enhances the educator's skills and knowledge and **improves student learning**.

Please remember that the strategies/activities/college courses that you will engage in **must be pre-approved** by your LPDC, and your approved **IPDP must be on file prior to the approval**.

The options presented are those which are most commonly proposed. Note that all verification products (log, transcript, meeting agenda, workshop certifications, etc.) **must be attached** to a Course Proposal form when submitted.

Equivalent Other Activities (EOA) Conversion Table

Note: 180 hours are required to renew a five-year professional license

1 Graduate Credit = 30 hours

1 CEU (Continuing Educational Unit) = 10 hours

See below for alternative activity hours

Equivalent Activities Chart

The following chart summarizes information about professional development activities that a teacher may complete in order to fulfill the requirement of 180 hours per renewal cycle. The chart defines each activity, notes how many hours may be earned through that activity, and states what the committee requires as verification of successful completion of the activity.

	Definition/Criteria	Value	Max/Cycle	Verification
College/University course for credit Seminar for credit	Any course/workshop that fits into professional development plan – related to teaching assignment or working with students.	1 semester hour = 30 contact hours	Unlimited	Grade card or transcript
District sponsored training/Workshops	May include only the time spent in training.	1 clock hour per seat hour	Unlimited	Certificate of participation or sign-in sheet verification
Professional Dev. Presenter at District, Local, State or National Levels	Development and presentation of a new professional seminar or workshop and not part of job assignment.	Clock hours	60 hours	Log of Preparation hours not to exceed presented hours, course announcement and/or course syllabus; Copy of presentation materials.
Professional Conference	May include only the time spent in training.	Clock hours	Unlimited	Certificate of participation
Cooperating Teacher for Field Experience Student	Must be part of formal college program.	30 Hours	2 per cycle	Certificate/Copy of completion and a reflection on the learning while engaged in the process.
Cooperating Teacher for Student Teacher Experience Student	Must be part of formal college program.	60 Hours	2 per cycle	Certificate/Copy of completion and a reflection on the learning while engaged in the process.
Course of study development/revision	Must on an approved district/building/grade level initiative.	Clock hours	60 hours	A log of meetings/copy of product and a reflection on the

				process.
New curriculum unit development	Production of a tangible product that enhances teaching and learning.	Clock hours	60 hours	Copy of curriculum unit
Professional reading/study group/Independent Study	Subject area must be related to individual's area of specialization and assignment.	Clock hours	30 hours	Reflective journal documenting the learning while engaged in the process, time involved and report identifying the actions to be taken to improve instruction.
Professional Committee	Must serve on a formal governance committee representing a national, state, local, or district interest. Must be in a position to contribute to the educational profession or add to the body of knowledge in a specific field.	Clock hours	30 hours	Log of hours served and verified by the president or chair of the committee or certificate of completion and reflection on the learning while engaged in the process.
Professional Committee - Chairperson	Must serve as a chairperson on a formal governance committee representing a national, state, local, or district interest. Must be in a position to contribute to the educational profession or add to the body of knowledge in a specific field.	Clock hours	60 hours	Log of hours served, agendas developed and reflection on the learning while engaged in the process.
Mentoring	Participation in formal mentoring assignment of a teacher/administrator, or specialist in the EYP (Entry Year Program).	Clock Hours	2 per cycle/ -30 for EYP -60 for RESA	Reflective journal and a log of topics discussed documenting the learning process and hours.
National Board Certification	Must be in the subject area of the individual's assignment.	180 Hours	1 per cycle	Copy of National Board certificate

Grant writing	Must on an approved district/building/grade level initiative.	Clock hours	60 hours	Hours not dependent on awarding of grant. Log of hours documenting planning and preparing. Copy of grant.
Publication of original work (books, articles, for professional journals)	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.	60 hours for book; 30 hours for article	Unlimited	Copy of publication or document and Activity Log.
Extended Educational Project	See: Alternative Renewal Option Proposal Form			

**FAIRVIEW PARK CITY SCHOOLS
CEU CREDIT FOR CURRENT ONLINE COURSES
(THESE COURSES CAN ONLY BE USED ONCE FOR
LICENSE RENEWAL)**

Courses	Rated Minutes	CEU
C-100 Fairview Park City Board.	10	0.02
C-101 Ohio Ethics Law	10	0.02
M-207 HB276/1 Module 1 - Child Abuse Prevention	60	0.10
M-208 HB276/1 Module 2 - Depression and Self-Destructive Behavior	45	0.08
M-209 HB276/1 Module 3 - School Violence (ES)	45	0.08
M-210 HB276/1 Module 4 - Substance Abuse Prevention	45	0.08
M-211 HB276/1 Module 5 - Positive Youth Development	45	0.08
M-014 Hazard Communication	30	0.05
M-026 Bloodborne Pathogens	40	0.07
M-027 Asbestos Awareness	30	0.05
M-030 Chemical Safety	30	0.05
M-040 Laboratory Safety	30	0.05
M-100 Employee Accident & Exposure Reporting	10	0.02
M-105 Getting a MSDS	10	0.02
M-123 Heimlich Maneuver	15	0.03
M-134 Ohio Ethical Use of Tests	10	0.02
M-154 Mastectomy and Breast Re	5	0.01
M-224 Teen Dating Violence	30	0.05
M-376 Medication Administration in schools	25	0.04
M-163 Homeless Education – Serving Homeless Students	20	0.04
M-013 Fire Safety	15	0.03
M-251 Reporting Fraud	10	0.02
M-052 Back Injury Prevention and Ergonomics	15	0.03
M-028 Slips, Trips and Falls Prevention	30	0.05
M-181 AED Use – Physio-Control LIFEP CR PLUS	20	0.04
M-015 Logout/Tagout Awareness	15	0.03
M-038 Electrical Safety	20	0.04
M-511 Restraint and Seclusion - Ohio	20	0.04
C-109 Fairview Park City Schools Diabetes Care	5	0.01
C-110 Collecting and Using Personally Identification	10	0.02

To print your transcripts on Public School Works for submission to the LPDC committee:
<https://www.publicschoolworks.com/LMS/login.php?url=http%3A%2F%2Fwww.publicschoolworks.com%2FLMS%2FImPersonCourses.php&di=207>

VI. General Instructions for LPDC Renewals

All educators now use the Connected Ohio Records for Educators (CORE) system exclusively to renew their licenses, permits or certificates online. The online process provides a secure environment for educators to update their demographic data and pay licensure fees using a credit card or electronic check.

Getting Started with the Online Application

Sign into your [SAFE account](#).

Click on ODE.CORE.

On the UPDATE My Information page, update your contact information including email address.

Return to the CORE dashboard using the drop-down menu at top right. Then select RENEW My Credentials.

At the drop-down menu marked Action, select Renew, Advance or Transition. Complete the three steps of the application. Please indicate on the first step that you are renewing through an LPDC and put in our IRN # 013584

Click on **Apply**.

If you wish to apply for more than one credential, repeat the steps above for each credential.

Note: For an individual with multiple certificates/licenses due for renewal in a given year, the individual will pay a fee of \$200.00 for the first license to be renewed. An additional fee of \$20.00 per certificate/license renewed for the same effective year will be assessed.

After you submit your application, it will be reviewed. You will receive an email acknowledgment of your submission. While you are waiting for your application to be processed, you may login and click on the STATUS button on the CORE dashboard for information about your application. You also will receive an email when your application request is approved or denied.

Once the license is renewed, please sign into you SAFE account and click on your credentials and print a copy of your license and send to Human Resources.

Fingerprints: If you need to have your fingerprints completed prior to the license renewal, you will receive an email reminding you to set up an appointment to have them done. Both BCI&I and FBI fingerprints must be done and electronically submitted to the ODE prior to the submission of your application. These can be done in the Human Resources Department at a cost of \$52.00 for both.

Effective Date of License: The effective date for all Ohio Teaching Licenses is July 1, of the year issued regardless of the date of the application.

VII. TUITION REIMBURSEMENT

Effective July 1, 2013, bargaining unit members are able to receive reimbursement for 80% of the cost of his/her tuition, not to exceed \$2,000 per year. The total pool of money available for all FPEA members will not exceed \$20,000 per fiscal year.

Tuition reimbursement for eligible bargaining unit members will be on a first come first served basis. Once the cap is met for the fiscal year, any bargaining unit members who did not receive the reimbursement for that year, will be placed at the beginning of the list for the next fiscal year's pool and his/her already completed courses will be reimbursed from the next fiscal year's budget. All tuition reimbursement must be requested in the calendar year that the course was taken. Our calendar year is July 1st to June 30th of each year.

How to receive Tuition Reimbursement:

Submit a coursework proposal form through the online program to the LPDC preferably prior to taking/paying for the course(s). The LPDC meets monthly on the second Monday of the month at 3:30 p.m. Please remember that you must have an approved IPDP on file with LPDC before you submit the coursework proposal.

When the coursework is completed, order an original transcript from the accredited college and have it sent to Human Resources. Please attach the copy of the transcript to the coursework proposal and submit that for final approval.

The original transcripts will be kept for your personnel file for any salary level increases that are applicable.

Once you get the final approval from LPDC, submit a Tuition Reimbursement Form on the online LPDC program. Click on LPDC and fill out the form and attach a copy of the bill showing that you paid for the course and a copy of your transcripts.

Payment will be made to the bargaining unit member no later than the second pay after the above information is received.

Any questions regarding this please call Human Resources

MISSION STATEMENT, VISION, POSITIONING STATEMENTS AND GOALS OF THE FAIRVIEW PARK CITY SCHOOL DISTRICT

MISSION STATEMENT

The mission statement expresses the unique purpose for which the organization exists and the specific function which it performs.

The Mission Statement of the Fairview Park City School District is:

We will provide our students with THE FAIRVIEW ADVANTAGE, a framework for student success, by delivering exceptional services and academic programs that challenge the mind and instill the joy of learning and responsible citizenship.

VISION, POSITIONING STATEMENTS AND GOALS

Our Vision – *The preferred future ... Aspirational but attainable.*

A Community united, empowering each other to learn differently, care deeply, and aspire to excellence.

Positioning Statements – *Why we are called to action and what we are called to do.*

- We believe that each student deserves an opportunity to achieve his or her **potential**. Therefore, we must recognize each student as an individual and support their learning accordingly.
- We believe that developing competent, well-rounded students with **lifelong skills** is critical to their success. Therefore, we must provide a broad spectrum of learning experiences that will prepare them for the future.
- We believe **families and students** are a critical part of all facets of student development. Therefore, we must encourage them to work closely with the schools and the educators.
- We believe that the **Community** is an important part of the success of the district. Therefore, we must invite the Community to partner with the district in a variety of ways.
- We believe that we have an obligation to be **trusted stewards**. Therefore, we must be transparent, be responsible in managing the resources provided to us, and communicate well.

District Goals – *Broad, long-term aims that define fulfillment of the mission.*

Goal 1 – Learning – Ensure that our offerings, tools, and instruction methods work together to develop the knowledge, skills, and abilities necessary for each child to be successful.

Goal 2 – Readiness – Establish a personalized path for each student that allows him or her to move fluidly from pre-K through their post-graduation opportunities.

Goal 3 – Resources – Identify and articulate the resources needed to meet the district's goals and prioritize the management of the resources provided.

Goal 4 – Engagement – Integrate the district with the Community to ensure awareness and active participation in the education process.

VIII. OHIO EDUCATOR STANDARDS LINK

<http://education.ohio.gov/Topics/Teaching/Educator-Equity/Ohio-s-Educator-Standards>

IX. COMMITTEE PROCEDURES

Meeting Times: The LPDC will review Individual Professional Development Plans (IPDP's) between September and May of each school year. Proposed IPDP's, coursework/workshops/EOA's (contact hours) must be submitted to the committee by the second Monday of the month before the meeting. The committee will meet at least once a month, as needed to review proposed plans, coursework/EOA's (contact hours) and workshops. The committee may schedule additional meetings.

Return of Plans: The LPDC shall inform the educator of actions taken on IPDP's through the online program immediately after the LPDC meeting. If revisions are required, the plan must be resubmitted to the LPDC upon completion of revisions. In the areas of proposals for coursework/workshops/EOA's (contact hours), the LPDC shall notify the educator of acceptance/denial immediately after the LPDC meeting. If revisions are required, the proposal must be resubmitted.

Appeals: Appeals shall be submitted in writing to the LPDC within 10 working days after receiving notification of the denial. All appeals will be heard at a specially scheduled meeting of the LPDC and will require the educator to be present. The educator will receive written notification of the appeal decision within 10 working days after the decision of the committee.

Reasons for Appeal:

- 1) Rejection of the IPDP
 - Plan lacks relevance to current assignment
 - Goals unrelated to the individual, assignment, and district
 - Insufficient activities and corresponding timeline
 - Lack of appropriate evaluation procedures
- 2) Recommendation of non-renewal of certificate/license
- 3) Rejection of an individual component of the IPDP

Process to be used for Appeal:

Level I Appeal

- 1) Complete LPDC Appeal Form (page 21)
- 2) Meet with the LPDC
- 3) Receive written response from the LPDC
- 4) Accept (appeals process ends) or reject (option to proceed to Level II)

Level II Appeal

- 1) Complete LPDC Appeal Form (page 22)
- 2) Committee make-up:
 - a) Certified/licensed educator chosen by employee
 - b) Certified/licensed educator chosen by LPDC
 - c) Certified/licensed educator chosen by (a) and (b)
- 3) Committee hears appeal and renders decision
- 4) Accept (appeals process ends) or reject (option to proceed to Level III)

Level III Appeal

- 1) Complete LPDC Appeal Form (page 23)
- 2) Committee made up of Superintendent or designee, President of FPEA or designee, and mutually agreed upon third person
- 3) Committee hears appeal and renders decision (decision is final)

FAIRVIEW PARK CITY SCHOOL DISTRICT
Alternative Renewal Option Proposal Form

Educator's Name: _____ Date Submitted: _____

Brief description of activity:

This activity is proposed to be equivalent to _____ Contact Hours.

Educator's Signature: _____

Date acted on: _____ Approved: _____
LPDC Chair

Resubmit with revisions by: _____
LPDC Chair

**FAIRVIEW PARK CITY SCHOOL DISTRICT
LPDC CONTACT HOURS
ACTIVITY JOURNAL**

I certify that the above information in this Contract Hours Activity Journal is true and accurate to the best of my knowledge.

Educator's Signature _____ Date _____

FAIRVIEW PARK CITY SCHOOL DISTRICT
Appeal Form (Level I)
(Initiated by Staff member)

Name _____ Building _____

I formally request an appeal to the Local Professional Development Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....

For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the LPDC committee.

The appeal hearing will take place on _____ (Date) at _____ (Time).
The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of the meeting is to be made within five (5) business days by phoning
_____ at _____.

.....

LPDC Use:

Notification of Appeal Hearing Sent on: _____.

Confirmation of Employee's Intent to Attend Appeal Received On: _____.

Comments:

FAIRVIEW PARK CITY SCHOOL DISTRICT
Appeal Form (Level II)
(Initiated by Staff member)

Name _____ Building _____

I formally request an appeal to the Fairview Park LPDC Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....
For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the LPDC committee.

Notification of Appeal sent on _____ (Date) to:

FPPDC Representative _____

Educator's Representative _____

Mutually selected Representative _____

Confirmation of Educator's Representative is to be made within five (5) business days by phoning _____ at _____.

The appeal hearing will take place on _____ (Date) at _____ (Time). The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of Meeting is to be made within five (5) business days by phoning _____ at _____.

.....
LPDC USE:

Notification of Appeal Hearing Sent on: _____

Confirmation of Employee's Intent to Attend Appeal Received on _____

Comments:

FAIRVIEW PARK CITY SCHOOL DISTRICT
Appeal Form (Level III)
(Initiated by Staff member)

Name _____ Building _____

I formally request an appeal to the Local Professional Development Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....
For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the LPDC Committee.

Notification of Appeal sent on _____ (Date) to:

Superintendent of Schools/Designee _____

President of FPEA/Designee _____

Mutually selected Representative _____

Confirmation of Educator's Representative is to be made within five (5) business days by phoning _____ at _____.

The appeal hearing will take place on _____ (Date) at _____ (Time). The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of Meeting is to be made within five (5) business days by phoning _____ at _____.

.....
LPDC USE:

Notification of Appeal Hearing Sent on: _____

Confirmation of Employee's Intent to Attend Appeal Received on _____

Comments: