



Groveport Madison Local Schools

Local Professional Development Committee Handbook

2020-2021

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LPDC Members

Teachers:

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Administration:

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Amy Davidson, Secretary, Groveport Madison District Service Center at amy.davidson@gocruisers.org

LPDC Meetings

All meetings held on the 1st Wednesday of the month at the Groveport Madison District Service Center, 4:15 – 5:00 pm.

Date

August 5, 2020

October 7, 2020

December 2, 2020

February 3, 2021

April 14, 2021

June 2, 2021

September 2, 2020

November 4, 2020

January 6, 2021

March 3, 2021

May 5, 2021

Statement of Philosophy

We believe that individual professional development is essential for effective teaching that results in increased student achievement, and ensures the highest possible professional standards. Individual Professional Development Plans (IPDPs) are the means by which educators broaden their knowledge and skill base, as well as construct and implement school curricula. Quality professional development creates connections to the district by utilizing continuous improvement plans and expanding the traditional educational community.

Statement of Purpose

The purpose of the Groveport Madison Local Professional Development Committee is to:

- Increase student achievement;
- Make recommendations for professional development based on district needs;
- Evaluate professional development activities for Continuing Education Units (CEU) that align with the Standards for Ohio Educators (Teachers, Principals and Professional Development);
- Grant approval for professional development activities for recertification or renewal of license credit;
- Approve Individual Professional Development Plans that align with the Standards for Ohio Educators;
- Recommend teachers for certificate/license renewal to the Ohio Department of Education.

Operational Procedures

- Frequency and location of meetings will be the first Wednesday of each month from 4:15 – 5:00 pm, or as needed, through the school year, at the District Service Center. In the case of school cancellation, a rescheduled LPDC meeting will be held the following month or rescheduled at an earlier date that school is in session. Rescheduled meetings will be posted on the LPDC links on the Groveport Madison Local Schools Intranet site.
- In accordance with Ohio Revised Code, the LPDC membership consists of:
 - Five teachers
 - Five administrators
- The duties and responsibilities of the committee members are to:
 - become knowledgeable about standards, licensing regulations and endorsements;
 - approve Individual Professional Development Plans
 - grant approval for professional development activities;
 - recommend teachers for renewal of license to the Ohio Department of Education;
 - raise any other professional development issues that are pertinent to the LPDC tasks;
 - act as a liaison between teachers and the ODE regarding licensing and professional development;
 - establish a regular meeting schedule annually;
 - provide central office and individual schools with recommended areas for in-service based on a compilation of district professional development data (such as the Professional Development Advisory Committee, PDAC, survey);
 - establish and maintain communication with district personnel, ODE and other relevant outside agencies;

- solicit feedback from district personnel and revise procedures as needed.
- The following roles will rotate according to committee decision:

Chair Duties:

- Oversees and conducts LPDC meetings
- Calls meetings, sets agenda and e-mails or distributes prior to meetings
- Ensures adherence to the relevant LPDC review processes and procedures
- Suggests relevant professional growth opportunities for LPDC members

Co-Chair Duties:

- Fulfills duties of Chair/or Secretary in his/her absence

Secretary Duties:

- Typing and distributing monthly minutes and maintain records of committee functions and decisions;
- Filing monthly minutes and agenda in LPDC notebook
- Types LPDC correspondence (i.e. ODE yearly signature form)
- Prior to the next meeting e-mail minutes to LPDC members

Procedures for Decisions

- No meeting will be held or substantive decisions made by the board unless at least two-thirds of the membership is present (a minimum of four teachers and four administrators is required).
- Decisions will be made by a majority of those present unless arranged otherwise.
- Individuals seeking approval of IPDPs, CEUs, or Other Approved Activities will be notified in writing of any decision of the LPDC.
- LPDC decisions regarding IPDPs, professional development activities, and renewal of license credits are final, but may be appealed.

Appeal Process

Requests for reconsideration must be made in writing to the LPDC within ten working days of notification. The appeals process will proceed as follows:

1. The staff member completes and submits Appeal Form with additional information if requested by the LPDC.
2. The staff member may appear in person before the LPDC, contact chair to schedule.
3. The staff member may undergo a Third Party Review. *

*If after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a third party may review the decision. A panel consisting of one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one licensed educator agreed upon by the above two will review the LPDC decision and either uphold or overturn it.

Individual Professional Development Plan Policies

Every educator employed by the Groveport Madison Board of Education, who holds an Ohio provisional and or professional certificate(s)/license(s), is required to have an approved IPDP on file for:

- All activities leading to licensure renewal
- Approval of CEU credit bearing activities after July, 1998

IPDP MUST be approved online with the LPDC PRIOR to beginning coursework or CEU activity.

LPDC Portal: <http://summitesc.net/lpdc/Manage/index.asp?DistrictID=51>

Criteria for Approval of IPDPs

The requirements for the LPDC to approve an IPDP are as follows:

1. The IPDP goals are specifically related to student learning and are measurable.
2. The IPDP goals identify the Standards for Ohio Educators.
3. The IPDP goals are in alignment with building and district goals.
4. The IPDP identifies activities that will be completed during the life of the license.
5. The IPDP includes proposed criteria for assessing the success of the plan's goals.
6. The IPDP scope is directly relevant to the educator's subject area content and/or instructional practices.
7. The IPDP methods and products demonstrate the LPDC's expectations for professional quality.

Tips for Developing a Meaningful IPDP

The individual professional development plan (IPDP) is an opportunity for an educator to reflect on their current teaching context and participate in learning activities that will benefit their practice and the learning of their students. As this is the educator's professional plan required to maintain their license in the state of Ohio, the plan should be clearly and succinctly written.

A. Approved IPDP goals contain the following four components: . A minimum of two goals are required. IPDP goals should be SMART (Specific, Measurable, Attainable, Relevant, and Time Bound). They should be in alignment with the educator's building and GMLS district goals. Please see the table below for guidance:

Select one from each column (mix and match)

#1 I will...	#2 in this area...	#3 and then...	# so that...
become knowledgeable about	a method (cooperative learning)	implement	student learning is increased
read widely in	a program (history day)	modify curriculum	student achievement increases
learn about	a discipline (science)	develop/design	student success will be increased

study theory/practice of	a population (<i>gifted/adhd</i>)	use	
become skillful at	an organizational pattern (<i>multi-aged</i>)	incorporate	
gain an understanding of	an area (<i>school reform</i>)	apply	
	a curriculum area (<i>music</i>)		

The goals must also identify the relevant Educator Standards(s) and Elements(s). The standards can be listed verbatim, in list form, or summarized. An explanation of how the goal aligns to each of the identified Standards is required.

Example 1: I will become more knowledgeable about the social, emotional, and developmental needs of the students I teach and then implement that knowledge in daily activities and curriculum so as to improve student participation and performance.

This goal aligns to Ohio Educator Standard #1: *Teachers understand student learning and development and respect the diversity of the students they teach*, and Elements: *Teachers display knowledge of how students learn and of the developmental characteristics of age groups*, and *Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention*. I believe that by learning more about my students, I will be in a position to design more relevant classroom activities that will ultimately increase student achievement in multiple ways.

Example 2: I will learn about various learning theories and philosophies of learning and then implement this knowledge in my classroom so that student achievement will be increased.

Considering this goal, I believe that Educator Standard #4 and Elements 4.2, 4.3, 4.4, and 4.5 are in alignment. I can best plan and deliver instruction so that all my students can learn when I use information about student learning and apply knowledge about how student think. I believe it is important to differentiate instruction so the learning needs of all the individuals in my class are supported. In order to do these things effectively, I need to increase my own understanding and the methods of my practice to best be able to identify and meet my students' learning needs.

Example 3: I will increase my understanding of formative instructional practices and then incorporate more into my classroom in order to improve student achievement.

Educator Standard #3 expects that teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning. All of the elements under this standard push the teacher to have a full knowledge of assessments to select and use appropriately. The data from the assessments also need to be used, not only by the teacher but also with the students. The student role is a really important part to enlist their identification of learning gaps. My goal of learning more about Formative Assessments aligns

with this standards and elements resulting in increasing my knowledge and effective use to positively impact my practice and my students' growth.

B. Approved IPDPs indicate the planned professional learning activities that will attribute to success in the identified goals. These activities may change from the time of approval through license renewal as long as they are in alignment with the goals.

C. Approved IPDPs explain in detail the criteria to be used for assessing the success of the goals, including descriptions of the pre- and post-measurements that will be reviewed. The educator determines what measurements are relevant to their students and to the goals.

D. Approved IPDPs explain in detail how the plan is relevant to the educator's teaching context and practice or perspective on the educator's future professional plans.

Licenses

Applicants who wish to renew their licenses must have completed coursework and CEU's **after the approval date of the IPDP and the issue date** of the license they wish to renew. Check ODE Core system (<https://safe.ode.state.oh.us/portal/>) for your issue/expiration dates.

Licensure Renewal

To renew a professional license, the educator must complete coursework or attain CEUs in accordance with the approved IPDP:

- Six semester hours of coursework; or
- 18 continuing education units (CEUs).¹
- 180 contact hours

Coursework and CEUs may be combined.

IPDP MUST be approved online with the LPDC PRIOR to beginning coursework or CEU activity.

LPDC Portal: <http://summitesc.net/lpdc/Manage/index.asp?DistrictID=51>

College/University Coursework

For any college/university coursework or CEUs activity to be considered for licensure renewal, educators are required to have an approved IPDP on file with the LPDC. Official transcripts are submitted at the time of renewal to Human Resources.

Professional Development Activity	Verification	Criteria
Completing a College/University Course	Official Transcript	<p>NOTE: There has been a change in acceptance of accreditation for colleges and universities by our LPDC. Please use the new link to check your coursework: https://www.ed.gov/accreditation?src=rn .</p> <p>If you should have any questions, please contact any member of the LPDC team.</p> <p>Must be taken for credit with a grade of “C” or better or a “P” in pass/fail course.</p> <p>Coursework must be directly related to the educator’s approved IPDP.</p>

Continuing Education Unit (CEU) Options

For consideration of CEUs, educators must meet the criteria established below and submit a CEU Activity Report along with the verification listed. The LPDC suggests that CEU Activity Reports are submitted within the school year that the activity occurred to assist educators in monitoring their progress toward licensure renewal.

In order to qualify for CEU credit, a professional activity should:

- Relate to student achievement
- Relate to one’s current teaching assignment
- Show evidence the activity meets intended learner outcomes
- Reflect the contact hour ratio of 1 CEU = 10 Contact Hours (3 CEUs = 1 semester hour credit)
- Promote opportunities for professional growth and/or changes in practice
- Reflect current research

- Align with the educator's approved individual professional development plan (IPDP) and the Standards for Ohio Educators

Conference/Workshop

Professional Development Activity	CEUs	Verification	Criteria
Professional (Local, State, National) Conference/Workshop/ Institute/Webinars	No Limit	Must submit certificate of attendance with awarded contact hours/CEUs	Must include time spent in portions of the conference program that are relative to IPDP.

GMLS District Activities

Professional Development Activity	CEUs	Verification	Criteria
Cooperating Teacher of University Student	<ul style="list-style-type: none"> • 1 CEU for Student Observer • 3 CEUs for Student in Methods course • 6 CEUs for full Student Teacher/Intern 	Documentation from college/university liaison or documentation from GMLS building principal	Student must complete the course/all hours of the placement.
Curriculum Development	No Limit	Documentation of Participation from sponsoring group/organization	Must be service on formal committees organized by local, state, national or international education agency or organization.
District-wide Committee or Curriculum Leadership Team	Minimum of 1 CEU and additional CEUs possible per chairperson	Documentation of Participation from committee chairperson	Must be service on a formal district-wide committee.
Transition Coaches	Up to 1 CEU per school year	Statement of authorization from a supervisor	Pre-approval required.
Professional Development Day Activity	No Limit	Agenda and copy of presentation, any handouts, or work products	Attend and actively participate
Professional Learning Community (PLC)	No Limit	Log, Journal, or Summary of activity	Attend and actively participate in weekly meetings

School Leadership Teams (BLT, PBIS, DISC., Health/Safety)	Minimum of 1 CEU and additional CEUs possible per chairperson	Verification of participation from building administrator	Must be service on a formal school committee.
School Related Project/Initiative that applies educational skills and knowledge toward the development of a final product (i.e., development of classroom material)	No Limit	A copy of the final product or report of the project.	Pre-approval required.
Staff Presentation	No Limit	Agenda and copy of presentation and any handouts	Administrative approval required.

National Board Certification or Ohio Master Teacher

Professional Development Activity	CEUs	Verification	Criteria
Completion of requirements for National Board Certification	<ul style="list-style-type: none"> 18 CEUs one time only 9 CEUs for renewal 	Proof of submission or National Board Certificate	Candidate must complete process.
Completion of requirements for Ohio Master Teacher designation	<ul style="list-style-type: none"> 6 CEUs for initial designation 3 CEUs for renewal 	Proof of submission or notification of Master Teacher designation	Candidate must complete process.

Self-Directed Professional Development

Professional Development Activity	CEUs	Verification	Criteria
Community/Business Educational Activity	No Limit	Journal, log, etc. and/or copy of final product.	Must initiate or facilitate long-term partnership, lasting a minimum of one year, with community/business designed and planned for the purpose of increasing student achievement and development. Pre-approval required.
Externship <ul style="list-style-type: none"> Fulbright Scholar Working & gaining experience at a company 	No Limit	Journal, log, etc.	Must be formal program and applicable to teaching context Pre-approval required.
Grant Writing	No Limit	Copy of the grant	CEU's not dependent on awarding of grant. Pre-approval required.
Public School Works	No Limit	Certification of Completion	Must complete all assigned training modules.
Other Professional Development Activities	To be determined based on pre-approval request	To be determined based on pre-approval request	Pre-approval required.
Publication of Original Work related to the Profession	No Limit	Copy of publication or if not accepted, copy of article.	Must be a commercially published book or article that contributes to the education profession or adds to the body of knowledge in individual's specific field. If not accepted, content area specialist finds article to be of publishable quality.
Self-Directed Educational Development <ul style="list-style-type: none"> Professional reading Research Action research Field research 	No Limit	Annotated bibliography and log, journal, or summary of activity	Must enhance individual's work in the profession. Pre-approval required.

Professional Development Provider – Outside Of GMLS

Professional Development Activity	CEUs	Verification	Criteria
Participating in Professional Education Organization Committee	No Limit	Documentation of participation on the committee	Must be service on a formal non-district committee organized by an educational agency or organization that contributes to the education profession or adds to the body of knowledge in the individual's specific field.
Providing a Professional Presentation	No Limit	Program and Handouts	Applies to <u>first</u> presentation of each topic per license cycle.

To be designated as a Consistently High Performing Teacher (optional):

**Teachers who meet the State Board of Education definition of a Consistently High Performing Teacher are exempt from the requirements to complete any additional coursework or continuing education units for the next renewal cycle of the professional education license.*

Requirements	Educator Completes	For LPDC use only
Receive the highest final summative rating on evaluations for at least 4 of the past 5 years	Classroom teachers: Attach copies of the Final Summative Rating of Teacher Effectiveness PDF from eTPES for each year Other teachers: Attach copies of evaluation showing final summative rating from each year	
Meet at least one of the criteria for at least 3 of the last 5 years of the current licensing cycle:	Select at least one criteria and attach separate documentation for each year: <input type="checkbox"/> Hold a valid Senior or Lead Professional Educator License <input type="checkbox"/> Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at district, regional, state, or higher education level <input type="checkbox"/> Served in a leadership role for a national or state professional academic education organization <input type="checkbox"/> Served on a state-level committee supporting education <input type="checkbox"/> Received state or national educational recognition or award.	

My signature below indicates that I have applied to ODE's online licensure renewal system and attached all required transcripts and documentation.

Signature

Date