

**GUIDELINES AND FORMS FOR THE
LOCAL PROFESSIONAL DEVELOPMENT
COMMITTEE
(LPDC)**

Kenston Board of Education

Individual educators are responsible for maintaining copies of all their professional development records and for completing the licensure process, including necessary paperwork, meeting all timelines, and completing all procedures for licensure renewal.

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KENSTON LOCAL SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

RATIONALE:

The Kenston Local Schools Professional Development Committee (LPDC) operates under the requirements of SB230, O.R.C. 3319.22 and the contract between the Kenston Board of Education and the Kenston Education Association. The purpose of the LPDC is to encourage and support the professional development of all licensed staff members in the Kenston Local School District. While the focus of the LPDC is *not* the renewal of a professional license, the LPDC reviews and must approve all coursework and other professional development activities for certificate or license renewal. **Recommendations for license or certificate renewal by the LPDC are based upon the educator's Individual Professional Development Plan (IPDP) and completed coursework or other pre-approved professional development activities.** The IPDP is a "roadmap" to guide the educator in his/her professional development during the renewal cycle. The IPDP incorporates the needs of the educator, the students, the school and the community. It addresses how the professional development activities enhance self, classroom, student achievement, school and community.

The Kenston Professional Development Committee reserves the right to make modifications to the program pursuant to changes in state law (O.R.C. 3319.22A, O.A.C. 3301-24-08), and the KEA negotiated agreement.

LPDC MISSION:

The purpose of the Kenston Local Professional Development Committee (KLPDC) is to support and foster effective professional development of all licensed staff members in accordance with the State of Ohio's standards for professional development. The Individual Professional Development Plans (IPDP) shall reflect an understanding of the individual staff member's strengths and weaknesses, be focused on specific professional growth goals for the term of the IPDP.

DISTRICT MISSION:

The MISSION of the Kenston Local Schools is for each student to achieve individual academic excellence and to maximize personal growth in a community, which demonstrates and develops mutual respect, responsibility and life-long learning.

PROCEDURAL TIMELINE FOR CREDENTIAL RENEWAL

Year 1

- Examine your practice.
- Determine your professional priorities and goals.
- Complete IPDP and submit to the LPDC for approval.

Note: IPDP must be approved prior to completion of any professional development activities or graduate coursework. Credit will not be given retroactively.

Year 1-4

Revisions to the IPDP must be sent to the LPDC for approval. **Do not make revisions retroactively.** Also, all PDU activities must be pre-approved by the LPDC.

Note: Those activities not pre-approved will be reviewed for consideration ONLY if (a) they are already relative to one's approved plan; and (b) are submitted for review by the very next regularly schedule LPDC meeting after the activity.

Spring of Year 4

Communicate with the LPDC to discuss the status of your IPDP, professional development activities and graduate coursework.

Note: Approved IPDP must be completed with required verification documenting completion of all activities. These must be sent to the LPDC for approval to meet licensure requirements.

As soon as you receive your new license, begin the process again.

SUMMARY OF PROCEDURES:

Procedures for the purpose of certificate/license renewal will include:

- Graduate coursework that is in accordance with one's IPDP does not need pre-approval by the LPDC. However, transcripts of completed coursework should be submitted to the LPDC upon completion of a course or program of study.
- Non-graduate level workshops or coursework must be preceded by the submission of a pre-approval form.
- The committee will then review the plan and either approve or not approve the request.
- Upon approval, the licensed staff member completes the activity and submits documentation of completion to the LPDC.

- At the end of a License cycle (after January 1 of the year of license expiration), complete and submit LPDC forms with official transcripts to LPDC for final approval.
- The application will be submitted by the LPDC/Kenston Superintendent's office to the County Superintendent's office for processing by the Ohio Department of Education.
- If coursework is not approved, the submission can be resubmitted with revisions.
- After approval and renewal of a license, a new IPDP is required to be approved prior to the completion of further professional development activity.

STATE OF OHIO EDUCATOR LICENSE:

Two Year Provisional License holders: Complete entry year requirements of the Kenston Board of Education and transition to a five year professional License.

First Renewal of Professional License (5 year): Completed and approved IPDP *prior* to completion of professional development activities. Complete 6 *graduate* semester hours, 180 PDUs or a combination of the two prior to application for license renewal.

Second Renewal of Professional License: Completed and approved IPDP *prior* to completion of professional development activities. Completion of masters degree, or 30 *graduate* semester hours in classroom teaching or the area of licensure. Six (6) of these graduate hours must be completed during the second renewal cycle.

Third (and subsequent) renewal of Professional License: Completed and approved IPDP *prior* to completion of professional development activities. Complete 6 *graduate* semester hours, 180 PDUs or a combination of the two prior to application for license renewal.

GLOSSARY:

CEU	Continuing education units awarded by the Ohio Department of Education prior to June 30, 1998.
Certificate	A document issued by the Ohio State Board of Education to an individual who is deemed to be qualified, under the <i>1987 Teacher Education and Certification Standards</i> , to teach or practice in Ohio Schools.
Contact Hours	The direct clock hours spend engaged in a professional development activity.
Credentials	Licenses or certificates.

Educator	An individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio schools.
IPDP	An individual plan that defines and directs an educator’s professional development and which links the professional development to the needs of the district, the school, the students and the educator.
LPDC	Committee established by local school districts and nonpublic-chartered schools to oversee and review professional development plans, coursework, continuing education units, and equivalent activities for the purpose of renewal of certificates and licenses.
License	A document issued by the Ohio State Board of Education to an individual who is deemed to be qualified, under the <i>1998 Teacher Education and Licensure Standards</i> , to teach or practice in Ohio schools.
PDU	Professional Development Unit
Permanent Certificate	A certificate that is good for the duration of an educator’s career, and does not require further work for certification nor conversation to a license. (No longer available.)
Professional Development	An ongoing, job-related process to enhance, maintain and refine the competencies of all staff to ensure quality outcomes for students.
Provider	One who provides verification of attendance and/or of professional activity.
Reciprocity	A policy that acknowledges and accepts credentials awarded by another authority.
Renewal Cycle	The period of time allocated to complete an IPDP to renew a license.
Supportive Documentation	Letter, transcripts, certificates of participation/attendance, reflection, portfolio, verifying signatures, the “product,” video, audio, etc.

POLICIES AND PROCEDURES

- The Local Professional Development Committee shall be, by statute, the official certification/licensure body for the Kenston Local School District.
- All LPDC records will be kept in the Board of Education offices. Such records are public, and will be made available to current LPDC members, to the individual applicant, and anyone who makes a request under Ohio's Sunshine Law.
- All decisions will require a majority plus one (1) vote of the voting LPDC membership.
- A quorum of LPDC members must be present in order to vote, and shall consist of a minimum of five members of the LPDC present:
 - For review of plans submitted by members of the bargaining unit a majority of the quorum must be certified staff, excluding supervisors and administrators.
 - For review of plans submitted by administrators and/or supervisors, a majority of the quorum must be administrators or supervisors.

- Membership of the LPDC (determined by O.R.C.) will consist of one certified/licensed representative from each building's bargaining unit (as determined by the KEA constitution) in the district to be selected by the bargaining unit and four administrators.
- The membership of the LPDC will elect a chairperson from its membership and other officers the committee deems necessary.
- Members of the LPDC shall abstain from reviewing and/or voting on their own or on any family member's (as defined by the most recent negotiated agreement) IPDP.
- Members of the LPDC shall abstain from reviewing and/or voting on IPDP where they feel their objectivity may be compromised.
- Members of the LPDC will impartially and consistently apply the Standards and Guidelines for Professional Development (ODE).
- Members of the LPDC will maintain confidentiality.
- Members of the LPDC will communicate as a group or through the chairperson.
- Members of the LPDC will their own professional development in the foundations and practices of teaching.
- Members of the LPDC will maintain an understanding of Standards and Guidelines as pertaining to Local Professional Development Committees.
- **Individuals are responsible for maintaining their professional development records, and completing necessary paperwork for license renewal.**

STANDARDS FOR PROFESSIONAL DEVELOPMENT

Quality professional development:

- Results in improved student learning.
- Balances individual priorities with the needs of the district, the school and students.
- May extend beyond traditional coursework and workshops to include meaningful job embedded activities.
- Allows the educator to connect their learning to the context of their teaching.

- Requires the educator to be responsible for his or her own professional development and ensure educator quality.
- Supports a clearly articulated vision for students.
- Focuses on license/certificate renewal as a by-product, not as a purpose.

RESPONSIBILITIES OF THE EDUCATOR

License conversions or renewals: Educators converting to or renewing a 5-year license are responsible for meeting the 1998 standards as described below:

- During the first year of the new license, develop and have approved an IPDP as required. The IPDP is a five year plan. This plan must comply with the standards for professional development.
- Professional development activities completed prior to the approval of the IPDP cannot be considered for PDU credit towards the completion of the IPDP.
- Contract the LPDC for approval of professional development activities for PDU credit.
- Develop and maintain a professional development portfolio that validates goals of the IPDP and verifies requirements for licensure renewal.
- Revise/update IPDP when it becomes professionally necessary.
- Submit (for approval) to the LPDC all revisions to the IPDP.
- Present the professional development portfolio which includes the IPDP and supportive documentation, i.e. certificates of completion, reflections, transcripts, signed verification form to the LPDC prior to the renewal date of the license.

RESPONSIBILITIES OF THE LPDC

1. Provide access to the necessary processes and procedures for credential review, i.e. LPDC booklet, forms, building reps, etc.
2. Review and approve the educator's IPDP.
3. Assist educators with credential renewal.
4. Approve or pre-approve, as required, Kenston Local School District staff development activities, other professional activities to meet the goal(s) of the IPDP and to satisfy the requirements for credential renewal.
5. Process renewal for those educators who have successfully completed the requirements for credential renewal.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Guidelines:

Through the development of the IPDP, the educator will have far greater flexibility in selecting the types of professional development activities that are meaningful to him/her. In all cases, the educator is responsible for securing verification of completion from the providers. The educator is responsible for maintaining a record of all professional development activities.

PDU's are granted for workshops/courses based on the following:

1 contact hour	=	1 Professional Development Unit (PDU)
1 semester graduate hour	=	30 PDU's
1 quarter graduate hour	=	20 PDU's
1 CEU	=	10 PDU's

Other PDU's may be earned for projects/activities as noted in this booklet.

All graduate coursework and PDU's must occur within the renewal cycle of the IPDP. There will be no carryovers from one five-year IPDP cycle to a subsequent IPDP cycle. Assignment of PDU credit for work by the educator is not subject to the appeals or grievance procedures. Decisions by the LPDC and/or the LPDC appeals panel are final.

The IPDP will be separate and unrelated to the evaluation process required for continued employment and LPDC internship program.

Options for Credential Review

The educator has three options to fulfill licensure renewal under the 1998 standards. In addition to graduate credit and PDU's, the educator may now include other professional development activities.

Each educator may use an option alone, or a combination of options to satisfy credential requirements:

Options alone include: 6 semester hours of graduate credit
 18 CEU's
 180 PDU's

Combination options may include: 3 semester hours of graduate credit and 90 PDU's
 2 semester hours of graduate credit and 120 PDU's
 9 CEU's and 90 PDU's

The three options are described below:

Option 1: Graduate Credit (6 semester hours)

The six semester hours must be acquired from an approved college/university as listed in the Higher Education Directory or as otherwise provided in the KEA and Board of Education Master Agreement and must meet the educator's IPDP.

Once an educator is working toward, or is under licensure (1998 standards), coursework and professional development requirements may not be reduced by the number of years of work experience. Acceptable graduate coursework offers content that provides new information and is offered on campus, off campus, or through extension by any accredited college or university. Courses under option 1 must be taken for credit, and the educator must earn a minimum grade of "C" or a "pass" in courses taken on a "pass" or "fail" basis.

- One graduate semester hour = 30 Professional Development Units (PDU's)
- One graduate quarter hour = 20 PDU's

** Any PDU activity other than graduate coursework must be pre-approved by the LPDC.*

Option 2: Professional Development (180 PDU's minimum)

Kenston Local School District Professional Development/Staff Development Activities:

Professional Conference and Workshops

An educator attending a professional conference (formal meeting, workshop, institute or seminar) lasting three or more hours, and which aligns with the educator's IPDP may receive PDU's.

1. Anything other than graduate course credit, educators may earn a maximum 60 PDU's for each activity in this area during each IPDP cycle. These activities include, but are not limited to:

- Externships
 - Teaching with or observing a college professor or teacher of another district in a related subject area.
 - Education Travel
 - Site visitation with the purpose of enhancing curriculum resulting in a product to share with other educators in a formal setting (must be submitted.)
 - Slides to share
 - Creation of documentary video/film
 - Create audio tapes
 - Action Research
 - Refers to an activity that has relevance to the area of educator's certification, results in a product, and goes beyond "routine" activity.
 - Example: development of new curriculum unit for mathematics and the outside world.
 - Pursuit and completion of NBPTS certification (upon completion and receipt of board certification; documentation must be provided)
 - National Board of Professional Teaching Standards
 - Note: (If certification is not granted, you run the risk of being given only 60 PDU's)
 - Grant Writing
 - Write a grant, and if obtained, fulfill its obligation.
 - Mentoring/peer tutoring
 - Work with a new staff member to help them acclimate to the Kenston School District.
 - Participate in peer review program as outlined in the negotiated agreement
 - Work with an existing staff member to help them improve their professional skills.
 - Professional Study Groups
 - Participate on commissions, task forces, or working groups of professional education organizations at district, state or national level.
 - Publishing
 - Create a communication product relating to education
 - Example: Write and publish an article for a professional journal.
 - Example: Write and publish a column for a community newspaper.
2. Educators presenting or attending workshop and or classes may earn PDU's accordingly:

- a. Participants will receive 1 PDU per contact hour (maximum of 6 hours per day, or total hours documented by a certificate of attendance)
- b. Presenters receive 3 PDU's per contact hour for the first presentation within the licensure cycle; 2 PDU's per contact hour for the second presentation; and no PDU's for the third presentation and beyond.

Option 3: Combination of Option 1 and Option 2

Process for Appeals

Local professional development committees must determine a structure for individual appeal of decisions. Consideration needs to be given to the reasons for the appeal and an explicit process for carrying out appeals. *Appeals will only be considered that do not violate O.R.C., O.A.C., and the Kenston Schools Master Agreement.*

1. Reasons for appeal
 - Rejection of the IPDP
 - i. Incomplete plan
 - ii. Plan lacks relevance to current assignment
 - iii. Goals unrelated to the individual, assignment and district
 - iv. Outcomes for each goal lack clarity
 - v. Insufficient activities and corresponding timeline
 - vi. Lack of appropriate evaluation procedures
 - Rejection of PDU activities
 - i. Pre-approval request lacks information
 - ii. Activity does not meet the requirements of professional development
 - iii. Activity is required as part of one's position within the district.
 - Rejection of completed PDU activities
 - i. Portfolio lacks information necessary to determine completion of activity
 - ii. Activity is incomplete or was not approved
 - iii. Graduate credit was not granted through an accredited school or was not pertinent to your plan
2. Process to be used in Appeal
 - Level I Assistance
 - Receive completed LPDP Review Form F-5
 - Meet with the LPDC building representative for assistance in editing/revising IPDP

- Submit revised IPDP
- Receive written response from the LPDC accepting or rejecting revised plan
- Accept (process ends) or reject (Level II appeal begins or further assistance begins) LPDP decision
- Level II Appeal
 - Within two weeks of submission of LPDC decision, staff member shall submit to LPDC written notification (letter to LPDC chair) of intent to invoke Level II appeal.
 - Committee votes to determine eligibility of appeal (see quorum/voting procedures)
 - Appeals Panel make-up:
 - Certified/licensed educator chosen by employee
 - Certified/licensed educator chosen by LPDC; and
 - Certified/licensed educator agreed upon by both employee and LPDC.
 - ***Panel members must be currently employed by the Kenston Local School District, and may not be presently serving on the LPDC.***
 - Panel hears and renders a *final* decision.

**Kenston Local Schools
Local Professional Development Committee**

PROFESSIONAL DEVELOPMENT CHECKLIST

Name: _____

LPDC copy: _____

Personal copy: _____

Date: _____ **Action:** _____

_____ IPDP (Form ??) Professional practice rubric, either educator or administrator, completed and submitted to LPDC.

_____ IPDP (Form F-2) submitted to LPDC .

_____ IPDP (Form F-2) returned from LPDC
_____ APPROVED
_____ NOT APPROVED

_____ IPDP (Form F-2) Resubmitted to LPDC (if necessary)
_____ APPROVED
_____ NOT APPROVED
_____ INTENT OF APPEAL SUBMITTED

_____ Coursework/PDU Activities Begin

_____ Estimated completion of PDU activities and/or coursework

_____ Transcripts/documentation for coursework/PDU obtained.

Formatted: Indent: Left: 1", First line: 0.5"

_____ PDU Proposal/Approval (Form F-3) submitted for each (excludes accredited graduate courses) PDU activity taken (documentation to be submitted upon completion.)
_____ APPROVED
_____ NOT APPROVED

_____ LPDC Verification Form (F-4) completed and submitted to LPDC along with completed professional development portfolio.
_____ APPROVED
_____ NOT APPROVED

_____ Completed and submitted ODE application from office of the superintendent.

_____ Final application completed and signed by LPDC.

F-2
Kenston Local School District
Individual Professional Development Plan / Goal Sheet

Name:	Submission Date:
Building/Assignment:	
Type of Certificate/License:	
Area of Licensure:	
Issue Date:	Effective Date:
	Expiration Date:
Plan Type Select one: <input type="checkbox"/> Initial Proposal <input type="checkbox"/> Revised Proposal <input type="checkbox"/> Amended Proposal	
IPDP Effective Date: From _____ to _____	
Renewal Cycle Select one: <input type="checkbox"/> Transitioning from certificate to license <input type="checkbox"/> 1 st renewal of 5-year license <input type="checkbox"/> 2 nd renewal of 5-year license <input type="checkbox"/> 3 rd + renewal of 5-year license	
Goals List 3-5 goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects. (See <i>sample goal below.</i>)	
Sample Goal: <i>I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.</i> Educator Standards: <i>Teacher Standard #1, Teachers understand student learning & development and respect the diversity of the students they teach.</i> <i>Teacher Standard #5, Teachers create learning environments that promote high levels of learning & achievement for all students.</i>	
Goal 1 Educator Standard	
Goal 2 Educator Standard	

Goal 3

Educator Standard

Additional goals (if applicable):

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

Revise/Resubmit
Revision Advice:

-OR-

Approved as written

Approval Signature _____ **Date** _____
(Chair)

Committee Members:

F-3

PD Activity Pre-approval Form: To be submitted *prior* to engaging in PD

Number of contact hours	Number of CEUs requested
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Please turn to page entitled "Evaluation of Approved PD" and check the box or boxes in front of the PD standards you expect to address in this PD experience. Refer to *Organizing for HQPD*. See the IPDP Rubric on pages 25-31 to gauge the alignment.

Signature of applicant _____ Date _____

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

Revise/Resubmit
Revision Advice:

-OR-

Approved as written

Approval Signature _____ Date _____

Evaluation of Approved Professional Development
[To be completed *after* the PD experience]

Directions: Complete sections I and II.

I. Alignment to Ohio Professional Development Standards.

Answer only those which apply to this PD experience. Refer to *Organizing for HQPD* [available at. [See the IPDP Rubric on pages 25-31 to formulate your responses.](#)]

Standard 1: How is this PD purposefully structured to occur over time?

Standard 2: What data sources guided you toward this PD?

Standard 3: How does the PD include opportunities for collaboration?

Standard 4: How did the PD include varied learning experiences to accommodate adult learning needs?

Standard 5: Evaluate the PD as to its short- and long-term impact. Be as specific as possible.

Standard 6: How did the PD result in the acquisition, enhancement or refinement of skills & knowledge? Be specific.

II. Identify and attach documentation to evidence completion of the PD experience.

Submitted documentation: (Check all that apply.)

- Certificate of attendance
- Reflection journal
- Time log
- Agenda with specific dates & times
- Conference program with attended sessions identified
- Transcripts or grade reports
- Original work related to PD: portfolio, lesson plans, curriculum documents, grants, academic articles, etc.
- Other: (Specify)_____

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

- Revise/Resubmit**

Revision Advice:

-OR-

- Approved as written**

Approval Signature_____ **Date**_____

F-3a

**KENSTON LOCAL SCHOOLS
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

Professional Development Activity Reflection
(Not required if the approved activity includes a Certificate of Completion)

To be completed upon completion of conference or other professional development activity.

Name: _____ Date Submitted: _____

Building: _____ Subject/Grade Level: _____

1. Brief summary of conference/professional development activity.
2. In what ways did this conference/professional development activity align with your IPDP?
3. How did this activity impact you professionally?
4. What documentation are you providing for verification? (i.e, certificate of attendance, finished product, journal, log, etc.)

Signature of Applicant

Date

LPDC Approval

F-5

**KENSTON LOCAL SCHOOLS
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

Notification of Intent to Appeal (Level 2)

Name: _____

Date Submitted: _____

Date Received by LPDC: _____

Part 1: To be completed by appellant:

This verifies that I, _____, intend to appeal the decision of the Kenston LPDC in regards to: (select any that apply)

- _____ incomplete plan
- _____ plan lacks relevance to current assignment
- _____ goals unrelated to the individual, assignment, and district
- _____ outcomes for each goal lack clarity
- _____ insufficient activities and corresponding timeline
- _____ lack of appropriate evaluation procedures
- _____ denial of professional development activities (see guidelines)

Please provide explanation: _____

* I have selected the following certified/licensed staff member to serve on the appeals board: _____

* I am aware that the decision of the appeals panel is final. Please sign and return to LPDC.

Signature of appellant

Date

Part 2: To be completed by LPDC

* The LPDC has selected the following certified/licensed staff member to serve on the appeals panel _____

* Both parties have mutually selected the following certified/licensed staff member to serve on the appeals panel _____

Signature LPDC Chair

Date

The following date has been selected for the appeals board to meet: _____

Copy to LPDC _____

Copy sent to appellant: _____