

## **LPDC Introduction**

The Madison Local School District Professional Development Committee has developed and provided this handbook as a guide to assist educators in fulfilling the requirements of Ohio Administrative Code 3301-24 as adopted by the Ohio Department of Education on October 13, 1996.

The teacher education and licensure standards increase the rigor in the teaching professional by ensuring that:

- A. Professional development plans will be based on the needs of the district, the school, the students or the educator and aligned to educator standards;
- B. Professional growth funded by the district will relate directly to district and school continuous improvement plans and/or strategic initiatives; and
- C. Professional growth can include a variety of experiences including:
  - Courses taken at accredited colleges or universities;
  - Building/district projects;
  - Individual projects; and
  - Mentoring

The LPDC members are available to assist you as needed.

### Madison Local School District Professional Development Committee

Dr. Roger Goudy  
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## Professional Responsibilities

1. You are responsible for knowing when your license expires and having a license for employment.
2. You are responsible for having an approved IPDP on file and new one is needed at the beginning of each licensure cycle (NOT AT THE END!!!)
3. You are responsible for ensuring completion of the IPDP and activities that relate to the plan.
4. You are responsible for keeping track of activities, documentation, of completion, transcripts, logs for completion.
5. You are responsible for get PREAPPROVAL for coursework and activities related to the plan. RETROACTIVE APPROVAL WIL NOT BE GRANTED. **THINK AHEAD NOT BACK!!!!**
6. You are responsible for renewing your license and knowing the process. See License Renewal Guidelines on the LPDC website.

## Professional Development Activities/Equivalent Activities

One of the tasks of the LPDC is to determine what professional development activities will be accepted for renewal of certificates or licenses. Such activities will be based on your needs, the needs of the students, the school and the school district. Thus, educators' professional development plans must be at least partially based on the identified goals and priorities of the school district and the school building in which you work. The LPDC will communicate to educators those activities that are acceptable and those that are not acceptable. College credit represents the traditional form of professional development. The following activities can be termed as "equivalent" or acceptable alternatives for meeting professional development expectations.

1. Board of Education sponsored professional development
2. Curricular projects
3. Research, action research, other forms of inquiry
4. Mentoring/peer tutoring
5. Student-teacher supervision
6. Professional writing/publishing
7. Grant writing
8. Preparing and giving presentations at workshops and conferences
9. Pursuit of NBPTS certification
10. Peer observation
10. Unit development/program development
11. Media Presentation including videotapes
12. Self-evaluation
13. Undergraduate coursework
14. Portfolio development
15. Self-directed readings, research, and travel
16. District Leadership Team
17. LPDC Membership
18. School Improvement Activities
19. District Committees
20. Other activities that meet requirements of LPDC and state standards for the teaching profession

## MADISON LOCAL SCHOOL DISTRICT CONTINUING EDUCATION UNIT OPTIONS

OPTION	VERIFICATION	CRITERIA
College	Official Transcript or Original grade slips or Original Certificate of completion	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students.
Professional Conference/ Workshop/Institute/ Academy, or Inservice Credit	Activity Documentation	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.
Professional Presentation	Activity Documentation	Applies to <u>first</u> presentation for each license/certificate cycle.
Educational Project which applies educational skills and knowledge towards the development of a final product.	Activity Documentation A copy of the final product or report of the project.	Project must have prior approval and final approval after completion and verification by PDC.
Teaching a College Course	Activity Documentation	May be used for the <u>first</u> time teaching the course each license/certificate cycle.
Teaching an Adult Vocational or Technical Course	Activity Documentation	May be tested for the <u>first</u> time teaching the course each license/certificate cycle.
Peer Observation	Activity Documentation	Must include a statement of authorization from a supervisor along with summary of pre-conference and post-conference.
Publication of Original Work	Copy of publication or document and Activity Documentation	Must contribute to the educational profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article. (Not a dissertation or thesis.)
Teaching Portfolio	Completed Portfolio	Must satisfy the LPDC's standards for teaching portfolios. Must be completed within the license/certificate cycle.

Programmed Learning Materials	Certification of Completion	Course work must be in education or in a content area directly related to an individual's teaching assignment.
Self-Evaluation Videotape	Activity Documentation	Documented clock hours in planning and preparation. Post-conference with peer or supervisor.
Professional Committees	Activity Documentation	Must be service on formal committee organized by local, state, national or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Documented clock hours of committee work.
National Board of Professional Teaching Standards Certification	Valid copy of the National Certificate or Activity Documentation for candidate not completing certificate.	Must be in the subject area of the individual's assignment. Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
Mentoring	Activity Documentation	Must be mentoring of teacher, administrator or specialist by the EYP (Entry Year Program).
Cooperating Teacher	Activity Documentation Successful completion of contract	Must be supervisor of undergraduate student, graduate student or undergraduate intern, or student teacher.
Grant Writing	Activity Documentation	CEU's not dependent on awarding of grant. Documented clock hours in planning and preparing.
Self-Directed Educational Development	Activity Documentation	Must enhance individual's work in the profession or contribute to teacher's area of specialization. May include professional reading, research, and educational travel.
Relate Work Experience or Externship	Activity Documentation	Must enhance individual's work in the profession or contribute to teacher's specialization.

**Remember the following when tabulating credit for your activities:**

1 contact hour = 0.1 continuing education unit

10 contact hours = 1 CEU

3 CEUs = 1 semester hour equivalent

1 semester hour = 30 hours = 3 CEUs

1/3 semester hour = 1/2 quarter hour = 1 CEU

You need Six Semester Hours of graduate coursework or 18 Continuing Education Units to renew license.

## ***Before writing your IPDP, review the following points...***

### **GUIDELINES FOR DEVELOPING YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)**

#### **The Individual Professional Development Plan:**

- 1 Relates to the certificate/license that you are working under and **SHOULD BE WRITTEN AT THE BEGINNING OF THE LICENSE CYCLE AND NOT AT THE END.**
- 2 Has at least one goal related to student learning;
- 3 Demonstrates a focus, sustained effort to enhance self, classroom, building and/or district;
- 4 Includes a proposed evaluation criteria for assessing the success of the plan; and
- 5 Is applicable to certificate/license renewal/transition only and will be separate and unrelated to the evaluation process required for continued employment.

#### **Writing your IPDP Objectives:**

You must include at least two goals in your IPDP and no more than three. Goals need to reflect the teaching standards and professional self-growth. Brevity is virtuous. Keep goals simple and focused.

. In your plan you will need to include:

- o Tentative activities you plan to pursue to accomplish your goals;
- o A proposed strategy for assessing the completion of the goals.

You may revise these goals at a later date by submitting the desired changes to the LPDC using the online forms at [www.cybersummit.org/forms/Madison](http://www.cybersummit.org/forms/Madison).

#### **Key Points to writing a successful IPDP:**

1. The IPDP must have *at least one goal related to student learning*.
2. The IPDP must demonstrate a *focused, sustained effort and align to High Quality Professional Development Standards*. See the link on the LPDC Website.
3. The plan must clearly state how you will know you have met your goals.
4. Submit your plan online at least two days prior to the meeting at which you want your plan reviewed. You may also submit pre-approvals at this time, but those will not be acted upon until you have an approved plan.
5. Goals such as to earn a master's degree will no longer be approved. A goal such as I plan to complete coursework to earn my Master's Degree in Curriculum and Instruction and apply the techniques learned from those classes to improve my teaching would be acceptable.

#### **Your Rights When a Plan Needs Revision:**

1. You may be asked to make multiple revisions to your plan.
2. After the second revision and your plan is returned for revision, you may appeal the LPDC's decision to the Board of Education using the form included in this book, and the Board shall act upon each appeal at its next regularly scheduled meeting. The Board's decision of each appeal may be subject to the grievance procedure found in the MEA Negotiated Agreement.

### Next Steps:

1. Once your IPDP is complete and approved, you can submit pre-approval forms for activities online.
2. You must keep track of all completed activities and submit verification to the Curriculum Office for your LPDC file.
3. If you have an approved plan on file, and you leave Madison Local Schools, your plan will be given reciprocity. Submit the required paperwork from your new district, and we will send a copy of your approved plan to your new district.
4. If you are new to Madison and have an approved IPDP on file, complete the reciprocity form and have a committee member sign it.
5. When your license is up for renewal, you will need to ensure that your file is complete, your log is up to date and you have the needed hours to complete your license application. With the continual changes in the state licensure process, you will need to make sure you have the correct application.
6. Please see the Licensure FAQ on the LPDC website for further clarification.

## Developing Your Learning Goals

### ► A learning goal should contain a verb that relates to learning:

- I will **explore**...
- I will **research**...
- I will **write** about...
- I will **study**...
- I will **become familiar with**...

### ► Learning goals should cite an area of knowledge:

- I will explore **alternative assessment**
- I will write about **the use of service learning in social studies**
- I will study **problem-based learning**
- I will become familiar with **the Internet as a research tool**

### ► Learning goals should cite a rationale:

- I will explore alternative assessment **to help improve math achievement.**
- I will write about the use of service learning **to share knowledge with colleagues.**
- I will study problem-based learning **to deepen understanding in science.**
- I will become familiar with Internet research **to help improve language arts instruction.**

Name \_\_\_\_\_

## PROFESSIONAL ACTIVITIES LOG

**Professional Growth Experiences**

Activity	Verification Signature or Certificate	Date of Completed Activity	Choose 1		
			Credit Hrs.	CEU's	Contact Hrs.

**To be turned in with License Application to verify completed activities and record keeping for CEU's, credit hours and contact hours. Verifying signature required can include presenter, provider or administrator. Attendance certificate issued by provider can be used in lieu of signature, but must be a part of your LPDC file.**

***Madison Local School District***  
**IPDP APPEAL FORM**  
**(Initiated by staff member)**

**Name** \_\_\_\_\_ **Building** \_\_\_\_\_

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

- \_\_\_\_\_ 1. Multiple Revisions Requested of the IPDP
- \_\_\_\_\_ 2. Rejection of PDU/CEU/Coursework as not applicable to IPDP
- \_\_\_\_\_ 3. Other: \_\_\_\_\_

*Reason for appeal:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Appeal form received on \_\_\_\_\_ by \_\_\_\_\_.

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 three (3) business days by phoning

\_\_\_\_\_ at \_\_\_\_\_



# RECIPROCITY

## To the Teacher:

When you take employment in a new district, please ask your former district to complete this form. This will ensure that your coursework and continuing education units will be transferred to the Madison Local School District Professional Development Committee and ensure that you are not penalized by the system. School districts are encouraged to honor your completed work.

## To the verifying district:

### Approval Verification Form for Educators Leaving the PDC

I verify that the attached Individual Professional Development Plan for

\_\_\_\_\_ was approved on \_\_\_\_\_.  
(name of educator) (date)

This plan includes \_\_\_\_\_ completed college/university semester hours and  
(number of hours)

\_\_\_\_\_ local continuing education units equaling a total of \_\_\_\_\_ semester hours toward the completion of this plan.

\_\_\_\_\_  
(date) (name of authorized person)

Name of School District: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

LPDC Contact Person: \_\_\_\_\_

PDC Phone Number: \_\_\_\_\_

## Return form to:

Madison Local School District  
6741 North Ridge Road  
Madison, Ohio 44057

## **Local Professional Development Committee By-Laws**

### **I. Governance**

The Professional Development Committee of the Madison Local School District Local (LPDC) is the official licensing body for the Madison Local School District in accordance with the provisions of ORC §3319.22 and Article XI, § E *et seq.* of the MEA Negotiated Agreement. The PDC is district-wide in its scope, and it is the only committee of its type authorized to operate within the school district. Neither the LPDC's by-laws nor any collaborative arrangement it may enter into shall have the authority to revise, change, delete or modify any provision of the MEA Negotiated Agreement without the express written agreement of the Madison Education Association and the Madison Local Board of Education.

### **II. Purposes**

The LPDC exists to meet the express and necessarily implied purposes set forth in the MEA Negotiated Agreement. In the discharge of its duties, the LPDC will:

- ▶ Encourage continuous professional improvements;
- ▶ Promote alignment of professional growth with individual, student, or building and school district needs and goals;
- ▶ Promote best practices of teaching which are supported by research;
- ▶ Emphasize increased student learning and achievement as a high professional development priority;
- ▶ Guide the development of individual professional development plans (IPDP);
- ▶ Support the inquiry into and study of teaching and learning; and
- ▶ Verify the application and use of learning gained through professional development in an IPDP rather than merely log attendance, time spent, and completion of required work.

### **III. Representation**

The LPDC consists of a maximum of: [A] three teachers selected by MEA; [B] the Superintendent or designee; and [C] a certificated or licensed administrator selected by the Superintendent. The terms of MEA members to the PDC shall be staggered so that no more than one person's term expires during a school year. The election process will be administered by the MEA in accordance with its procedures for conducting yearly elections. In cases of the LPDC's consideration of an administrator's IPDP, the PDC consists of a maximum of: [A] two teachers selected by MEA; [B] the Superintendent or designee; and [C] two certificated or licensed administrators selected by the Superintendent. The term of a second administrator selected by the Superintendent to consider an administrator's pending IPDP shall exist only for the duration of that consideration and shall automatically terminate thereafter.

### **IV. Officers**

At its first meeting of each school year, the LPDC members shall elect by majority vote from among themselves a Chair, a Vice-Chair and a Secretary.

**Chair.** The chair will preside over each meeting of the LPDC and will perform other duties as determined

by the PDC. In carrying out these responsibilities, the chair will:

- ▶ Call the LPDC meeting to order at the appointed time;
- ▶ Call special LPDC meetings, as necessary;
- ▶ Announce the business to come before the LPDC in its order on the agenda;
- ▶ Recognize persons wishing to speak and protect the rights of persons who have the floor;
- ▶ Explain the effect of a motion if this is not clear to the LPDC members;
- ▶ Restrict discussion to the pending question when a motion is before the LPDC;
- ▶ Answer all parliamentary inquiries according to **Robert's Rules of Order, Newly Revised**;
- ▶ Put motions to a vote and declare either their passage or failure;
- ▶ Enforce these by-laws and other governance related to the order of LPDC business and the conduct of PDC meetings;
- ▶ Sign all IPDPs to validate the LPDC's decisions to approve, modify or reject the applications as presented; and
- ▶ Represent the LPDC to the general education community, either as directed by the PDC or as is necessary for the general performance of these enumerated duties.

**Vice-Chair.** In the absence of the Chair, the Vice-Chair shall preside over LPDC meetings and shall perform the other functions normally assigned to the Chair. The Vice-Chair shall perform such other duties as are assigned by the LPDC.

**Secretary.** The Secretary shall create, collect and preserve the records of the LPDC. In carrying out these responsibilities, the Secretary will:

- ▶ Compile and preserve all official records and reports of the LPDC;
- ▶ Issue notices of PDC meetings to the public and press;
- ▶ Prepare and distribute the agenda to LPDC members in advance of any LPDC meetings;
- ▶ Call the role and record the vote for each official motion considered by the LPDC;
- ▶ Record the proceedings during LPDC meetings in the form of minutes. Following their adoption by the LPDC, the Secretary shall sign to attest to their accuracy;
- ▶ Receive and store all correspondence received by the LPDC, and provide to LPDC members, as they may determine, such copies of pending IPDP applications and/or proposals for credit;
- ▶ Produce and sign all correspondence on behalf of the Chair, including notification of approval, modification needs or denial of teachers' pending IPDP applications and/or proposals for credit; and
- ▶ On behalf of the Chair, sign all IPDPs to validate the LPDC's decisions to approve, modify or reject the applications as presented.

## V. **Meetings**

**Open Meetings.** In accordance with the provisions of state law, LPDC meetings shall be open to the public. Advance notice of each LPDC meeting shall be given, and minutes of each PDC meeting shall be made.

**Call of Meetings.** Meetings of the LPDC shall be called by the Chair or held upon the filing with the Secretary of a petition signed by a majority of PDC members calling for the PDC to meet. A quorum of four PDC members shall be necessary in order to conduct official PDC business.

**Quorum.** A quorum of four LPDC members shall be required to conduct meetings.

**Time and Place of Meetings.** Meetings of the LPDC shall occur after regular school hours at the Board of Education offices unless otherwise determined by the LPDC.

**Parliamentary Procedure.** Business shall be conducted in accordance with Robert's Rules of Order, Newly Revised as that parliamentary procedure applies to small, informal groups. Motions shall not require a second in order to be considered.

**Voting.** All official votes shall be taken by roll call of the LPDC members. No motion shall be determined to have passed unless three LPDC members vote in agreement on the pending matter. No LPDC member may abstain on a pending motion unless the vote would personally impact that member or otherwise cause individual. The minutes of the LPDC meetings shall indicate only if a considered motion passed or failed.

**Compensation.** LPDC members attending LPDC meetings shall be compensated as per the MEA negotiated agreement.

#### VI. **Agenda Format**

The order of business on the agenda for regular meetings of the LPDC shall generally consist of the following;

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Review of newly submitted IPDP's
- VI. Review of completed IPDP's for Certificate/License Renewal
- VII. Review of IPDP Revisions
- VIII. Review of pre-approval forms
- IX. Public Participation
- X. Executive Session
- XI. Adjournment

#### VII. **Records**

The minutes of LPDC meetings and all LPDC records are subject to public disclosure in accordance with state law. All LPDC documents will be maintained by Board office staff, and access to all records will be subject to current policies and agreements regarding personnel records.

#### VIII. **Ethical Commitment**

Members of the LPDC agree to conduct all LPDC business so as to:

- Impartially and consistently apply all governing standards and guidelines in the performance of their duties;

- ▶ Observe the ethical standards of the teaching profession as enumerated by state law, the Ohio Education Association and Board policy;
- ▶ Maintain confidentiality in all matters requiring it, and communicate the business of the LPDC through the Chair or as otherwise determined by the LPDC;
- ▶ Maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding and modeling IPDP's; and
- ▶ Review and evaluate all PDC business, including each pending IPDP proposal, in advance of the LPDC meeting.

#### IX. **Amendments**

These by-laws may be amended by a majority vote of all LPDC members. No amendment shall be adopted which has not been submitted for review by the LPDC at least one LPDC meeting in advance of the meeting at which the proposed amendment is to be considered.

The Madison Local School District LPDC does not discriminate on the basis of sex, race, national origin, ancestry, handicap or disability in education programs, activities and employment practices.

## Definitions

**Accredited University** – A college or university approved to provide a 4-year degree.

**College Coursework** – Coursework taken from an accredited college/university which is related to an individual's IPDP and may be used towards certification/licensure renewal.

**Continuing Education Unit (CEU)** - A unit of ten contact hours of participation in a professional activity.

**Educational Activity** - A special project or activity an individual may want to pursue and receive CEU credit toward renewal of a certificate/license. The activity must be approved by the LPDC.

**Endorsement** – of a license is the addition of teaching area to the license after completion of an approved program of preparation.

**Individual Professional Development Plan (IPDP)** - Plan completed by staff members to outline their goals for professional growth for certificate/license renewal. This must be completed at the beginning of a renewal cycle and submitted to the LPDC.

**License** – is a document issued by the State Board of Education to an individual who is deemed to be qualified to teach or practice in Ohio schools.

**Local Professional Development Committee (LPDC)** - Committee composed of teachers and administrators for the purpose of approving IPDP's, professional development activities, and certificate/license renewals.

**Professional Activity** - Includes all coursework, conferences, or educational activities an individual pursues to receive credit towards renewal of a certificate/license.

**Renewal Cycle** - A period of years (usually 5) between the renewal of one's license.

**Revisions to your IPDP** - Changes you make in the IPDP during the renewal cycle. Revisions must be submitted to the LPDC.

**High Quality Professional Development**-This refers to the six standards for an activity to be considered HQPD. This document is available on the LPDC website.

**Ohio Teaching Standards**-The seven standards that all teachers in which all teachers must demonstrate proficiency. The standards are adopted by the ODE and available for reference on the LPDC website.

## Options for Alignment of Educator Licenses

Beginning in January 2007, Ohio educators who have multiple license types will have increased flexibility regarding the alignment of license validity periods.

Since the implementation of licensure, a “one-license approach” has been utilized and multiple license types have been combined on one professional license spanning the same time period.

### Options for existing multiple-license holders

Now, educators will be able to maintain separate license types, if that suits their professional goals and objectives, each with its own July 1 effective date and June 30 ending date. As a certificate expires and is ready to be transitioned to a license, *it may either be issued as a separate five-year professional license with an effective date reflective of the current year, or it may be added to a currently existing five-year professional license the educator holds, and backdated to take on the validity period of that existing license.*

### New licenses issued separately

When an educator meets requirements for provisional or professional licensure in an additional area through completion of an approved licensure program or pathway, or qualifies to advance from a provisional to a professional license, *the new license will be issued as a separate license with a current effective year and will not be backdated to join an existing license.*

### License renewal

The requirements for license renewal remain unchanged, regardless of whether licenses are issued separately or together. Educators who are employed in the schools of Ohio will continue to work through Local Professional Development Committees, have an individual professional development plan (IPDP) in place prior to completion of professional development work, and the work will need to have been completed since the issuance of the certificate or license to be renewed/transitioned.

Whether licenses are issued together or separately, educators should continue to work with their LPDCs to ensure that IPDPs are properly maintained.

### Contact Information for Options for Educators:

Office of Educator Licensure

[Educator.Licensure@ode.state.oh.us](mailto:Educator.Licensure@ode.state.oh.us)

(614) 466-3593