

TWINSBURG CITY SCHOOL DISTRICT

Local Professional Development Committee



Developed by Twinsburg City School District
Local Professional Development Committee

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Twinsburg City School District LPDC PLAN OF OPERATIONS

Philosophy: We believe in working together to strengthen and coordinate the preparation, licensure, and the highly qualified professional development of educators, in order to assure that all students attain high levels of academic achievement.

Purpose: The purpose of the Twinsburg City School District Local Professional Development Committee (LPDC) is to oversee, review, and rule on Individual Professional Development Plans (IPDP) and high quality professional development for the purpose of license renewal for any certificated individual in the district, including long-term substitutes.

Operational Procedures:

The Local Professional Development Committee shall be, by statute, the official licensure body for the Twinsburg City School District.

● Membership:

- o Shall consist of teachers and administrators.
- o One teacher will be elected from each building.
- o The administrators will number one fewer than the teachers on the committee.
- o Each teacher member shall serve for a term of two years.
- o Election/selection of new members will take place in March. The newly elected/selected members will be required to attend all LPDC meetings held in April, May, and June for onsite training.
- o Co-chairpersons shall be elected by and from the LPDC members with one person being a bargaining unit member and one being an administrator at the May meeting.
- o A secretary will be elected by the LPDC membership at the May meeting.

● Meeting Dates:

- o The Twinsburg City School District LPDC will meet on the third Tuesday of the month during the school year **unless there is a conflict. All meetings will be published in advance according to Ohio Sunshine Law on the LPDC webpage** All required documentation should be approved by the June meeting.
- o LPDC meetings shall be held from 2:30 P.M. to 5:00 P.M. at the Board of Education offices.
- o During the months of June and August, the committee will meet on an "as needed basis".
- o An organizational meeting will be held in August for annual review of LPDC bylaws.
- o The chairperson reserves the right to call members for the purpose of cancellation if no plans are submitted during a particular month.

● **Record Keeping:**

- Teachers and administrators are responsible for keeping copies of all paperwork, certificates of completion, etc.
- A copy of meeting minutes will be kept in a notebook in the main office of each school and the Board of Education Office.
- Number of contact hours approved during each monthly meeting will be documented in the LPDC meeting minutes.

● **Appeals:**

- Appeals shall be submitted in writing to the Co-Chairpersons within ten (10) working days after receiving notification of the review.
- All appeals will be heard at the next regularly scheduled LPDC meeting and will require the educator to be present.
- A majority vote of the LPDC will be required to uphold the appeal.
- The educator will receive notification of the appeal decision within ten (10) days after the decision of the committee.

● **Voting:**

- All decisions made by the LPDC committee will be made during an established meeting with a majority vote needed for the following:
 - IPDP
 - Coursework
 - Verifying transcripts
 - Changing by-laws
 - Election of officers
- Whenever the coursework or plan of a district or building administrators or district treasurer, are being discussed or voted upon, the LPDC shall upon request of an administrative committee member, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.
- An LPDC member whose plan is being voted on shall not be permitted to vote.
- All decisions will require a majority vote of the LPDC membership at a meeting properly called and conducted pursuant to Ohio's Sunshine Law. Any action taken in violation of Ohio's Sunshine Law shall be void.

- **Forms:**
 - All LPDC work must be submitted through the LPDC online system.
 - All electronic forms are available on the LPDC online system
<http://summitesc.org/lpdc/Manage/index.asp>
 - All applications for licensure must be submitted electronically through the Ohio Department of Education (ODE) website.
 - The Co-Chairpersons are designated as the official signers of the on-line application through the Ohio Department of Education (ODE) <https://education.ohio.gov/>

Criteria for License Renewal:

- *Individual Professional Development Plan:*
 - Each eligible educator employed by the Twinsburg City Board of Education who holds an Ohio Professional License(s) must have an approved Individual Professional Development Plan (IPDP), as governed by Ohio Administrative Code 3301-24-08, on file,
 - An Individual Professional Development Plan (IPDP) is a professional goal statement, It should be submitted and approved by LPDC prior to taking coursework or seeking contact hour approval
 - Professional goals can be met through high quality professional development activities:
 - coursework (college credit),
 - continuing education units (CEU's)
 - contact hours which relate to classroom teaching and/or the area of licensure educational work beyond teaching. (See Appendix)
 - Amendments, when necessary, must be re-submitted on the IPDP form to the LPDC in as timely a fashion as possible.
 - The IPDP must be consistent with the needs of the educator, the students, the school, and the goals of the Twinsburg City School District.
 - Coursework/CEU classes/workshops, and/or activities, which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements, must be approved by the Twinsburg City School District LPDC.
 - Coursework must be from an accredited institution of higher learning. CEU's must be from ODE accredited providers.
 - The IPDP of a previously employed new hire is subject to the approval of the Twinsburg LPDC. Employees must submit

“Approval Verification Form for Educators Leaving an Ohio LPDC” from their former district’s LPDC.

- o Employees leaving our district should obtain the “Approval Verification Form for Educators Leaving an Ohio LPDC” for future employment in a school district from the Twinsburg City School District LPDC.
- o IPDP’s, which are denied, may be resubmitted with modifications or appeals.
- o The IPDP must align with Standards for Ohio Educators. See your administrator if you do not have a copy of this book, visit the Ohio Department of Education website. <https://education.ohio.gov/>

- ***License Renewal Procedure:***

- o The professional license is valid for five years.
- o It may be renewed by individuals currently employed in a school district upon verification that the following requirements have been completed since the issuance of the license to be renewed:
 - Up to 6 credit hours of course work related to classroom teaching and/or the area of licensure approved by the LPDC.
Or
 - Up to 180 contact hours related to classroom teaching and/or the area of licensure as approved by the LPDC. 30 contact hours=1 credit hour. (See Appendix)
Or
 - Up to 18 Continuing Education Credits (CEU’s) related to classroom teaching and/or the area of licensure as approved by the LPDC. 3 CEU’s=1 credit hour
Or
 - A combination of semester hours/contact hours/CEU’s related to classroom teaching and/or the area of licensure as approved by the LPDC.
 - o 30 contact hours = 3 CEU’s = 1 credit hour
Or
 - Certain educators with [professional](#), [lead professional or senior professional](#) teaching licenses may not need to complete additional coursework or equivalent continuing education credits to renew their educator licenses. An educator who meets the State Board of Education’s definition of consistently high-performing teacher is exempt from the requirement to complete any additional coursework

for the renewal of a professional educator license for the next renewal cycle.

- Each local professional development committee will indicate whether or not an applicant meets the eligibility criteria for the consistently high-performing teacher designation as they review professional licensure renewal requests.

During the current licensure cycle, a consistently high-performing teacher has:

- o Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years; and
- o Met at least one of the following additional criteria for at least three of the past five years:
- o Held a valid senior or lead professional educator license;
- o Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;
- o Served in a leadership role for a national or state professional academic education organization;
- o Served on a state-level committee supporting education; or
- o Received state or national educational recognition or award.

REGULAR DUTIES OF YOUR CURRENT POSITION (INCLUDING SUPPLEMENTAL CONTRACTS) ARE NOT ELIGIBLE FOR CONTACT HOURS.

- o Proposals for high quality professional development shall be

submitted on the appropriate forms found on the Twinsburg City School District LPDC Online System.

- o The LPDC shall inform the educator within ten (10) working days after the professional development activity is reviewed if revisions are required.

Note: Use of the TCSD online system allows immediate notification of approval or denial via email to the employee.

- o The Twinsburg LPDC will accept online transcripts through eSCRIP-SAFE, if your college or university participates.
 - o Website: <https://escrip-safe.com/login>
- o Official "printed" transcripts are still accepted.
- o All renewal applications from the State of Ohio are online at the Ohio Department of Education Website. A SAFE account is required of all staff members.
- o Website: <http://education.ohio.go>

Appeal Process:

- ***If an educator disagrees with an LPDC decision:***

- o The educator shall be given the opportunity to meet with the LPDC to present their case. The discussion will be both open and collegial with the intent to understand each side's position.
- o If the parties cannot come to a mutually acceptable resolution the educator may advance to the next level; *Third Party Review*

- ***Third Party Review:***

- o If an educator and the LPDC cannot come to a mutually acceptable resolution the appeal moves to third party review
- o The Third Party Review shall consist of:
 - 1 TCSD LPDC member selected by the LPDC
 - 1 TCSD LPDC member selected by the educator making the appeal
 - 1 TCSD LPDC member approved by both the educator and the LPDC
- o If the third party review cannot reach a resolution the appeal may be sent to State Level Review.

- ***State Level Review:***

- o The final stage of appeal consists of the matter being sent to the Ohio Department of Education for a final decision.
- o In the event of an appeal, the Office of Educator Licensure would review all of the facts and be responsible for making a determination.

APPENDIX

Employees will be required to complete the LPDC online pre-approval prior to completing any of the following activities for license renewal.

Certificates, transcripts, TCSD professional contact hour log or the LPDC activity logs must be used to document hours. These can be found on TCSD LPDC webpage.

Alternative professional development activities:

o Advisory Roles

Examples

- Faculty advisor for Senior Experience/Senior Project – Track hours spent with student and signed by administration in charge of the program.
- Student Teaching advisor – 30 Contact Hours/Full-Time Student Teacher Per Semester
- New Teacher mentor - Track hours spent with student and signed by administration in charge of the program.
- Master Teacher Committee – 30 Contact Hours/Year
- LPDC member – 30 Contact Hours/Year

o Community/Business Education Improvement Activity

- Development or design of a community/business/school educational improvement activity or partnership that strengthens learning, teaching, and/or leadership capacities.

Examples

- Develop and implement a plan for a community-based homework center for students.
- Design and coordinate with local businesses a series of courses for parents and other community members.
- Design and coordinate with local businesses a series of Math Nights for parents.
- Design and coordinate with business professionals a school Career Day.
- Develop and implement a parent volunteer program.
- Develop an innovative parent-teacher conference structure that increases communication with home or businesses and increases student responsibility.

o Curriculum Development

- Curriculum that is developed outside of the school context.

Examples

- *Develop a curriculum Course of Study for a program that*

has been approved by the Twinsburg Board of Education. A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours.

- *Developing and Teaching a College Course – Hours will be awarded for the development of the course (first year teaching it). Proof of course development and course syllabus should be provided as evidence. Hours will be awarded at 30 hours per semester hour of the course.*

- o New Program Development and Implementation related to area of license
 - Develop and implement a new program. A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours.

Examples

- *Develop and coordinate a student/teacher advisory program*
- *Develop and initiate a new discipline plan for the building*
- *Develop and coordinate a summer school program for at-risk students.*
- *Develop and initiate a program that increases student attendance.*
- *Develop an improved grading policy.*

- o Professional Educational Organizations
 - Participation and membership on task forces, commissions, working groups, etc. A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours.

Examples

- *In-district: PLC, BLT, CIP, SLO*
- *Out-of-district: PTA, PDK, ASCD, NCTE, etc.*

- o Published Materials
 - Create a communication product related to education.
 - Hours will be awarded based on end product. A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours.

Examples

- *Books, articles, blogs, chapters, columns, grants, software, videos, or professional use*

- Workshop Presentation:
 - Development and presentation of a workshop topic. A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours.

Examples

- *Share information with other staff members in a formal setting.*
 - *Give a presentation at a building, district, or state-wide conference on successful activities that have helped students learn.*
- Other Areas of District Approved Professional Development - A detailed journal of hours spent on material should be submitted as part of evidence for requested contact hours. Tracked hours should be approved/signed by administration.

Example

- *District Data Days*
- *District In-service Days*
- *Department Meetings*
- *PLC Meetings*
- *Public School Works*