

Shelby City School District Local Professional Development Committee Procedures and Guidelines



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Philosophy

Shelby City Schools: Together we grow everyONE for the future.

Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or equivalent activities.

Responsibilities of Local Professional Development Committee

LPDCs are responsible for reviewing and approving Individual Professional Development Plans (IPDPs), coursework and other professional development activities that educators and licensed district employees propose to complete to renew their licenses.

To fulfill their responsibilities, LPDCs need to :

Be informed:

- Know the district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan;
- Know the current law, licensure standards and Department policies regarding LPDC responsibilities for licensure renewal; and
- Ensure that educators' coursework and other professional development activities meet the standards for renewal of licenses.

Educate and assist all members:

- Orient new members to the licensure standards and the operating principles, timelines and processes of the LPDC;
- Align to the [Ohio Standards for Professional Development](#); and
- Promote High-Quality Professional Development (HQPD) as defined by the Ohio Standards for Professional Development (see the Standards for Professional Development and related resources [available here](#)).

Establish and abide by operating procedures:

- Develop and IPDP format for use by educators;
- Follow criteria established by the Department for evaluation of educators' IPDPs;

- Establish operating procedures and timelines for the submission and review of an IPDP, coursework and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEUs) based on educators' contact hours;
- Use the form [Verification Form for Educators Leaving the LPDC](#); and
- Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.

Communicate clearly and maintain records:

- Establish communication procedures to keep all constituents up-to-date on LPDC matters;
- Communicate to all constituents in a regular and systematic way;
- Keep records of LPDC matters according to statute; and
- Encourage educators to maintain their own records as well.

Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act

Note: Legal counsel for the Ohio Department of Education has indicated that since there is no specific exemption in law, LPDCs need to operate under the Open Meetings Act (Sunshine Law). LPDCs may choose to follow the local board of education's policies and procedures on meetings, personnel records and review or may wish to seek advice concerning these laws from local counsel. Chartered nonpublic schools are exempt from the Open Meetings Act.

A full and current update of the [Ohio Open Meetings Act](#) and [Public Records Act](#) is available at the Ohio Attorney General's Office.

Training:

- Members of the LPDC will have the opportunity to attend training on the purpose, responsibilities, functioning, legal requirements, and requisite skills of LPDCs. training will be coordinated by the LPDC and submitted for approval to the superintendent.
- LPDC members shall be reimbursed for actual and necessary expenses. If costs exceed Section 812 per negotiated agreement or if costs are not fully funded by the Ohio Department of Education, LPDC members must receive pre-approval for expenses.

Responsibilities of the Educator

Be informed:

- Meet licensure requirements in a timely manner, including the submittal of the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate Ohio Educator Standards; and
- Know district goals particularly as identified in the district's CCIPP or strategic plan.

Abide by LPDC operating procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license;
- Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal; professional development done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.

Maintain records:

- Keep records of all licensure and LPDC transactions, including:
 - The LPDC review and approval/request for revision of an IPDP;
 - Transcripts for coursework; and
 - Required documentation for equivalent other activities (EOA's)

Senior Professional/Lead Professional Educator Licensure:

- Keep current Master Teacher information and/or National Board certification on file.

Criteria for Coursework or Professional Development Activities

The Shelby City School District Local Professional Development Committee (LPDC) guidelines encourage the licensed individual to engage in a variety of professional development activities throughout the period of the license. In general, the activities should meet two criteria:

- 1) They should represent **professional** growth that is related to education or a content area taught in Ohio public schools. Courses for personal growth, e.g. calligraphy, fitness center, or real estate, would not fulfill the intent of this rule. Courses to enhance your job assignment or course work to qualify for an additional educator license would be considered.
- 2) They should represent **development**. The activity should provide training to improve the teaching skills, not activities within the person's normal job responsibilities.

Professional Development is an on-going, job-related process intended to enhance, maintain and refine the competencies of all staff to ensure quality outcomes for students.

Staff Development builds upon a shared purpose, a climate of collegiality and continuous growth, and working conditions that are conducive to individual and organizational development.

Learning comes more from giving than receiving. By reflecting on what we do, by giving it coherence and by sharing and articulating our craft knowledge, we make meaning - *we learn*.

**Shelby City School District
Continuing Education Unit Options**

Option	Maximum Hours	CEU Value	Verification	Criteria														
<p>College Course Work</p> <p>Courses should reflect the IPDP goals</p>	N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SEM Hours</th> <th style="text-align: left;">CEU's</th> </tr> </thead> <tbody> <tr><td>6</td><td>18</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>3</td><td>9</td></tr> <tr><td>2</td><td>6</td></tr> <tr><td>1</td><td>3</td></tr> </tbody> </table>	SEM Hours	CEU's	6	18	5	15	4	12	3	9	2	6	1	3	<p>Official transcripts (copies will suffice) or grade reports</p>	<p>Must be taken through an accredited college or university</p> <p>Must be taken for credit with a grade of "C" or better, a "P" in a pass/fail course</p> <p>Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students</p>
SEM Hours	CEU's																	
6	18																	
5	15																	
4	12																	
3	9																	
2	6																	
1	3																	
<p>Professional Conferences, Workshops, Clinics, Institutes, Academies or Seminars:</p> <p>These choices must reflect the IPDP. Approval of these offerings shall be contingent upon hours on task</p>		<p>One clock hour = 1 CEU</p>	<ul style="list-style-type: none"> • Certificate of attendance • If and only if a certificate was not issued, the teacher could submit an agenda with sessions attended noted. 	<p>Must include only time spent in those portions of the conference/program that contribute to the participant's knowledge, competence or effectiveness in education.</p>														

<p>Early Dismissal Programs</p>	<p>12 hours per year</p>	<p>One clock hour = 1 CEU</p>	<p>Online LPDC form</p>	<p>Only for the time spent in professional growth, sharing and development</p>
<p>District Sponsored Professional Development</p>	<p>12 hours per year</p>	<p>One clock hour = 1 CEU</p>	<p>Online LPDC form</p>	<p>Only for the time spent in professional growth, sharing and development</p>
<p>Committee Work: These groups shall be directly related to student achievement and/or improvement of classroom instruction.</p> <p>Examples are Curriculum Study Groups, Professional Committees, Grade Level Meetings, Department Meetings, Grant Writing (hours not contingent upon award of grant).</p>	<p>30 hours per year</p>	<p>Up to 3 CEU's per year</p>	<p>Online LPDC form</p> <ul style="list-style-type: none"> • All activities must be submitted within one (1) calendar year of the date of the activity. 	<p>Must be service on a formal committee organized by local or state educational agency or organization</p>
<p>Independent Activity/Projects: These activities shall not be those which are deemed by the LPDC to part of the contractual assignment:</p>				

1. Peer Observation Relating to Classroom Assignment	30 clock hours per renewal cycle	Up to 3 CEU's	Written summary of observation, 200-300 words	Visitation to examine facilities and/or witness innovative, research-based instruction
2. Externship	30 clock hours per renewal cycle	Up to 3 CEU's	Written summary of observation, 200-300 words	Visitation to examine facilities and/or witness innovative, research-based instruction
3. Cooperative Teacher for Student Teacher	20 clock hours per renewal cycle	Up to 2 CEU	Log of activities with dates and times documented with signature of facilitator on verification form.	Must be a supervisor of an undergraduate student practicing in the classroom setting
4. Cooperative Teacher for Methods Students	10 clock hours per renewal cycle	Up to 1 CEU	Log of activities with dates and times documented with signature of facilitator on verification form.	Must be in a collegial relationship with an undergraduate or graduate student
5. Cooperative Teacher for HS Teaching Professions Class	10 clock hours per renewal cycle	Up to 1 CEU	Verification Form	Teaching Professions Class
6. Mentorship or Mentee	30 clock hours per renewal cycle	Up to 3 CEU's	Log of activities with dates and times documented with signature of facilitator on verification form.	Must be mentoring of a certified employee

7. Professional Book Reading	20 clock hours per renewal cycle	Up to 2 CEU's (1 CEU per book)	Summary of the book must be submitted for completion in format that must be disseminated to your department or grade level team	Must be a book from the field of education community
8. Electronic Learning	2.0 CEU's per renewal cycle	Up to 0.2 CEU's per event	Certification of completion or summary to be submitted for completion in format which must be shared with your peers	Must be an electronic learning opportunity from the field of education
9. Educational Journal Article Reading	2 CEU's per renewal cycle	Up to 0.2 CEU's per article	Summary of journal must be submitted for completion in format which must be disseminated to your peers	Must be a journal from the field of education
10. Video/Audio Review	2 CEU's per renewal cycle	Up to 0.2 CEU's per review	Summary must be submitted for completion in format which must be disseminated to your peers	Must be a video/audio from the field of education
11. Presentation to Peers	2 CEU's per renewal cycle	0.2 CEU's per 1 hour presentation	Agenda of the presentation with date/location/topic	Preparation and presenting for the first time ONLY
12. Publication of an Original Work in an Educational	3 CEU's per renewal cycle	1 CEU per published article	Copy of the article	Must contribute to the education profession or add to the body of knowledge in the

Journal				individual's specific field. Must be a commercially published book or journal.
13. Educational Travel	3 CEU's per renewal cycle	1 CEU per trip	Log of activities with dates and times documented with signature of facilitator on the verification form.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field.
14. National Board of Profession Teaching Certification	9 CEU's per renewal cycle	9 CEU's per evaluation completion	Valid copy of National Certificate or completed application.	Must be in the subject area of the individual's assignment
15. Educational Projects	1 clock hour = 0.1 CEU	1 CEU per renewal cycle	Log of activities with dates and times documented on verification form	Projects must have prior approval and final approval after completion and verification by LPDC

Governance

The Shelby City School District LPDC shall consist of five members:

- Three (3) teachers appointed by the Shelby Education Association (SEA). By definition, “teacher” implies any certified employee not holding an administrative contract.
- Two (2) administrative employees designated by the superintendent
- If mutually agreed, the Association and superintendent may each appoint one additional member.
- In the event of a vacancy, a committee member will be replaced by someone within the same classification immediately.

The superintendent will administer the selection process. LPDC members will serve two-year terms from August 1 until July 31, except that two initial appointments from the Association and one initial appointment from the Board shall be three (3) year appointments. New members will be asked to attend the May and June meetings to become acquainted with the procedures and expectations of the committee. LPDC membership will be posted in building for the year.

Chairperson: Shall alternate annually between Association and Board representatives.

Responsibilities:

- Conduct LPDC meetings and sign all LPDC documents.
- Communicate information to members of the LPDC.
- Represent the LPDC at meetings deemed appropriate by the committee.

Recording Secretary: Elected yearly by a majority of the LPDC.

Responsibilities:

- Maintain minutes/time sheets of action taken during LPDC meetings.
- Serve as liaison to the administrative assistant of the Shelby City School District.

Committee Procedures

The LPDC shall meet as often as necessary to complete their work. Not later than September 10th of each year, the committee shall post in each building their meeting schedule. Additional meetings may be scheduled as necessary.

The Chairperson has the right to approve verification of professional development activities from the time period after the June meeting until the September meeting. New activities turned in after the June meeting will be reviewed by the full committee at the next scheduled meeting.

All meetings shall take place outside normal student instructional hours unless determined by the superintendent. The chairperson has the right to contact members for the purpose of cancelling the meeting if limited Professional Development Plans, activity proposals, or issues are submitted

during a particular month.

Decisions shall be made by majority vote of the committee members present and voting so long as a quorum is present. A quorum shall be defined as a majority of the entire committee including at least one representative from the Association and one representative from the Board. A member's abstention will only be allowed if the vote will personally impact that individual or a family member.

Committee members shall be paid at the hourly rate as determined by the base salary of the salary schedule (BA column divided by 184 days divided by 7.5 hours) for committee work or training performed outside the regular workday or work year.

The LPDC shall keep all reviews, evaluation, and discussion of the Professional Development Plan and/or course/activity proposals confidential. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party involved.

All minutes may be available to the public at the Superintendent's Office and posted in each building.

Amendments

Amendments to the standards and guidelines must have a majority vote and will be reviewed by the committee in the month of June.

Timeline for Submission of IPDP and CEU/Semester Hour Requests

All licensed employees must have a current Individual Professional Development Plans (IPDP) available to building principals by September 30th.

- Any licensed employee upon renewal or issuance of a new license must submit a new IPDP. New hires must submit an IPDP by September 30th.
- If your IPDP is in need of revision during the school year, revise and resubmit your IPDP.
- The building principal will submit the teacher's IPDP to the LPDC for approval.

Activities must be submitted with one calendar year using the LPDC form on the Staff homepage. Necessary information relating to your activities must be forwarded to the LPDC i.e. original transcripts, certificates of completion, activity logs, etc. Refer to the chart in this Manual for specific requirements for CEU approval.

The LPDC does not approve activities after one calendar year from the date of the activity. College coursework completed within the renewal cycle is acceptable. No exceptions will be made.

Tuition Reimbursement

To be eligible for tuition reimbursement, teachers must be taking college credit courses in the field of education, in their field of certification or in pursuit of additional educational certification. All course work completed must have prior approval of the Local Professional Development Committee. In order for coursework to be eligible, it must be taken within two (2) calendar years of submission for reimbursement.

Reciprocity

In addition to facilitating the license renewal process, the LPDC represents local collegial efforts to support and maintain a high-quality teaching force throughout Ohio. In that collegial spirit, LPDCs should honor the efforts of educators who move into the district with a current IPDP approved by their prior LPDC.

When an educator leaves employment in a district, upon request from said educator, the former LPDC **must** provide verification of the approval of the educator's IPDP and any coursework and professional development completed by the educator and accepted by the LPDC using the *Verification Form for Educators Leaving an Ohio LPDC*. The LPDC should encourage the educator to approach the new LPDC as soon as possible with the ongoing IPDP to complete the reciprocity transfer.

When an educator takes employment in a new district, the new LPDC **must** honor the coursework and other professional development activities that a newly hired educator had completed pursuant to an IPDP approved by their former LPDC prior to employment in the new district. As soon as possible *after* employment and *before* engaging in any additional coursework or professional development activities, the newly hired educator must submit an IPDP in accordance with the operating procedures of the new district.

Appeals

A written appeal shall be submitted to the LPDC chairperson within 20 workdays of denial. All appeals will be reviewed at the next regularly scheduled LPDC meeting.

A person may attend the next regularly scheduled LPDC meeting to explain the written appeal. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than four workdays before the scheduled LPDC meeting.

Written notification of the appeal decision shall be provided within five (5) work days or 30 calendar days (summer review only), whichever comes first. If the appeal is denied, the applicant

may request (LPDC Appeals Process Form) a binding decision rendered by a three-person panel chosen as follows:

1. One person selected by the applicant;
2. One person chosen by the LPDC membership; and
3. One person the appellant and the LPDC will mutually agree upon.

Members of this panel must hold a current Ohio Department of Education Certificate or License. Use the [LPDC Appeal Committee Form](#) to select members of the Third Party Review Panel.

The Specifications of Ohio Revised Code Section 3319.22

The requirements in law for LPDCs vary depending on the type of district or organization establishing and maintaining the LPDC. These types of districts or organizations include the following:

- Public school districts with collective bargaining units;
- Public school districts with no bargaining units;
- Chartered nonpublic schools;
- Non-school entities.

Regardless of the type of district or organization, all LPDCs will include at least five total members and a majority of teacher members. For LPDCs, a teacher is someone working under a teaching certificate or license and employed under a teaching contract.

[Ohio Revised Code Section 3319.22](#)

LINKS TO FORMS

- [IPDP Form](#) (DO NOT USE THE NCOCC IPDP FORM)
- [Directions for Online License Renewal](#)
- [Third Party Committee Appeal Form](#)
- [Third Party Appeal Committee Notification Form](#)
- [Tuition Reimbursement Pre-Approval Form](#)