

Lowellville Local School District

Local Professional Development Committee



Individual Professional Development Plan

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Lowellville Local Professional Development Committee

A Local Professional Development Committee (LPDC) comprised of teachers and administrators, in accordance with state mandate, has been established to give school districts more control over the implementation and approval of professional development requirements for license renewal.

The purpose of the LPDC is to oversee and review Individual Professional Development Plans (IPDP) for license renewal. This committee rather than the state has become the signatory for renewal of current and future licenses. Educators who hold permanent certificates will not be affected. All other educators will be expected to have an IPDP with set goals. Educators working toward tenure and/or a license upgrade will use approved college or university graduate coursework to meet their IPDP goals. Educators working toward renewal will have more options than the standard CEUs/PDUs and college coursework in meeting the goals. For example, district workshops, independent study, or classroom projects may now be used if they relate to your IPDP and are approved by the LPDC.

Faculty presentations will be made by representatives from the committee. We hope this new process will expand and enrich professional development and growth in the Lowellville school system.

Lowellville LPDC

Standards and By-Laws

Governance

The Lowellville Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.

Representation

1. **Teachers** representing both elementary and secondary school levels. (A majority of the members must be teachers.)

Definition of classroom teacher: any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education (ODE).

For the purpose of identification as elementary or secondary, a teacher engaged in both elementary and secondary responsibilities shall be designated at the level at which the majority of their student contact time dictates.

2. **One principal** shall be appointed by the superintendent.

Definition of principal: any person employed for the majority of their contact time as a principal or assistant principal, and who holds a valid Ohio principal's certificate/license issued by the ODE.

LPDC Selection

Chairperson: Elected by a majority of the LPDC.

Responsibilities: Conduct LPDC meetings.
Communicate information to the members of the LPDC.
Represent the LPDC at meetings of other stakeholder organizations.

Secretary: Elected by a majority of the LPDC.

Responsibilities: Maintain minutes of action taken during LPDC meetings.
Notify applicants of approval/resubmission/denial status of IPDPs and/or proposals for credit.

Additional LPDC Responsibilities

- Record/update new license information (date and type) for renewals and new staff yearly.
- Read and disseminate new information regarding changes for LPDC license renewals as needed.
- Phone calls to county/state pertaining to individual application renewals.
- Send reminders to permanent staff to update background checks.
- Reminders sent throughout the year to staff with licenses that will expire and new renewed.
- Attend monthly LPDC meetings.
- Field questions from staff at any time regarding license renewals.
- Attend regional LPDC meetings when necessary.
- Approve coursework for staff that are renewing certificates at any time.
- Register LPDC with Ohio Department of Education yearly.

- Approve semester hours/contact hours/professional development for renewals yearly.
- Accept/approve IPDPs for staff yearly.
- Verify and sign applications for license renewals.
- Meet with staff members yearly to discuss changes needed to meet IPDP requirements.
- Update forms/applications on school website as needed.
- Forward LPDC files of staff who have left the district yearly.
- Adjust files yearly.

Compensation

1. Compensation shall be awarded according to the negotiated agreement as stated in the current LEA contract.
2. The chairperson and secretary of the LPDC shall receive a percentage of the base rate. All other committee members shall be compensated through paid release time and/or contact hours.

Committee Procedures

The LPDC shall determine the frequency, time, and place of meeting within the following parameters:

1. The committee will meet at least once monthly during the school year.
2. The chairperson may call additional meetings with the concurrence of a majority of the members. The meeting shall be posted at least 48 hours in advance.
3. The chairperson has the right to cancel the meeting if no IPDPs, credit proposals, or issues are submitted.
4. A majority of LPDC members must be present in order to conduct LPDC business.

5. At least three (3) of the LPDC members must agree upon any proposal for it to be considered approved. When viewing administrative proposals, at least one (1) of the administrative LPDC members must be present. When viewing teacher proposals, at least two (2) of the teacher LPDC members must be present.
6. The LPDC shall keep confidential all reviews, evaluations, and discussions of IPDPs. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.
7. Minutes/records of actions taken shall be maintained by the LPDC secretary. Copies of these minutes/records shall be provided to the superintendent, building principal, and LEA president.
8. Evaluation of IPDPs shall be approved by consensus.

Appeals

- Written appeals shall be submitted to the LPDC chairperson within five (5) business days of denial of an IPDP. The LPDC will view appeal at the next scheduled LPDC meeting.
- Written notification of the appeal decision shall be provided within five (5) business days of the scheduled LPDC meeting.

Amendments

The LPDC may recommend revision of this document by a vote of three (3) LPDC members in favor of the amendment. Any such amendment shall be voted on by the Lowellville Board of Education and the Lowellville Education Association in accordance with law and established procedures. Such approved memoranda shall be in force until the implementation of the next regularly scheduled negotiated agreement, when such amendments shall be considered for regular adoption.

- **Amendments altering the requirements for approved IPDPs and/or approved coursework shall not negatively impact any individual who has already begun pursuit of a license.**
- **Amendments may be suggested by any certified employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.**

Individual Professional Development Plan (IPDP)

- Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, or individual. The majority of the professional development indicated should be relevant to current working assignments.
- Coursework must conform to the existing negotiated agreement policy for consideration. Other courses/classes/workshops may be submitted as Equivalent Activities.
- Every employee of the Lowellville Local School District who holds an Ohio professional license(s) **must have an IPDP on file with the LPDC before any coursework will be approved. *It is required that a new IPDP be submitted with all materials to renew a license.**
- Any submitted proposal deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.
- IPDPs which are denied may be resubmitted with modifications, or they may be appealed.
- The LPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential.
- No IPDP shall be used as an example without written permission of the party/parties involved.

Policies: Submission of Individual Professional Development Plans

Preapproved Providers

Coursework/CEUs/PDUs must be from ODE accredited providers (any Ohio Board of Regents).

The LPDC recognizes professional growth can occur through the staff member's involvement in a wide array of activities, some independent and some sponsored by providers. The following organizations and institutions may be considered as appropriate providers and have been "pre-approved" as partners to deliver professional development.

Other providers may be considered; Lowellville Local staff members should gain approval by the LPDC prior to an activity delivered by a provider who is not on this list. Staff members who believe that a provider should be added to the list should contact the LPDC.

List of pre-approved providers:

1. American Association of School Administrators (AASA)
2. American Federation of Teachers (AFT)
3. American Speech-Language-Hearing Association (ASHA)
4. Area Cooperative Computerized Educational Service System (ACCESS)
5. Association of Supervision and Curriculum Development (ASCD)
6. Buckeye Association of School Administrators (BASA)
7. Far East Regional Professional Development Center (FERPDC)
8. Industrial Information Institute for Educators, Inc. (III)
9. Educational Service Centers
10. Mahoning County Education Service Center
11. Mahoning County Solid Waste Management District (MCSWMD)
12. Mahoning County Rural Recycling Education and Awareness Program (RREAP)

13. Mill Creek Metroparks, Ford Nature Education Center (FNEC)
14. National Council of Teachers of English (NCTE)
15. National Council of Teachers of Math (NCTM)
16. National Education Association (NEA)
17. North Central Association of Colleges and Schools (NCA)
18. North Central Regional Educational Laboratory (NCREL)
19. North East Ohio Special Education Regional Resource Center (NEOSERRC)
20. Ohio Association for the Education of Young Children (OAEYC)
21. Ohio Association of Elementary School Administrators (OAESA)
22. Ohio Association of Secondary School Administrators (OASSA)
23. Ohio Board of Regents
24. Ohio approved certification/licensure Colleges and Universities
25. Ohio approved programs from other states' Colleges and Universities
26. Ohio Council of Teachers of English and Language Arts (OCTELA)
27. Ohio Council of Teachers of Mathematics (OCTM)
28. Ohio Department of Education (ODE)
29. Ohio Education Association (OEA)
30. Ohio Federation of Teachers (OFT)
31. Ohio School Board Association (OSBA)
32. Ohio SchoolNet Office
33. Ohio School Speech Pathology Educational Audiology Coalition (OSSPEAC)
34. Ohio Speech-Language-Hearing Association (OSHA)
35. Trumbull/Mahoning/Columbiana Association for the Education of Young Children (TruMahCol)

➤ Coursework, CEU classes/workshops, and/or Equivalent Activities completed prior to June 1 shall be accepted if included in the applicant's IPDP.

- **Although required work within a Master's Degree program applies to the university degree, courses submitted to the LPDC for license renewal purposes must be relevant to an approved IPDP.**
- **Approval of coursework, CEU classes/workshops, and/or Equivalent Activities does not guarantee tuition reimbursement or movement on the salary schedule. See the negotiated agreement for specific current requirements.**
- **Credit hours/CEUs must have been earned during the current license renewal period and must meet previously established ODE guidelines for acceptability toward license renewal.**
- **No coursework/activity proposal shall be used as an example without written permission of the party/parties involved.**
- **Previously employed new hires who hold a license issued by the ODE and who have coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Lowellville LPDC when accompanied by verifiable supporting documentation.**

University Credit Toward Licensure Renewal

- **Coursework must be relevant to an approved IPDP.**
- **Coursework must be from an accredited college/university and pertains to the educator's IPDP goals. Any questions concerning accreditation may be brought to the committee.**

Credit for Equivalent Activities

- **Lowellville Equivalent Activity Points (Contact Hours) shall be awarded for recertification credit based upon the standards established by the Lowellville LPDC. Activities must be directly relevant to an approved IPDP. Persons will be asked to justify the credit value sought through their activity/project.**
- **Equivalent activities/projects should result in a tangible product such as, but not limited to, a book/booklet, article, report, curriculum, training module, videotape, pilot project, software package, etc.**

Equivalent Credit

- **Contact hours shall be assigned as deemed appropriate by the Lowellville LPDC. The following guidelines shall be considered:**

10 Contact hours = 1 CEU

30 Contact hours = 1 semester hour

3 CEUs = 1 semester hour equivalent

180 Contact hours = 6 semester hours

- **These guidelines do not restrict the LPDC to awarding credit solely on a contact-time basis. Justification must be provided for credit sought.**

Once a contact hour proposal is approved, it is the responsibility of the individual(s) to fully complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications should be submitted in writing to the LPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of contact hours granted for the activity/project.

Professional Development includes activities that:

- **Improve and increase teachers' knowledge of academic subjects they teach and enable teachers to become highly qualified;**
- **Are an integral part of broad school-wide and district-wide educational improvement plans;**
- **Improve classroom management skills;**
- **Are high quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom;**
- **Are aligned with and directly related to state academic content standards, student academic achievement standards and assessments and the curricula and programs tied to the standards;**
- **Are designed to give teachers of limited English proficient children, and other teachers and instructional staff, the knowledge and skills to provide instruction and appropriate language and academic support services to those children, including the appropriate use of curricula and assessments;**
- **To the extent appropriate, provide training for teachers and principals in the use of technology and technology applications are effectively used in the classrooms to improve teaching and learning in the curricula and core academic subjects in which the teachers teach;**
- **Provide instruction in methods of teaching children with special needs;**

- **Include instruction in the use of data and assessments to inform and instruct classroom practice;**
- **Include instruction in ways that teachers, principals, pupil service personnel and school administrators may work more effectively with parents;**
- **Provide follow-up training to teachers who have participated in activities that are designed to ensure that the knowledge and skills learned by the teachers are implemented in the classroom.**

All necessary forms and/or documents can be printed from the school district website under the LPDC link under the “Staff” heading.