

ATTACHMENT H

Miami East

LPDC

Revised August 2015

MIAMI EAST LOCAL SCHOOL DISTRICT

LPDC POLICIES AND PROCEDURES

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Revised August 2006

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MIAMI EAST LOCAL SCHOOL DISTRICT LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE POLICIES & PROCEDURES

I. Introduction

The purpose of Miami East Local Professional Development Committee (hereinafter referred to as LPDC) is to review and approve professional development plans for certificate/licensure renewal for all Miami East educators.

Recognizing that professional development plays a critical role in enhancing and vitalizing education in the Miami East Schools, the LPDC shall encourage professional development experiences which expand and enrich student learning.

The Miami East Local Professional Development Committee policy, procedures, and governance shall not supersede the negotiated agreement, district policy, and/or state law. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.

II. Basic Guidelines for Certified/Licensed Staff

*It is the responsibility of each certified/licensed employee to monitor the expiration date(s) of his/her certificate(s)/license(s).

*See appendix A for guidelines of IPDP process.

A. Developing an Individualized Professional Development Plan (IPDP)

1. Submit your IPDP (Form 1) prior to January 1, at least four (4) years before the expiration of your certificate/license. (see appendix E for guidelines in writing your IPDP)
2. Any IPDP (Form 1) submitted and deemed unreadable or incomplete by the LPDC shall be returned without review to the person submitting the proposal. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled meeting of the LPDC.
3. Your IPDP (Form 1) must be submitted in triplicate to the LPDC.
4. All activities and/or coursework included in the IPDP must meet the State Licensure Standards (Appendix B).
5. All professional growth described in the IPDP:
 - shall relate to the district's strategic plan and objectives.
 - shall address the needs of the students, teachers, and parent/community.
 - shall provide sufficient rationale explaining how the plan enhances self, classroom, and building/district goals.
 - shall relate to educationally-relevant topics, certification/licensure areas, and instructional techniques.
 - shall occur after approval of the IPDP
 - (see appendix C for suggestions on alternative activities to gain contact hours)
 - (see appendix D for the conversion chart between semester hours/quarter hours/CEUs/contact hours)
6. The LPDC will complete your IPDP review (Form 2) and notify you of their decisions within seven (7) days of their meeting.
7. If an IPDP is denied, the denial may be appealed by following the procedure described in Section IV., LPDC Operational Procedures.
8. If your approved IPDP needs amended, complete Form 7 and turn into LPDC.

B. Obtaining college credit, CEUs, or contact hours.

1. Use the conversion chart (appendix D) to navigate between semester hours, quarter hours, CEUs, and contact hours.
2. All renewal units (semester hours, quarter hours, CEUs, and contact hours) must be obtained after an approved IPDP.
3. All renewal units must relate to your IPDP goals.

C. Verifying completion of an IPDP.

1. It is the applicant's responsibility to submit their IPDP within four (4) years of next renewal.
2. It is the applicant's responsibility to keep appropriate records of their accumulated college credit hours or CEU credit on Form 4.
3. It is the applicant's responsibility to keep appropriate records of their contact hours on Form 3 if they have chosen to complete an alternative activity.
4. It is the applicant's responsibility to keep all appropriate records and verifications until his/her renewal year, and turn those forms into the LPDC no later than April of their renewal year. The specific verification required will be determined by what was specified in your IPDP.
5. Once the LPDC has confirmed the completion of the IPDP, it is the applicant's responsibility to send proper documentation and fees to the Miami County Educational Service Center who will then forward them to the ODE.
6. If the LPDC denies the completion of the IPDP, the applicant may appeal the decision, following the procedures described in Section IV., LPDC Operational Procedures.

D. New Employees (Reciprocity)

1. Must submit appropriate documentation form(s) from previous district.
2. Any IPDP for incoming certified/licensed employee applicants shall be subject to review by the appropriate administrative team.

For *already completed work*, the LPDC

- a. will accept previous district's approval of employee's IPDP.
- b. will accept previous district's verification of employee's documentation of coursework, CEUs, or other equivalent contact hours completed.

For *any remaining work needed*, the educator will need to:

- a. Complete Miami East's IPDP (Form 1)
- b. Follow Miami East's LPDC procedures.

E. Certified/Licensed Employees leaving Miami East School District

1. The employee will need to complete Form 5 and submit appropriate documentation to the LPDC before leaving Miami East School District.

III. Structure of LPDC

A committee must have a minimum of six members with a majority of certified/licensed teachers and at least two administrators. Teacher representatives shall be members of the Association or have the approval of both the Superintendent and Association President.

Administrator is defined as any person employed for the majority of the contract time in administration, and who holds a valid Ohio administrative certificate/license issued by ODE. The administrative members shall be chosen by the Superintendent.

A. Membership on LPDC

1. Term of membership shall be September 1st through August 31st. Members shall be selected during March/April and attend May meetings and any summer meetings as observers.
2. Committee members shall serve a two-year term.
3. Committee vacancies of teacher members shall be approved by the Association President. Similarly, the superintendent shall fill vacancies of administrative members.
4. Should a committee member find that he/she is unable to fulfill his/her role as a active member, withdrawal may be made by written notification to the chairperson and the association president or superintendent one (1) month prior to the next scheduled meeting. Replacement members shall complete the term of the resigning member.
5. If a committee member is found negligent in fulfilling his/her responsibilities (i.e. tardiness, absence, consistent failure to reach consensus, etc.), the committee shall direct the chairperson to issue a letter of warning. Continued failure to meet committee responsibilities shall result in dismissal from committee. A notice of dismissal shall be sent to the individual and association president or superintendent.

B. Committee Responsibilities

1. Chairperson – Elected by majority of the LPDC
Responsibilities:
 - a. conduct LPDC meetings
 - b. communicate information to members of LPDC
 - c. represent the LPDC at appropriate meetings
 - d. sign all appropriate records
2. Committee –
Responsibilities:
 - a. accept and approve IPDPs
 - b. grant prior approval and final approval for professional development activities for re-licensing/certification credit.
 - c. determine a recommendation regarding re-licensing/certification.
 - d. become knowledgeable regarding re-licensing/certification regulations and endorsements.
 - e. be knowledgeable regarding staff development plans and goals of individual buildings.
3. Clerk – Elected by majority of LPDC
Responsibilities:
 - a. maintain appropriate records
 - b. notifies applicants of approval/resubmission/denial status of IPDP and/or proposals for credit.
 - c. this position will include remuneration at the negotiated rate

C. Stipends

1. Members of the LPDC shall attend training on the purpose, responsibilities, functions, and legal requirements of the LPDC.

2. If the available training takes place during regular working hours, the committee members shall be given paid release time to attend. If the training is available outside of normal work hours, bargaining unit members shall receive a stipend at the rate of .0009 of the base per hour for participation in all training.
3. Teacher members of the LPDC shall be compensated at the rate of .0009 of the base per hour for LPDC meetings.
4. The LPDC chairperson shall submit, on a yearly basis documentation of the time to the district treasurer, with payment to be made in June.

IV. LPDC Operational Procedures

A. Meetings

1. The LPDC shall meet monthly during the school year. During the months of June, July, and August, the LPDC shall meet on an "as-needed" basis. The chairperson(s) has the right to call members for the purpose of cancellation should there be no IPDP's, course/activity proposals, or issues submitted during a particular month.
2. No later than September 30th of each year, the committee shall post its meeting schedule/calendar in each building. Copies shall be sent to the superintendent's office for distribution to building principals. Additional meetings may be scheduled as necessary.
3. Meeting times shall be at 3:30 pm to 5:30 pm on the dates specified by the committee.
4. Meeting location shall be determined by the LPDC and posted with meeting dates.

B. Consideration of IPDP's and Renewals

1. A quorum must be present to conduct business. A quorum shall consist of a majority of total voting membership. Of this membership, the quorum must consist of a teacher majority and at least one administrator, unless the issue is an administrator's certificate/license. When considering an administrative IPDP, the majority of voting members may be administrators if requested by the administrator whose plan is up for review.
2. A committee member will be excused during the review of their own IPDP and may be excused during the review that may personally impact that individual.
3. All decisions by the LPDC shall be by consensus.
4. A time limit of fifteen (15) minutes per proposal is recommended.
5. A log of LPDC action shall be kept for each meeting. This log will indicate approval or denial of each action or decision discussed at that meeting.
6. Approved Documents:
 - all documents that have been approved shall be returned to the applicant within seven (7) days.
 - If the approved document was for renewal of a license/certificate, the applicant shall forward the appropriate forms and fees to the MCESC.
 - Once an IPDP has been approved, three copies shall be kept; one by the applicant, the LPDC, and in the teacher's personnel file.
7. Non-approved Documents:
 - * If a license/certificate renewal, IPDP, or verification of its completion has been denied, notification shall be returned to the applicant with seven (7) days.

* A copy of non-approved renewals, IPDP, or verification of completion shall be retained by the LPDC until an approved revision is submitted by the applicant.

8. A list of approved/non-approved IPDPs and verification of completed IPDPs shall be sent to the superintendent within seven (7) days of the LPDC meeting date.

C. Appeals Process

1. Initial steps for all appeals:
 - The appeal form (Form 6) must be submitted by the applicant to the LPDC chairperson within seven (7) calendar days of receipt of notification of denial by the LPDC.
 - All appeals shall be heard at the next regularly scheduled meeting of the LPDC and shall require the applicant to be present.
 - The applicant shall receive written notification of the appeal decision via registered mail within seven (7) days after the committee review.
2. For appeals concerning a proposed IPDP:
 - Decisions made by the LPDC during the appeals process shall be final.
 - Decisions of the appeals committee will not be subjected to the grievance procedure.
3. For appeals concerning Licensure/Certification:
 - If the appeal for licensure/certification is denied by the LPDC, a binding decision shall be rendered by a three-person mediation team selected as follows: one Ohio certified/licensed educator selected by the applicant, one member of LPDC, and one Ohio certified/licensed educator mutually agreed upon by the first two.
 - The mediation team shall meet within fourteen (14) calendar days from the date of denial by the LPDC.
 - The applicant and LPDC shall receive notification of the decision of the mediation team via registered mail within seven (7) days of their meeting date.

D. Professional Courtesy

1. IPDP's shall not be discussed by members of the LPDC outside regularly scheduled meetings.
2. No documents submitted to the LPDC for consideration shall be used by the LPDC as examples without written permission of the party/parties involved.
3. IPDPs and/or reasons for denial shall be available only to current LPDC members and the person submitting the proposal.

E. Procedures for Amending LPDC Policies and Procedures

1. Amendments may be suggested by any certified/licensed employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled meeting.
2. The LPDC shall review the procedures, by-laws, and forms annually and recommend any necessary changes by a two-thirds vote of committee members. Copies of recommended changes shall be given to the association president and superintendent for approval by the appropriate governing bodies. MEEA and the superintendent shall notify the LPDC in writing within 30 days of their approval/disapproval of the recommended changes.
3. Changes in the by-laws shall not supersede any negotiated agreements.
4. Any amendment, modification, or supplement shall thereupon become binding upon all certified/licensed employees. However, amendments altering the requirement for approved IPDPs shall not negatively impact any individual who has already begun pursuit of a certificate/license.

GUIDELINES FOR IPDP PROCESS Miami East Local Schools

STEPS

1. Turn in IPDP to LPDC.

*4 options for your IPDP plan

A. College/University Credit Hours (total of 6 sem. Or 9 qtr.)

- coursework must meet LPDC standards and guidelines for professional development
- must be from accredited college or university
- verification is by submission of official transcripts

B. CEU credit (total of 18 credits)

- CEU workshops or conferences must meet LPDC standards and guidelines for professional development
- verification is by submission of CEU application form and additional documentation from the workshop or conference

C. Alternative Activity (total of 180 contact hrs)

- Alternative activity must be pre-approved on IPDP
- Alternative suggestive activity list is on appendix C.
- Alternative activity must meet LPDC standards and guidelines for professional development
- verification is by submission of alternative activity log and additional documentation from activity

D. Combination of any of the above.

2. Keep track of appropriate documentation.

(transcripts, contact hour forms, verification completion forms, etc.)

3. Submit all documentation at end of completion for next renewal by April of your renewal year.

4. Submit new IPDP for next renewal by October of your renewal year.

HOW TO MAINTAIN CREDENTIALS

****Permanent certificate holders** do not need to submit an IPDP and do not need to accumulate credits/hours in order to renew.

Licensure Standard
License Renewal Under Standards Effective Jan. 1, 1998
PROVISIONAL LICENSE (2 Year) Required for entry-year, may be used for substitute teaching. 2 semester hours to renew. (6-9 hours is lapsed)
PROFESSIONAL LICENSE Provisional license plus successful completion of entry year program and performance assessment.
PROFESSIONAL LICENSE (5 year) (first renewal) 6 semester hours or 18 CEUs or approved equivalent activities or combination approved by LPDC
PROFESSIONAL LICENSE (5 Year) (second renewal) Masters degree or 30 semester hours of graduate credit, if masters degree already obtained, 6 semester hours or 18 CEUs or approved activities (LPDC). Those who held certificates under previous standards are exempted from the masters degree or 3-semester hour requirement for second renewal, but still need the 6 semester hours, 18 CEUs or equivalent activities.
PROFESSIONAL (5 Year) (further renewals) 6 semester hours or 18 CEUs or equivalent approved activities (LPDC)

SUGGESTED ALTERNATIVE ACTIVITIES

- *Teacher initiated projects or projects developed mutually with administration.
- *MCEESC/district/building planning (i.e. strategic planning, curriculum committees)
- *Curricular projects (including interdisciplinary units, innovative teaching styles, adaptive teaching)
- *Research or Inquiry
- *Serving as Mentor Teacher
- *Peer coaching
- *Student Teacher supervision
- *Professional writing/publishing
- *School-community partnership initiatives
- *Preparing or giving presentations at workshops or conferences
- *National Board Certification
- *Case Studies
- *Grant Writing
- *Field Studies
- *Pathwise Training
- *Published Articles/Materials
- *Other activities as approved by LPDC

Appendix D

CONVERSION CHART

SEMESTER HRS	QUARTER HRS	CEUS	CONTACT HRS
0.3	0.5	1	10
0.6	1	2	20
1	1.5	3	30
1.3	2	4	40
1.6	2.5	5	50
2	3	6	60
2.3	3.5	7	70
2.6	4	8	80
3	4.5	9	90
3.3	5	10	100
3.6	5.5	11	110
4	6	12	120
4.3	6.5	13	130
4.6	7	14	140
5	7.5	15	150
5.3	8	16	160
5.6	8.5	17	170
6	9	18	180

GUIDELINES FOR WRITING IPDP Miami East Local Schools

Write in complete sentences with proper grammar and spelling. The form can be typed or neatly handwritten in a professional manner. The committee members have to be able to read it. This form also goes to the superintendent's office and is placed in your personnel file. **Please submit the original and 3 copies to the committee.**

1. Briefly state your goals of your professional development plan.
 - If you are working towards a degree, state the type of degree you are earning (example: Masters in the area of reading, School Counseling, etc.) and the college or university you are attending.
 - If you are NOT working towards a degree, state the areas in your teaching field that you are planning to learn more about. (Example: discipline, technology, reading difficulties, phonics, learning disorders, problem solving, leadership, etc.)
2. Explain the rationale of your goals.

Explain why you picked that goal(s) and how it will help you. {Example: I am able to help my students and myself expand our technology skills (*this is why the goal was picked*) to improve the utilization of technology in the classroom (*how it will help me*).}
3. Identify the appropriate strategies to meet these IPDP goals.

Identify if you are planning to attend courses, workshops, seminars, conferences, etc.ou need to include a timeline. (Example: By June 30, 2005, I will have completed)
4. You need to include a timeline that explains when you will have completed your plan. Example: By June 30, 2005, I will have completed.....
5. Describe the methods of evaluating your IPDP completion.

You must submit transcripts or documentation of the hours you have earned. You must also submit a reflection of what you learned and how it relates to achieving your IPDP goal(s).

If you have any questions, please contact a member of the LPDC committee.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN MIAMI EAST LOCAL SCHOOLS

Name _____

Bldg _____

Educator's Position _____

Date submitted to LPDC _____

Fill in Data for EACH certificate/license you hold.

Type (Certificate or License)	Term (years)	Area of Certification	Issue Date	Expiration Date

1. Briefly state the **goals** of your Professional Development Plan.

2. Explain the **rationale** of these goals. (How does this benefit self/students/building/district?)

3. Identify the appropriate **strategies** to meet these IPDP goals. (**Action Plan**)

4. What is your approximate **time frame** in meeting these IPDP goals. (**Timeline**)

5. Describe the methods of **evaluating** your IPDP completion.

EDUCATOR'S SIGNATURE _____ DATE _____

*Please attach copies of your current certificate(s)/license(s).

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN REVIEW MIAMI EAST LOCAL SCHOOLS

Name _____ Date of Review _____

1. IPDP states goals relevant to professional growth.

Yes _____
No _____

2. Rationale for IPDP goals is explained.

Yes _____
No _____

3. Strategies are stated and implementation is consistent with IPDP.

Yes _____
No _____

4. Timeline for activities is provided.

Yes _____
No _____

5. Methods of evaluation are appropriate.

Yes _____
No _____

Individual Professional Development Plan Approved _____ Revisions Needed _____

Reviewed by LPDC committee members:

_____	_____
_____	_____
_____	_____

ACTIVITY LOG FOR CONTACT HOURS MIAMI EAST LOCAL SCHOOLS

Educator's Name _____

*This is to be used to keep track of contact hours when doing a pre-approved alternative activity from IPDP (not to be used for CEUs or college credit hours.)

*This is to be turned in at the time of renewal for your license along with other verification information from your pre-approved activity.

DATE	Description of Activity	Number of Contact Hours

TOTAL HOURS _____

Educator's Signature _____ Date _____

Approved LPDC Signature _____ Date _____

LPDC VERIFICATION FORM

*Return this form with completed application.

Name _____ Bldg _____

Educator's Position _____ Date submitted to LPDC _____

Fill in Data for EACH certificate/license you plan to renew.

Type (Certificate or License)	Term (years)	Area of Certification	Issue Date	Expiration Date

Professional Development Progress Log

***Attach appropriate verification forms:
(transcripts and/or activity contact hour log)**

Title of Course OR Activity Description	Sem. Hrs	Qtr. Hrs	CEUs	Contact Hours
TOTALS				

COMPLETE TOTAL _____

(authorized LPDC signature)

(date)

**APPROVAL VERIFICATION FORM
FOR EDUCATORS LEAVING A LPDC
MIAMI EAST LOCAL SCHOOLS**

This verifies that the attached Individual Professional Development Plan was approved, and that

(Name of Educator)

(Social Security Number)

(Date)

has completed the following credits toward completion of the plan since the date above.

_____ College/University **Semester** Hours

_____ College/University **Quarter** Hours

_____ LPDC approved professional development activities (**CEUs**)

(Authorized signature of LPDC member)

(Date)

(Print name of authorized signature)

MIAMI EAST LOCAL SCHOOLS
MIAMI EAST LOCAL SCHOOL LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
3825 N. ST. RT. 589
CASSTOWN, OHIO 45312

LPDC Contact Person _____

LPDC Telephone Number _____

REQUEST TO APPEAL LPDC DECISION MIAMI EAST LOCAL SCHOOLS

Name _____

Date _____

(note: This form must be submitted to the LPDC chairperson within seven calendar days of receipt of notification of LPDC Denial.)

1. What are you appealing?

2. Briefly explain the reasons for your appeal.

*Your appeal will require your presence at the next regularly scheduled LPDC meeting.

*Refer to the Appeals Process (section IV: Part C) for further details.

Appeal heard on _____(date) Approved _____ Denied _____

Reviewed by LPDC members:

NOTICE OF CHANGE IN IPDP AMENDING THE IPDP MIAMI EAST LOCAL SCHOOLS

Educator's Name _____ Date _____
Educator's Position _____ Building _____

COMPONENTS OF THE PLAN TO BE CHANGED:

STATE REASONS FOR PROPOSED CHANGES:

Educator's Signature _____ Date _____

LPDC Use Only

Changes Approved _____ Date _____

Changes Denied _____

*Reasons for Denial

LPDC Committee Signatures

