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INTRODUCTION

The Willoughby-Eastlake City Schools' Local Professional Development Committee (LPDC) is part of the license renewal process as required by law and the Ohio Department of Education for each employee holding an Ohio license. Every educator employed by the Willoughby-Eastlake City Schools Board of Education who holds a license must have a current approved Individual Professional Development Plan (IPDP) on file.

Educators holding a Permanent Certificate have no further requirements for certification and have no need to convert to a license, or keep an IPDP on file.

1. Educators choosing to renew will follow the Ohio Department of Education requirements and will submit official documentation to the LPDC, in care of the Personnel Office, and through PDexpress.

Educators holding a license in the following areas will submit official documentation to the Personnel Office as in the past. Nothing is to be submitted to the LPDC.

Occupational Therapists

One-Year Vocational

OT Assistants

Physical Therapists

PT Assistants

School Audiologists

School Nurse

School Social Workers

Speech Language Pathologists

Substitutes Temporary

STANDARDS AND BYLAWS

Governance

The Willoughby-Eastlake City Schools' Local Professional Development Committee's (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement between the Willoughby-Eastlake Teachers Association (WETA) and the Willoughby-Eastlake City Schools' Board of Education (Board). Individual Professional Development Plans (IPDPs) submitted to the LPDC and approvals and/or denials, thereof, shall not override the negotiated agreement between WETA and the Board and/or district policy.

Purpose

The purpose of the LPDC is to review IPDPs submitted by the licensed staff and to review and approve coursework and other professional development activities for the purpose of certificate or a license renewal. It is also the the purpose of the LPDC to make sure the licensed staff meets the requirements for renewal under the Ohio Department of Education Guidelines.

Representation

The LPDC shall be composed of five (5) teacher members selected by WETA in accordance with its rules and procedures. The LPDC terms of office shall be three (3) years in length. The LPDC shall also include at least one (1) and no more than four (4) administrator(s) appointed by the Superintendent. All members shall be eligible for reappointment at the completion of their three (3) year term of service. Vacancies arising in LPDC memberships shall be filled by the entity or individual responsible for the appointment, e.g., a vacancy arising among the teacher members shall be filled by WETA in accordance with its procedures.

Schedule of Meetings

Regular meetings of the LPDC are scheduled monthly at minimum. It is the intention of the LPDC to meet the first Wednesday of every month at the Board Office. Meeting times and dates may be adjusted to coincide with members' schedules. Other meetings may be scheduled based on need.

All submissions must be turned in to the LPDC by the end of the school day the Friday prior to the monthly meeting in order to be considered for that month's agenda.

Quorum

A quorum shall consist of the majority of the membership (5 LPDC members). A majority vote of a quorum is required for the conduct of business. When dealing with situations involving teacher licensure, at least one more teacher than administrator shall be present. When dealing with situations involving administrator licensure, at least one administrator shall be present if there is a "No" vote on administrative documents. A majority can be created by recusing a member(s).

LPDC Officers

The officers consist of Chairperson(s) and Recorder and shall be elected by a majority vote of the membership of the LPDC for the term of one school year.

Chairperson(s) Responsibilities:

- Set the agenda
- Conduct the meetings
- Call for a vote
- Receive written appeals
- Communicate information to the LPDC members
- Serve as spokesperson for the LPDC committee
- Cancel and schedule additional meetings

Recorder Responsibilities:

- Keep a record of meetings
- Meeting records shall include the following: Attendance
- Voting and Action taken
- Distribution of published minutes
- Other tasks as may be assigned
- Will appoint one member of the committee to serve as chairperson in the absence of the LPDC Chairperson

It is the responsibility of all/any LPDC members to approve documents submitted through PDexpress, but only designated signees can process renewals submitted to the Ohio Department of Education.

Alterations and Changes

Alterations, as may from time to time be necessary, shall be submitted to the Board and WETA and shall not be effective until approved by the Board and WETA. Recommendations for changes in the “Standards and Bylaws” will be reviewed annually. The LPDC will deliberate and forward copies of proposed revisions to the WETA president and the district Superintendent. A majority vote of the LPDC will be required to authorize changes.

Ethics/Conflict of Interest

An LPDC member:

- may not vote on any decision pertinent to their own license
- will impartially and consistently apply the Standards and Bylaws
- will maintain confidentiality
- will communicate through the group or chairperson
- will maintain their own professional development in the foundation of teaching and learning in order to provide a basis for understanding IPDPs and applying the Standards and Bylaws.

Appeals

STEP 1 - INFORMAL –

In the event the LPDC does not approve an IPDP, the employee may appeal such denial in writing to the LPDC chairperson within twenty (20) calendar days of such denial.

Similarly, should the LPDC refuse to approve a request for CEU credit, the employee(s) may appeal said denial in writing to the LPDC chairperson within twenty (20) calendar days of such denial.

The LPDC and employee(s) shall meet in informal conference in an attempt to resolve the dispute.

STEP 2 - FORMAL –

If the LPDC, within thirty (30) calendar days of the chair's receipt of the appeal, does not reverse its decision, the employee(s) may initiate a formal appeal. This written appeal should be submitted to the three person Appeal Panel, c/o the LPDC. The Appeal Panel shall consist of one person chosen by the affected employee(s), one person chosen by the Superintendent, and a third person chosen by the President of WETA. All panel members must hold a current Ohio Department of Education certificate or license and must be currently employed by the Willoughby-Eastlake City Schools Board of Education.

The timeline and procedure for the STEP 2 FORMAL appeal is as follows:

The appeal will contain the name of the panel member chosen by the affected employee

The appeal will contain the supportive documentation to be reviewed by the panel prior to convening.

Upon receipt of the appeal, the LPDC Chairperson will notify the Superintendent and WETA President.

Within ten (10) calendar days of notification, the Superintendent and WETA President will choose their panel members.

The panel members will not be current LPDC members.

Convening of the panel by the LPDC Chairperson will take place within ten (10) calendar days and no sooner than five (5) calendar days of panel selection.

The affected employee(s) will be notified of the panel convening date at which time the employee may make supportive presentations to the panel.

The LPDC Chairperson will act as moderator and will not vote.

The panel vote will be based solely on the criteria set forth by the LPDC in its procedures for approving IPDPs, college or university coursework, CEU credit and *Other Activities*.

A 2/3 vote by the panel is needed to rescind the STEP 1 INFORMAL denial.

Any decision that results from the exhaustion of this appeals procedure shall be final and binding upon the parties.

NOTE: This appeal process is not in any way subject to the Grievance Procedure as found in the Negotiated Agreement between the Board and WETA. Regardless of the outcome of the appeal, the LPDC, the Board, and the Association shall be held harmless for any actions related to the appeal.

GENERAL GUIDELINES FOR LICENSE RENEWAL

STEP ONE:

Individual Professional Development Plan (IPDP)

It is a responsibility of the LPDC to review educators' Individual Professional Development Plans (IPDPs) and ensure that personal improvement goals align with district and/or school goals. The district goals to be used are listed in Board Policy and can be found in PDexpress under resources/documents/lpdc/strategic plan (Academic Improvement Plan)–Through the development of IPDPs, educators will have far greater flexibility in selecting types of professional growth activities that are responsive to the educator's needs. An IPDP identifies an educator's personal improvement goals for professional development. The IPDP development process enables educators to reflect upon their practice and to take responsibility for their learning. The process encourages educators to revise their IPDPs each renewal period.

Educators are responsible for keeping an LPDC approved IPDP on file through PDexpress for their current renewal period. There is a three (3) semester hour renewal penalty if semester hour work or CEUs are completed before the IPDP has been submitted and approved. Prior to June of 2021, a paper copy of the IPDP can be scanned and attached to the educator's renewal through PDexpress provided it is initialed by the LPDC. If a paper copy of the IPDP exists prior to June of 2021, but has not been initialed by the LPDC, the educator must submit an IPDP through PDexpress, scan and attach the old copy, and in the comments section, indicate the date the previous IPDP had been approved. (The LPDC can look this up if necessary)

NOTE:

New IPDPs can not be approved by the LPDC until the Ohio Department of Education issues the educator their new five (5) year license.

IPDP Evaluation Criteria

1. Are the personal improvement goals clearly stated?
2. Do the goals align with the district and/or school goals? (Strategic Plan Academic Improvement Goals)
3. Is the form typed and completed in a professional manner?
4. Is the form submitted through PDexpress? (or prior to June 2021, LPDC initialed paper copy attached to the renewal?)

STEP TWO:**Meeting the Requirements for Renewal**

In the course of an educator's five (5) year renewal period they need to acquire six (6) semester hours of credit from the issuance of their current license(s) until the expiration date, and after their IPDP has been approved by the LPDC. If work is completed before the IPDP is approved by the LPDC there is a three (3) semester hour penalty in order to renew.

There are three (3) ways to acquire this credit:

1. College/University Coursework (Semester Hours)
2. Workshops/Seminars (CEUs)
3. Other Activities (CEUs)

The LPDC will accept, approve and grant CEUs to educators. The actual "time on task" in the workshop/seminar/Other Activity will be converted to CEUs by the following formula:

1 hour of time on task = .1 CEU

10 hours of time on task = 1 CEU

3 CEUs = 1 semester hour equivalent

Coursework and workshops do not require LPDC pre-approval, However as of January of 2019, Other Activities will require pre-approval. Be advised that in all cases during License Renewal it is the educator's responsibility to ensure that coursework, workshops, and Other Activities relate to the educator's IPDP.

NOTE: The LPDC guidelines for semester hours and CEUs are not related to the negotiated agreement between the Board and WETA.

College/University Coursework (Semester Hours)

1. Any coursework completed through a college/university in the state of Ohio will be accepted
2. All coursework at a college/university outside of Ohio will need to have accreditation checked at <http://ope.ed.gov/accreditation/>, or approval from the LPDC.
3. Transcripts are official documentation of coursework completion
4. During License Renewal it is the educator's responsibility to ensure that coursework relates to the educator's IPDP.
5. All college/university transcripts are to be sent to the personnel office at the B.O.E.

Workshops/Seminars

1. All workshops/seminars provided by Willoughby/Eastlake and signed up for through PDexpress will be automatically approved. CEUs will be awarded upon completion of the training once the transcript is validated through PDexpress provided that training relates to the educator's IPDP. The educator does NOT need to submit an application for CEU credit for these workshops/seminars. (The PDexpress transcript will be attached to the PDexpress renewal by the educator when they are ready to renew their license.)
2. All workshops/seminars not registered for through PDexpress must be submitted for CEU approval upon completion. (No formal pre-approval necessary) The educator will fill out an application for CEU credit on PDexpress and attach the certificate (documentation) of completion to the application. Documentation is an official certificate from the provider indicating completion and 'time on task hours'.

During License Renewal it is the educator's responsibility to ensure that workshops/seminars relate to the educator's IPDP.

Other Activities

One of the critical tasks of the LPDC is to determine what professional development Other Activities will be accepted for renewal of a license. These activities are separate from college coursework, workshops, and seminars. Such activities must relate to the educator's IPDP, and align with the district and/or school goals.

All educators are encouraged to anticipate that the end result should be another Activity that is in addition to their occupational responsibilities, enhances the educator's skills and knowledge, improves the school district, and ultimately helps students to achieve. Beginning in January of 2019 Other Activities must be pre-approved by the LPDC one month in advance of submitting the Other Activity and log for CEU credit so that any questions about their legitimacy can be answered before CEUs are awarded by the LPDC.

The Other Activity pre-approval form will be submitted through PDexpress and will require the educator to list the strategic goals it matches from their IPDP as well as contain a rationale for how the activity meets one (or more) of the accepted Other Activity categories. (Listed Below) The educator will also need to list the approximate number of CEUs requested for the Other Activity.

Educators should be aware that the LPDC has identified **NINE** as the maximum number of CEUs that may be requested for each Other Activities category during the license renewal period. The intent of the LPDC is to insure that the educator is maximizing the learning opportunities available to him/her.

Listing of Other Activities Categories

The following list of activities provides a range of potentially acceptable alternatives to semester hours or workshops for meeting professional development expectations.

Business/Industry Partnerships - Creating opportunities to partner with business and industry to improve the resources and knowledge base to insure that students and schools are all they can be.

Community Service and/or Development - Opportunities to become involved in the improvement of the school community that demonstrably improves the environment for learning within the district.

Course of Study & Curriculum Revision Projects - Internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement, etc.

Data Acquisition and Application - To apply existing and created data to analyze and improve the effective performance of the educator and the success of student and district goals.

Grant Writing – Individuals or groups who write grant proposals will be awarded licensure credit based on the amount of time and effort required. Credit will not be dependent upon success in being awarded funding.

Mentoring - Either as a part of the Entry Year Program, as a supervisor of student teachers, or by choice or assignment to aid a colleague or special project as an advisor.

National Board Certification - The educator's study and research to lead toward certification by the National Board of Teacher Certification.

Peer Classroom Observations – Participation in observation/assessment model, includes pre-observation, informal analysis of data, post observation conference, and sometimes and informal analysis of the observation.

Presentation - Opportunities to present to various publics which in itself creates learning growth for the educator and acquisition of skills which improve teaching and learning within the classroom, building, and district.

Professional Associations - Steering committees, task committees, related research and activities, etc., if the educator can verify new skills and knowledge that will benefit his/her classroom, students, building, district, etc.

Program Creation - Innovative creation of new programs, activities, etc., that is shown to benefit the educator's assignment, students, building, district.

Published Research - Opportunities for the educator to not only learn from the research and creation, but to communicate this growth and development to others.

Research-based Project – Teaching area research, opportunities to connect educational research to real improvement.

Technology Applications and Projects - Within the classroom and district, effective management issues, etc.

Other – The LPDC recognizes that there may be additional educational opportunities for Other Activities not covered by the categories above. The educator may still pursue the opportunity for CEU credit for these provided they submit the pre-approval form, list "Other," and provide a rationale for why the activity is appropriate and matches the strategic goals listed on their IPDP.

If an educator disagrees with the decision of the LPDC on their proposed Other Activity they may follow the appeals process as detailed above.

NOTE: During the certificate or license renewal period the “Other” category may be used more than once.

Upon completion of the Other Activity, the educator must fill out and submit an application for CEU credit through PDexpress and attach a completed Other Activities Log. (Blank logs can be found in PDexpress under resources/documents/lpdc/other activities log) The log will ask for dates that the Other Activity was performed, and a general list of activities/duties required to complete the task. At the bottom of the log the educator will total the number of hours it took to complete the activity. This total may be different from the total indicated on the pre-approval form.

Other Activity hours convert to CEUs using the same formula as seminars/workshops.

NOTES:

Pre-approval is required one month before the Other Activity Application for CEU credit and log can be accepted.

Pre-approval is suggested to ensure CEUs will be awarded, but does NOT have to be completed BEFORE the Other Activity itself is completed.

The LPDC will approve more CEUs than was originally requested in the Pre-approval form provided it is justified by the completed Other Activity log.

Activities must be fully completed and logged before the LPDC can assign CEUs for the activity.

STEP THREE:

Renewal

There are two parts to the renewal process as the current license expires. One part is through the Ohio Department of Education. The directions for this part of the renewal will be sent from the W/E personnel office during the final year of the five (5) year licensure period.

The other part of the renewal process is processed by the LPDC. After November 1st of the final year of the licensure period the educator needs to submit a renewal form through PDexpress. Attached to this renewal through PDexpress should be any applicable paper forms initialed by the LPDC prior to 2017. (IPDP or approved CEUs). All other documentation will have been approved through PDexpress (IPDP, CEUs), or sent to the personnel office at the B.O.E. (Semester hours) The LPDC has access to these documents, but it is the responsibility of the educator to make sure they have the required hours in order to renew by their expiration date.

It does not matter which of the two renewals the educator completes first, but the LPDC will not process the PDexpress renewal until the renewal from the Ohio Department of Education is completed.

IPDP RECIPROCITY

LPDCs make a collegial effort to support and maintain a quality teaching force. This includes school districts working together to ensure that an educator is not penalized by the system. When an educator changes employment between districts:

1. Upon employment in the Willoughby-Eastlake City School District:

- A. The educator will verify IPDP approval by the LPDC in the previous school district (including coursework, CEUs, and *Other Activities* that have been completed and accepted).

The Willoughby-Eastlake LPDC will honor this work.

- B. The educator will need to complete an IPDP under the procedures of the Willoughby-Eastlake LPDC for approval of any remaining work needed for license renewal.

Submit documents to the LPDC in care of Personnel

2. Upon leaving employment in the Willoughby-Eastlake City School District:

- A. The educator will submit the IPDP Verification Form for Educators Leaving the District to the LPDC. (Form in PDexpress)

LPDC RENEWAL CHEAT SHEET

This renewal is to be done in conjunction with the requirements from the Ohio Department of Education.

1. Do I have an IPDP submitted through PDexpress? (A PDexpress IPDP is only unnecessary IF the educator submitted one prior to 2017, and they have the LPDC initialed copy that they can attach to their renewal)

If “YES” proceed to #2. If “NO” submit an IPDP through PDexpress.

2. Do I have the required hours to renew? (Six semester hours or CEU equivalent is necessary after current license was issued and after IPDP was approved by the LPDC)

If “YES” proceed to #3. If “NO” complete and submit required hours for renewal.

3. Did I complete BOTH the LPDC renewal and the Ohio Department of Education renewal?

IF “YES” the LPDC will process your renewal and you will receive a notification from the Ohio Department of Education that your license has been renewed. IF “NO” please complete either or both of the necessary renewals. Once these renewals are completed they sit in a que for the LPDC until the other half is also completed.

If you need further clarification for any of the steps listed above please refer to the LPDC handbook and/or contact an LPDC member for assistance.

LPDC

Chuck Murphy

Michael Bonick (Co-Chair) (Joined 2004)

Mike Stenger (Co-Chair) (Joined 2013)

Stephanie Greig (Recorder) (Joined 2008)

Karen McFee (Joined 2017)

Laurie Hughey (Joined 2017)