

# **Carlisle Local Schools LPDC**

**2011-2012**

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## Introduction for District Educators

Senate Bill 230, approved by the Ohio Legislature and the State Board of Education in 1996, becomes effective for Ohio Educators on January 1, 1998 (for students entering university programs leading to licensure) and September 1, 1998, (for other applicable rules).

Your district LPDC is also learning about certification rules, provisions of Senate Bill 230, and their duties as members of your licensing committee. Please give your colleagues your support.

The provisions of Senate Bill 230 are available to you through the LPDC. In outline form, the new rules will:

- Eliminate “certificates” and replace them with “licenses”.
- Current permanent certificates will remain for an educator’s career; no new permanent licenses will be issued after September 1, 2003.
- Licenses issued will either be “provisional” (for entry year educators, who must pass a performance assessment to advance), or “professional” (the only license granted under the new rules, which lasts for 5 years, and is renewed with the appropriate professional development throughout an educator’s career.

When making the transition to the 5-year license, educators must meet the requirements in the new *Teacher Education and Licensure Standards*. That is, they must complete an Individual Professional Development Plan, have the plan approved by the Local Professional Development Committee, and meet the professional development requirements listed below:

- Six semester hours of college course work, or 18 CEUs/PDUs
- Course work and CEUs/PDUs, with one semester hour equaling three CEUs/PDUs
- Course work and professional development requirements may not be reduced by the number of years of work experience.
- Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to CEUs/PDUs

### **Transition Dates and Deadlines**

The holder of a permanent certificate does not need to renew.

\*Professional development plans must be linked to an educator’s area of certification/licensure, the needs of students, and/or the goals of the school district are required.

\*A Local Professional Development Committee (LPDC), comprised of a majority of classroom teachers and operating under provisions mandated by law is required to review and approve Individual Professional Development Plan (IPDP) submitted by an educator that identifies his/her professional development goals.

\*That LPDC will likewise review and must approve course work and state and locally issued contact hours that an educator wishes to use towards certification or license renewal.

\*Only renewals of existing certificates or license go through your local LPDC process. Certificated upgrades, new certificates and licenses, and temporary and educational aide certificates still go directly to the Department of Education.

### **Responsibilities of the Educator**

Educators who are working under professional (8-year) certificates or professional (5-year) licenses are responsible for meeting the requirements for renewal of those certificates of licenses.

Local Professional Development Committees will develop procedures for reviewing professional development. However, each educator will have the opportunity and responsibility to (1) develop and implement his or her Individual Professional Plan, (2) document his/her professional development and maintain a record of such work, and (3) follow renewal procedures and timelines. Such an opportunity allows the individual educator to take responsibility for his or her own growth by creating a plan and engaging in relevant professional development.

**Educators wishing to renew an 8-year certificate after September 2, 2006, must  
AND**

**Educators wishing to convert to or renew a 5-year license must:**

- Complete an Individual Professional Development Plan (IPDP) and obtain approval for the plan from the LPDC.
- Work with the LPDC for approval of contact hours and equivalent activities.
- Work through the LPDC for verification that the requirements in the 1998 Standards have been met.
- Submit the application and check to LPDC

The requirements for renewing the certificates and licenses mentioned above are explained more fully in Part 4, "Requirements for Renewing Certificates and Transitioning to Licenses."  
(Resource Guide Books available online at ODE)

As educators transfer to the new teaching license, they will become subject to the 1998 *Teacher Education and Licensure Standards*. Under the new licensure standards, educators must:

- Develop an Individual Professional Development Plan.
- Base the IPDP on the needs of the district, the school, the educator, and the students.
- Submit the IPDP to the LPDC for the approval **prior** to completion of the plan's activities.
- Maintain their own records and document that the activities within the IPDP have been completed.

**Carlisle Local Schools  
Local Professional Development Committee  
SUMMARY OF SENATE BILL 230**

Senate Bill 230 requires school districts and chartered non-public schools to establish Local Professional Development Committees. The committees will determine whether course work completed by educators meets the requirements for renewal of certificates and licenses. (The standards adopted pursuant to these rules specify that the committee shall also review other continuing education activities in addition to course work.)

The bill provides two sets of instructions—one for districts with collective bargaining units (outlined below), and for districts with no such units.

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**FOR DISTRICTS WITH COLLECTIVE BARGAINING UNITS**

**Professional Development Committee**

\*shall be established in accordance with any collective bargaining agreement in effect in the district that includes provisions for such committees.

If the collective bargaining agreement does not specify a different method for the selection of teacher members of the committees, **the exclusive representative of the district’s teachers.**

\*shall select the teacher members

If the collective bargaining agreement does not specify a different structure for the committees, **the board of education** of the school district.

\*shall establish

- (a) the structure, including the number of committees and the number of teacher and administrative members on each committee;
- (b) the specific administrative members to be part of each committee;
- (c) whether the scope of the committees will be district level, building level, or by type of grade or age levels for which educator licenses are designated;
- (d) the lengths of terms for members;
- (e) the manner of filling vacancies on the committees; and
- (f) the frequency, time, and place of meetings.

However, in all cases there

- (a) shall be a majority of teacher members on any Professional Development Committee,
- (b) shall be at least five total member on any Professional Development Committee, and
- (c) the exclusive representative shall designate replacement members in the case of vacancies among teacher members, unless the collective bargaining agreement specifies a different method of selecting such replacements.

### **SUMMARY OF HOUSE BILL 770**

House Bill 770 specifies that at the request of an administrator, and LPDC must cause an administrator majority for the purpose of discussing or voting on the administrator's course work. The administrator majority is to be obtained by reducing the number of teacher members on the LPDC. No new administrative members will be added to the LPDC to cause the administrative majority. If ALL the members of an LPDC are happy operating under a teacher majority for all business (including voting on an administrator's course work plan) the LPDC can continue to operate in that manner. An administrator must request an administrator majority when voting on an administrator's course work plan for the administrator majority to be implemented. (This is the same language included in HB 477.)

# **Carlisle Local Schools**

## **Mission Statement**

In partnership with the family and community, the Carlisle Local School District mission is to prepare all students for a successful future by providing quality educational experiences in a positive and innovative learning environment.

Carlisle Local School District  
Local Professional Development Committee Plan  
Standards and Procedures for  
Professional Development

I. Governance

All policies, procedures, modifications and governance shall not supersede Carlisle Board of Education Policy or the negotiated agreement with the Board and the Carlisle Teachers Association.

II. Purpose

The Carlisle Local Professional Development Committee's purpose is to provide a process for educators to create an Individual Professional Development Plan, which will facilitate professional development, which will effectively meet state certification/licensure requirements.

III. Eligible Teachers and Administrators

Teachers and administrators eligible to participate in the LPDC processes are those, after September 1, 1998, who do not possess a permanent certificate by September 1, 1998. All eligible educators shall submit, in a timely manner, a plan for LPDC approval, which will culminate in their being eligible to renew their certificate or license.

IV. Committee Composition and Selection Procedures

- A. The committee shall be comprised of three teachers selected by the Carlisle Teachers Association and two administrators appointed by the superintendent.
- B. A substitute list of selected teachers and administrators shall be established in order to fill vacancies due to unforeseen circumstances. Vacancies on the substitute list shall be filled as needed.
- C. Teachers and administrators shall be selected for a three-year term. If vacancies arise on the same cycle due to retirement or transfers, the LPDC may allow for a teacher or administrator to serve a shorter (2-year) or longer (4-year) term. This will ensure that the LPDC committee does not have all new members. Subsequent selections shall be three-year terms thereafter.
- D. For the purpose of elementary and secondary differentiation, the divisions shall be grades K-6 and 7-12. The majority of time a teacher is assigned in each division shall determine whether the teacher is considered elementary or secondary.
- E. Any teacher selected shall be permitted to complete his/her term despite a transfer to another division within the school system.

- F. Selections for teachers and administrators shall be expedited by May 31 of the appropriate year. New terms begin on August 1 of each school year and end on July 31.

V. LPDC Responsibilities

A. Chairperson

1. Elected by the LPDC members
2. Chairs LPDC meetings
3. Prepares the agenda
4. Signs off on all approved plans
5. Maintains minutes of action taken by LPDC; keeps all records on file
6. Assigns and maintains an identification list by numbers
7. Notify the county office of completed plans/prepares completed plans

B. Vice-Chairperson

1. Elected by LPDC members
2. Fulfills all duties of absent chairperson when need presents itself

C. LPDC Committee

1. Notifies applicants of approval/resubmission/denial status of individual professional development plans and/or proposals
2. Collects and distributes plans/applications

VI. Committee Procedures

A. Meetings and Processes

1. A meeting schedule shall be established for the entire school year at the August meeting. Officers shall be elected at the August meeting. Special meetings may be called by the chairperson. Meetings in June, July, and December may be called on an as-needed basis.
2. A quorum shall be considered as at least two teachers and one administrator.
3. At least three members shall agree to approve, table, or deny a given proposal.
4. The LPDC shall keep confidential all records, reviews, evaluations, and discussions of Individual Professional Development Plans and Activity Proposals. No documents submitted by teachers or administrators for LPDC consideration shall be published or made public without the written permission of the teacher or administrator.
5. Submitted proposals shall be responded to in a timely manner, usually within a 45-day period after proposals are submitted to the LPDC for its consideration.
6. When an LPDC member is up for license renewal, he/she shall be removed from participation in his/her approval process.

## B. Appeals Processes

1. The LPDC or educator may request via the LPDC committee that the educator appear in person to discuss the proposal and appeal in question for reconsideration.
2. If the reconsideration is denied and the educator wishes to pursue the issue without altering his/her proposal, the educator may appeal to a three person Mediation Team, composed of one LPDC choice (certified), one certified district staff member of the educator's choice, and a Warren County Educational Service Center Curriculum Consultant, whose decision shall be final and binding.
3. It is recommended that teacher members of the Mediation Team hold permanent certificates.
4. The LPDC shall expedite written notification to the educator of its reconsideration decision within five work days of its meeting. Notification will be delivered to the educator in the appropriate building.

## VII. Amendments to LPDC Structures and Procedures

- A. The LPDC may amend established procedures and structures by a majority vote of the entire LPDC Board.
- B. Any LPDC amendment may be recommended by any certificated or licensed employee who would submit the idea to the LPDC Committee for discussion at the next LPDC Committee meeting.

## VIII. Individual Professional Development Plan

- A. It is the responsibility of the individual seeking recertification/relicensure to take the initiative (by January of the calendar year preceding the expiration of his/her certificate/license) in a timely manner regarding renewal procedures and to complete the proposal on the appropriate form.
- B. The IPDP content should be related to the area of licensure, classroom teaching, related education fields, or professional endeavors to which he/she aspires and be linked to district and/or building goals.
- C. Categories of accepted professional development activities are college courses; educational meetings, workshops, seminars, conferences; other related activities such as school committee work, original research and projects.
- D. The general "rule of thumb" for licensure renewal is the completion of 6 semester hours, 9 quarter hours, 180 contact hours, or a combination of those.

E. IPDP Processes

1. Educator receives IPDP online or through LPDC Committee.
2. Educator completes and submits IPDP proposal utilizing SMART goals to LPDC Committee.
3. LPDC meets to act on proposals; LPDC chairperson notifies educator in writing as to status or proposal: approval, tabled, denied or request for amendments to educator by LPDC with directive for resubmission opportunity.
4. Educator, upon completion of approved IPDP, submits appropriate forms to LPDC with required documentation attached.
5. Educator submits Form B (College Course/Professional Activity Proposal) to LPDC **PRIOR** to date of course or activity. Summer courses or activities must be submitted to LPDC at the May meeting.
6. Educator submits Form C (College Course/Professional Activity Assessment) to LPDC after completion of course or activity. Form C must be completed within school calendar year of activity. Summer courses or activity must be submitted the following school year by October.
7. LPDC responds in writing to educator regarding satisfactory completion of IPDP.
8. Educator takes initiative to apply for appropriate certificate/license based upon written approval of completed requirements for same from LPDC.
9. New hires to Carlisle Schools shall submit previously approved plans from another district for completion. This plan is accepted as “work in progress”.
10. LPDC will formally contact the county office that the educator’s IPDP was successfully completed.

\*Approval or course work, CEU workshops or other related activities must coincide with current contract language for tuition reimbursement.

F. IPDP Criteria: The following will be considered when evaluating your IPDP:

1. Does it align to the Standards for Ohio Educators?
2. Is it related to your position at Carlisle Local Schools?
3. Does it impact student performance?
4. Does it relate to district and/or building continuous improvement plan goals?

IX. University Credit Towards Renewal

- A. Coursework must be from an approved, accredited university or college, must be graduate level courses.
- B. Transcript copies or other proof of completion must be provided as documentation by the educator as a part of the completion of IPDP processes.

X. Credit for Equivalent Activities

- A. Credit for equivalent professional activities shall be determined by the Carlisle LPDC.

XI. Amendments to Original IPDP Proposals

- A. Amendments to an educator's original proposal may be submitted for LPDC approval at any time in the process;
- B. Amendments must be officially approved by the LPDC prior to implementation of the amended plan;

XII. Decision-Making Procedures/Board Composition

- A. The LPDC shall have a quorum to expedite official decisions.
- B. A simple plurality vote is required to expedite official action by the LPDC Board.
- C. The CTA may select a teacher to substitute for an absent teacher and the superintendent an administrator to substitute for an absent administrator if a given LPDC member anticipates being absent for more than two consecutive meetings of the LPDC per semester.
- D. An LPDC Board vacancy shall be filled by designation of CTA in the case of a teacher vacancy or by designation of the superintendent in the case of an administrator vacancy.
- E. Request for decisions by educators, amendment requests, proposal decisions, and other official Board action shall be expedited in writing.

XIII. LPDC Reflection and Revision

- A. To ensure the effectiveness of the LPDC committee, a survey will be sent to staff every year in April. The results of the survey will be discussed by the LPDC committee and changes will be implemented based on that information.

XIV. Retiring Staff Members

- A. LPDC will renew retiring members' licenses if all paperwork is completed,

submitted and approved by the LPDC Committee before the retirement date and the staff member is on Carlisle Local Schools substitute list.

## Coursework Conversion Chart

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>Contact Hours</u>
$\frac{1}{3}$	$\frac{1}{2}$	10
$\frac{2}{3}$	1	20
1	1.5	30
$1\frac{1}{3}$	2	40
$1\frac{2}{3}$	2.5	50
2	3	60
$2\frac{1}{3}$	3.5	70
$2\frac{2}{3}$	4	80
3	4.5	90
$3\frac{1}{3}$	5	100
$3\frac{2}{3}$	5.5	110
4	6	120
$4\frac{1}{3}$	6.5	130
$4\frac{2}{3}$	7	140
5	7.5	150
$5\frac{1}{3}$	8	160
$5\frac{2}{3}$	8.5	170

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6	9	180
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**CARLISLE LOCAL SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**PROFESSIONAL DEVELOPMENT UNIT OPTIONS**

\*NOTE: The following options are to be used as guidelines and are not intended to limit individuals Professional Development Plans.  
Option Any CEU/PDU Credits may be extended with documentation and LPDC approval.

<b>OPTION</b>	<b>CEU/PDU VALUE</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
College Course Work	1 semester hour = 3 contact hours 3 quarter hrs./2 semester hrs. = 60 contact hrs. 2 quarter hrs. = 40 contact hours 1 quarter hr. = 20 contact hours	Official transcripts or official grade slips	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Course work must be in education or in a content area directly related to the individual's teaching assignment or area pertaining to students.
Professional Conference/ Workshop/Institute/Academy, or Inservice Credit	1 clock hour in workshop = 1 contact hour	Activity Documentation Voucher	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.
National Board of Professional Teaching Standards Certification	90 contact hours per certificate completing process but not receiving the NBPTS  180 contact hours per year completing and earning NBPT Certificate	Valid copy of the National Certificate or Activity Documentation Voucher for candidate not completing certificate.	Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
Mentoring or Mentoree	Full Year – 60 contact hours ½ Year – 30 contact hours 9 weeks – 15 contact hours	Activity Documentation Voucher	Must be mentoring of teacher, administrator, or specialist by the EYP (Entry Year Program)
Cooperating Teacher	30 contact hours per semester or 15 contact hours per quarter license	Activity Documentation Voucher Successful completion of contract.	Must be supervisor of undergraduate or graduate student, undergraduate intern, or student teacher.

<b>OPTION</b>	<b>CEU/PDU VALUE</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Teaching a College Course	30 contact hours per semester course 15 contact hours per quarter course MAX 30 contact hours per year	Activity Documentation Voucher	May be used for the <u>first</u> time teaching the course each license/certificate cycle.
Teaching an Adult or Vocational or Technical	30 contact hours per semester course 15 contact hours per quarter course	Activity Documentation Voucher	May be used for the <u>first</u> time teaching the course each license/certificate cycle.
Peer Coaching	40 contact hours per cycle 1 Session = 4 contact hours	Reflective journal of observations and action plans. Statement of authorization from a supervisor and summaries of discussion.	Each session must include pre-observation discussion, observation, and follow-up discussion.
Grant Writing	60 contact hours per license cycle 1 clock hour = 1 contact hour	Activity Documentation Voucher	CEU/PDU not dependent on awarding of grant. Documented clock hours in planning and preparing.
Overnight Field Trips for Students	Maximum of 60 contact hours – 1 <sup>st</sup> year Maximum of 30 contact hours for subsequent trips	Activity Documentation Voucher	Must be related directly to the teacher's curriculum. Field trips for extra-curricular activities are not included. Documented clock hours in planning and preparing for field trip. (Classroom instruction is not to be included in the documented clock hours.)
Self-Directed Educational Developments, Professional Reading, Research, Educational Travel	30 contact hours per license cycle (Limit of 10 contact hrs. per individual activity) 1 clock hour = 1 contact hour	Activity Documentation Voucher	Must enhance individual's work in the profession or contribute to teacher's area of specialization.
Related Work Experience or Externship	120 contact hours per license cycle 1 clock hour = 0.1 CEU/PDU	Activity Documentation Voucher	Must enhance individual's work in the profession or contribute to teacher's area of specialization. (Excludes: paid tutoring, school tutoring through grant money or programs)

<b>OPTION</b>	<b>CEU/PDU VALUE</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Peer Observation	Maximum 10 contact hours	Activity Documentation Voucher	Must include a statement of authorization from a supervisor along with summarization of pre-conference, and post-conference.
Publication of Original Work	1 clock hour = 1 contact hour for book or article in a professional journal or magazine. Maximum 20 contact hours	Copy of publication or document and Activity Documentation Voucher	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or professional journal.
Teaching Portfolio	20 contact hours	Completed Portfolio	Must satisfy the LPDC's standards for teaching portfolios. Must be completed within the license/certificate cycle.
Professional Presentation	Maximum 30 contact hours – 1 <sup>st</sup> time presentation given	Activity Documentation Voucher	Applies to first presentation for each license/certificate cycle. Must document clock hours in planning and preparation
Educational Project which applies educational skills and knowledge toward <u>teaching profession</u>	Maximum 30 contact hours	Activity Documentation Voucher: A copy of the final product or report of the project.	Project must have prior approval and final approval after completion and verification by LPDC.
Professional Committees	Maximum 30 contact hours per license cycle	Activity Documentation Voucher	Must be service on formal committee organized by local, state, national, or international agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Document clock hours of committee work.
Tutoring MUST BE: Non-paid and outside of school hours	Maximum 30 contact hours per license cycle	Activity Documentation Voucher signed by administrator	Must submit documentation of all dates, time spent tutoring, subject area tutored, and student names with supervisor signature

## GLOSSARY

**Approved Institution:** A college or university, which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

**Certificate:** A document issued by the State Board of Education to an individual who is deemed to be qualified, under the *1987 Teacher Education and Certification Standard*, to teach or practice in Ohio schools.

**Contact Hours:** The direct clock hours spent engaged in a professional development activity.

**Equivalent Activity:** Professional development activities that go beyond traditional workshops and course work to job-related activities.

**IPDP:** An individual plan that defines and directs an educator's professional development and which links the professional development to the needs of the district, the school, the students, and the educator.

**Issuing Agency:** For purposes of certification and licensure, the Ohio Department of Education serves on behalf of the State Board of Education as the agency responsible for issuing licenses and certificates.

**LPDC:** Committees established by local school districts and nonpublic chartered schools to oversee and review professional development plans, course work, continuing education units, and equivalent activities for the purpose of renewal of certificates and licenses.

**License:** A document issued by the State Board of Education to an individual who is deemed to be qualified, under the *1998 Teacher Education Licensure Standards*, to teach or practice in Ohio schools.

**Permanent Certificate:** A certificate that is good for the tenure of an educator's career and does not require further work for certification nor conversion to a license.

**Professional Development Portfolio:** A collection/documentation of an individual's professional development activities.

**Reciprocity:** A policy, which acknowledges and accepts credentials awarded by another authority.

**Teaching Portfolio:** Organized, compiled sampling of teaching activities.