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# Local Professional Development Committee

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HANDBOOK FOR LICENSURE &  
CERTIFICATE RENEWAL

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Westlake City School District 2018-2019

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## WESTLAKE CITY SCHOOL DISTRICT LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

### **Aims and Purposes:**

The purpose of the Westlake City School District Local Professional Development Committee is to review educators' Individual Professional Development Plans and to ensure that the identified goals are relevant to the needs of the district, school, and students. These goal assessments are based on the district's Continuous Improvement Plan. In the discharge of its duties, the committee:

- a. establishes criteria for professional development standards.
- b. promotes alignment of Individual Professional Development Plans with individual, student, building and district needs and goals.
- c. guides the development of Individual Professional Development Plans.
- d. reviews coursework and other professional activities completed by educators for renewal of licenses or transition from certification to licensure.
- e. supports the inquiry into and the study of teaching and learning.

### **Individual Professional Development Plan:**

An Individual Professional Development Plan (IPDP) is an educator's plan that defines and directs an educator's professional development. The IPDP links professional development to district, school, and individual goals. **The initial plan is due within the first year of a newly issued license.**

The IPDP developmental process enables educators to reflect upon their performance and to take responsibility for their own continued professional development. When designing an IPDP, an educator should consider the following:

- Do activities have a focus of improved classroom practice and improved student achievement?
- Are the goals measurable?
- Do the activities chosen to achieve each goal relate to professional licensure areas being renewed or pursued?
- Do the activities reflect new learning and increased personal responsibilities for professional growth?
- Do the activities build a solid foundation of knowledge and skills for growth and movement within the profession?

**The Individual Professional Development Plan process is not for a pay raise.**

## **OUR VISION & MISSION**

### **Vision Statement**

The Westlake City School District will provide a dynamic, student-centered, positive learning environment. Our district will be characterized by actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.

### **Mission Statement**

#### **WE EDUCATE FOR EXCELLENCE...**

Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

## CHECKLIST FOR TRANSITIONING TO A FIVE YEAR LICENSE OR LICENSE RENEWAL

- Immediately work on setting goals and writing IPDP. This plan should be written within one year of renewing a license.  
(Revisions of IPDP may be submitted once a year.)
- Submit IPDP to the LPDC for approval.\*
- When IPDP has been approved, submit pre-approval forms\* for activities, workshops, and graduate coursework relevant to goals identified on the IPDP.
- Begin work on pre-approved IPDP activities and save verification of completed activities.  
(Educators are responsible for keeping a copy of their own professional development plans and maintaining documentation that the activities outlined in the plan have been completed.)
- Upon completion of pre-approved activity, workshop, or graduate course, submit an appropriate post-approval form\* to the Human Resources Office.
- When 6 semester hours or 180 contact hours are completed and all post-approvals have been submitted, you are eligible to apply for licensure.
- Complete BCI/FBI background check through the Human Resources Office
- Complete licensure application and payment via your SAFE account on the Ohio Department of Education website.
- Receive license and begin cycle again.

\*All forms mentioned above are available on [www.wlake.org](http://www.wlake.org), click Human Resources, click LPDC.

# INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN GOAL CHOICES

(From the District Continuous Improvement Plan)

**Purpose:** Your Individual Professional Development Plan is designed to align with building and district goals.

## CHOOSE TWO GOALS FROM THE FOLLOWING LIST OF CIP GOALS:

**GOAL 1:** Exceptional Achievement at Local, State, National and International Levels

**GOAL 2:** Exceptional Progress by All Students

**GOAL 3:** Exceptional Learning Experiences that Complement the Traditional Classroom - Service and Experiential Learning

**GOAL 4:** Seamless and Sustainable Integration of Technology to Maximize Learning

**GOAL 5:** Promote An All-Inclusive Environment

## **IPDP GOALS: SAMPLE OF OUTCOME, ACTIVITIES, AND EVALUATION**

### **OUTCOME**

When writing your outcome, you should identify a specific classroom practice that will lead to attainment of your goal; these are to be observable & measurable:

*Ex. Two lessons per week will involve technology-based approaches*

### **ACTIVITIES**

When identifying activities, specify professional growth options in which you will participate in order to obtain the expertise necessary to reach identified outcomes. Include project timeline (expected completion date):

*Ex: Graduate school course work and summer technology workshops focused on integrating technology into the classroom by August, 20xx.*

### **EVALUATION**

When you are formulating an evaluation, identify the procedures to be used to demonstrate that you have successfully achieved your goal:

*Ex. Weekly lesson plans will reflect implementation of two tech-integrated activities per week.*

# PROFESSIONAL GROWTH OPTIONS

## **Option 1: 6 Semester Hours**

### Requirements:

- Coursework for semester hours must meet Westlake City Schools' standards and guidelines for Professional Development.
- Coursework must directly correlate with the approved IPDP.
- Coursework must be taken at an accredited college or university.

## **Option 2: 18 CEUs**

### Requirements:

- CEU Activities must meet the Westlake City Schools' standards and guidelines for Professional Development.
- CEU Activities must directly correlate with the approved IPDP.
- CEU Activities must have been endorsed by the LPDC.

## **Option 3: Alternate Activities**

### Requirements:

- Alternate Activities must meet the Westlake City Schools' standards and guidelines for Professional Development
- Alternate Activities must directly correlate with the approved IPDP.
- Individuals designing "other activities" must prepare a proposal outlining the planned activities and the number of CEU hours requested.
- Options for "Alternate Activities" are listed on the next page.

## **Option 4: Combination of the First Three Ways**

### Requirements:

- Requirements and verifications for type of activity included in a combination proposal must follow the previous descriptions.
- Every activity regardless of type, must directly correlate with the approved IPDP.
- The parts of the project must total to the equivalent of 18 CEUs.

## ALTERNATE ACTIVITY OPTIONS

Each activity selected as part of the IPDP must be submitted to the LPDC for pre-approval using the pre-approval forms. The committee will notify the educator in writing if the activity has been approved. As the alternate activities are approved and completed, they must be recorded on the PDU Alternate Activity Log. A copy of the log must be submitted to the LPDC with the final submission of the IPDP.

1. Mentoring
2. Curriculum Development
3. Grant Writing
4. Publication of Original Work
5. Research Project
6. Pursuit of National Board of Professional Teaching Standard Certification
7. Supervision of a Student Teacher
8. Innovative Unit Development
9. Presentations at Professional Conferences
10. Educational Travel
11. Professional Associations (officer, steering committee – membership alone does not qualify)
12. Other activities as approved by the LPDC



## ARTICLE 47 – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

1. Membership shall consist of five members. WTA shall select three teacher representatives. The superintendent will select one administrator, who shall be principal. The Human Resources Director shall be a standing member. At all times this LPDC shall have a majority of teachers. Each member will serve a staggered three (3) year term. Members will determine their length of service, one, two or three years. (THIS WILL AVOID ALL MEMBERS RESIGNING THE SAME YEAR). Terms shall run from July 1 to June 30. Replacements will be announced in the spring.
2. Membership shall meet on a monthly basis, except for the month of July, when there will be no meetings. A scheduled calendar indicating dates and times will be determined by the LPDC and posted at the beginning of the school year.
3. LPDC meetings will be held at the Westlake City Schools Board of Education offices, 27200 Hilliard Boulevard. Monetary compensation will be determined by the supplemental salary schedule. Staff substitution will take place to allow LPDC members to attend if necessary.
4. A chairperson shall be elected by the designated LPDC members. A secretary shall be elected in the same manner.
5. The committee will complete the LPDC review forms based on the decision of the entire committee. The original of the review form will be given to the applicant, and copies will be placed in the staff member's professional development file located within the staff member's personnel file.
6. An emergency meeting of the LPDC may be called by the chairperson with concurrence of a majority of the members.
7. Decisions of the group will be made by a majority vote. Decisions may be made only by a quorum of four or more members of the committee.
8. All necessary forms/communications for the LPDC shall be submitted to the Human Resources office at least 4 weeks prior to a scheduled LPDC meeting. Activities, workshops, or coursework for which pre-approval has **not** been obtained might **not** receive LPDC approval and therefore might **not** be applicable towards licensure.
9. All LPDC records will be kept in the Human Resources office. Such records will be available to current LPDC members or staff members by appointment during regular business hours. Records by the LPDC are subject to public records law.
10. Notification of personal development units earned will be signed by both the LPDC chairperson and secretary and given to the individual, after appropriate documentation is submitted. A copy will be sent to the Human Resources office for placement in the individual's LPDC file.
11. Items listed as part of an individual's evaluation for needed improvement may not be approved for personal development units by the LPDC.
12. A committee member shall excuse himself/herself from review/voting on his/her own professional development plan or activity proposals or in any other occasion of conflict of interest.
13. Staff members who disagree with a decision of the LPDC and wish to appeal should file the Appeal Form within ten school days after the LPDC's regular scheduled meeting. (See Appeals Process)

- A. Two (2) district-wide Local Professional Development Committees (LPDCs) will be established in accordance with Ohio Revised Code. The responsibilities of these committees shall include but not be limited to: (1) overseeing and approving individual professional development plans for certificate/license renewal and/or upgrade, (2) recommending in-service activities, (3) obtaining/developing programs that will satisfy the Ohio Department of Education requirements for Professional development Continuing Units (CEU's) and (4) working in conjunction with the Entry-Year Program. The LPDCs will be subject to any and all interim rules and regulations promulgated by the State of Ohio as well as any statutory changes.
- B. Adequate release time shall be granted to study requests, to research programs/in-service activities, and to obtain/develop programs for CEUs. If members of either LPDC determine to conduct some of their meetings/activities outside of the school year and/or school day, each member shall be compensated at the rate of .00062 of the B.A. base salary.
- C. Each district-wide LPDC shall be comprised of five (5) persons, three of whom shall be teachers who are selected by the Westlake Teachers Associations.
  - a. Each LPDC teacher member shall have a term of three (3) years.
  - b. One (1) teacher member will not participate in the review of individual professional development plans that affect administrative certificate renewal. An additional administrator will be added to the LPDC for the purpose of reviewing administrative proposals only.
  - c. If any vacancy occurs in any of the positions selected by the WTA, the Association shall be responsible for selecting the teachers to fill the vacancy.
  - d. The members of each LPDC will determine the frequency of the meetings, the dates and times of the meetings, and will be responsible for communicating their schedule to the teaching staff.
- D. The chairperson and LPDC decisions shall be determined by a majority vote of each LPDC.
- E. The first step of the appeals process is through the appropriate LPDC. Each LPDC shall also develop and maintain an independent appeals process, which shall be the second and final step of the appeals process.
- F. No decision of either LPDC or either LPDC's appeals process (any and all steps) is grievable.
- G. LPDC member shall be afforded the opportunity to attend training related to performance of their duties, subject to the Superintendent's approval, whose approval shall not be unreasonably withheld. Where such training occurs within the regular contracted day, paid release time shall be granted not subject to any professional leave restrictions other than the required professional leave request form. Such training may constitute an appropriate "equivalent" activity for each committee member on either LPDC.
- H. Secretarial services, certificate/license tracking services, and storage of information and files for each LPDC shall be provided for and/or paid for by the Board. The responsibility for keeping track of necessary requirements are that of the individual.
- I. Educational plans shall be submitted in writing to the LPDC for approval. Any questions of the appropriate LPDC shall be in writing to the individual. If there are further questions or concerns of each LPDC, the individual may be required to appear in person before the appropriate LPDC.

# APPEALS PROCESS

**If any Individual Professional Development Plan (IPDP), coursework, continuing education units, alternate activities, or renewal of certificate/license is not approved by the LPDC, the individual shall have the right to appeal within ten school days after the LPDC notification of non-approval.**

## **Level I Appeal**

1. Appellant completes the LPDC appeal form and submits completed form to LPDC.
2. Appellant receives notice that the appeal has been received and an agreed upon date and time will be scheduled for the LPDC and appellant to meet.
3. Appellant meets with the LPDC and presents information and supportive documentation.
4. Appellant receives response from the LPDC regarding decision in writing within five school days after the meeting.
5. Appellant accepts decision (appeal process ends) or rejects decision (Level II Appeal process begins).

## **Level II Appeal**

1. Appellant submits request for a Level II Appeal using the appropriate form **within 10 school days of the Level I Appeal decision.**
2. The alternate level LPDC, along with a certified/licensed educator chosen by appellant, will convene to hear the appeal and will render a decision.
3. Appellant will be notified of the decision in writing within 10 school days.