

Napoleon Area Schools LPDC Handbook



INTRODUCTION

In 1996, the General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDCs). Such committees were to be established in every school district and chartered non-public school by September 1998. The purpose of the committee is to review the coursework and other professional activities proposed and completed by educators within the district to determine if the requirements for renewal of licenses have been met.

Based on the Local Professional Development Committee's review, the Ohio Department of Education will continue to issue teaching licenses, and the licenses will be valid across the state.

The Napoleon Area City Schools LPDC has developed procedures for reviewing professional development. Each educator will have the responsibility to:

- 1) develop and implement a professional development plan,**
- 2) document the professional development and maintain a record of such work,**
and
- 3) follow renewal procedures and timelines.**

This directive asks **you** to take responsibility for **your own growth** by creating a plan and engaging in relevant professional development.

This document was written in response to Senate Bill 230. It is hoped that it will help you meet your individual needs as you accept the responsibility for your own professional development. These policies and procedures will serve as guidelines as you establish your goals for meaningful professional improvement.

Physical therapists, school social workers, audiologists, speech-language pathologists, school nurses, and occupational therapists are required to maintain licensure through another professional board in that area. In order to renew Department of Education licenses, these educators must maintain their other board license. By doing so, they meet all Department of Educational renewal requirements and therefore do not need to work through the LPDC.

LPDC members:

Debra Jones, Teacher, Napoleon Elementary School,
Wendy Nashu, Director of Student Services, Napoleon Elementary School,
Jennifer Kin, Teacher, Napoleon Elementary School
Kylie Speiser, Teacher, Napoleon Elementary School
Ryan Wilde, Principal, Napoleon Jr. /Sr. High School

**OHIO DEPARTMENT OF EDUCATION
VISION STATEMENT**

The State Board of Education’s vision is for all Ohio students to graduate from the PK-12 education system with the knowledge, skills and behaviors necessary to successfully continue their education and/or be workforce ready and successfully participate in the global economy as productive citizens. Ultimately, all students will graduate well prepared for success.

EDUCATOR STANDARDS BOARD

Mission

The Educator Standards Board collaboratively promotes educator quality, professionalism, and public accountability on behalf of the students and citizens of Ohio.

Vision

Student learning driven by quality educator development.

**NAPOLEON AREA CITY SCHOOL DISTRICT
MISSION STATEMENT**

*It is the mission of the Napoleon Area City Schools
to Lead, Learn and Live in Pursuit of Excellence.*

**Napoleon Area City Schools Local Professional Development Committee
(IRN 013837)
Standards and Guidelines
Governance**

1. The Napoleon Area City Schools LPDC will consist of three (3) teachers, each serving a three year term. The selection process will be administered by the Napoleon Faculty Association in accordance with NFA procedures (ORC 3319.22).
2. Two (2) administrators will be appointed by the Superintendent or his designee for three year terms.

The terms of the committee members will run July 1 to June 30. The elections of officers on the LPDC will take place annually.

Selection/Responsibilities

Chairperson: Elected by a majority of the LPDC.

Responsibilities: Conduct LPDC meetings and sign all LPDC documents.
Communicate information to members of the LPDC.
Represent the LPDC at meetings of other stakeholder organizations.
Fill vacancies on the LPDC in accordance with the NFA selection process.

Vice Chairperson: Elected by a majority of the LPDC.

Responsibilities: Carry out responsibilities of the Chairperson in their absence or upon request.

Recorder: Elected by a majority of the LPDC.

Responsibilities: Maintain minutes of action taken during LPDC meetings.
Liaison to the data-entry clerk (record keeper).

**Committee
Members (2):**

Responsibilities: Will be assigned responsibilities as needed.

All Committee members' responsibilities: Notify applicants of approval/resubmission status/denial of individual professional development plan and/or proposals for credit.

Committee Procedures

The LPDC will meet monthly. Annually, the LPDC will establish meeting dates and times. The meetings will be held in accordance with the established dates and times in the Board of Education Conference Room. The chairperson has the right to contact members for the purpose of canceling or rescheduling the meeting.

An emergency meeting of the LPDC may be called by the Chairperson with the agreement of a majority of the members. At least 4 of the 5 members must agree upon any proposal for it to be considered approved.

The LPDC shall keep confidential all reviews, evaluations, and discussions of the Professional Development Plan and/or course/activity proposals.

Minutes/records of actions shall be maintained by the LPDC recorder and are available by request.

Evaluation of proposals shall be approved by consensus.

All Professional Development documents shall be submitted five (5) work days prior to the established meeting date. All paperwork shall be sent to the attention of the LPDC in the Superintendent's Office.

Reviewed Professional Development documents are to be returned within ten (10) working days of the review.

Appeals

A written appeal form shall be submitted to the LPDC within twenty (20) work days of denial. All appeals will be reviewed at the next regularly scheduled LPDC meeting.

A person may attend the next regularly scheduled LPDC meeting to explain the written appeal. A written request for inclusion on the agenda should be given to the LPDC no later than five work days before the scheduled LPDC meeting.

Written notification of the appeal decision shall be provided within ten (10) work days or thirty (30) calendar days, whichever comes first.

If the appeal is denied, the applicant may request a binding decision rendered by a three person panel chosen as follows: one person selected by the applicant, one person chosen by the LPDC committee, and a third person will be mutually agreed upon by all parties. Members of this panel must hold a current Ohio Department of Education License.

Amendments

The LPDC may recommend revision of this document by a majority vote (4 out of 5 LPDC members). Any amendment shall be voted on by the Napoleon Area City Schools Board of Education and the Napoleon Faculty Association in accordance with law and established procedures. These amendments shall result in a Memorandum of Understanding. Such approved memorandum 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 Professional Development documents shall not negatively impact any individual who has already begun pursuit of a license.

Amendments may be suggested by any certificated 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. The LPDC committee has the sole right to pursue or reject any suggested amendment.

Policies: Submission of Coursework/Activity Proposals

IT IS YOUR RESPONSIBILITY AS A NAPOLEON AREA CITY SCHOOLS CERTIFICATED/ LICENSED EMPLOYEE TO MONITOR THE EXPIRATION DATE(S) OF YOUR CERTIFICATE(S)/LICENSE(S). DO NOT WAIT UNTIL THE LAST MINUTE TO BEGIN YOUR REQUIREMENTS FOR RENEWAL.

Individualized Professional Development Plan (IPDP)

Professional development included within an Individualized Professional Development Plan should reflect the needs of the community, district, building, classroom, and/or individual. The emphasis of the professional development indicated should be relevant to current working assignments.

Every employee of the Napoleon Area City Schools who holds an Ohio professional certificate(s)/license(s) **must have an IPDP upon receipt of a renewed license/certificate.** The IPDP is to be submitted to the Superintendent's office, Attention: LPDC, for approval at the next LPDC meeting.

Any proposal deemed illegible or vague shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for reconsideration.

Reviewed IPDPs are to be returned within ten (10) working days of the review by the LPDC.

IPDPs which are denied may be resubmitted with modifications, or they may be appealed.

The LPDC shall keep all reviews, evaluations, and discussions in meetings confidential.

No IPDP's shall be used as an example without written permission of the individual involved.

Policies: Submission of Individualized Professional Development Plans Coursework/Activity Proposals

Coursework, CEUs, workshops, and/or equivalent activities which will be used to satisfy the Ohio Department of Education renewal requirements MUST be approved by the Napoleon LPDC (LPDC IRN 013837). Approval MUST occur before any credit can be given by the LPDC.

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, CEUs, etc. does not guarantee tuition reimbursement or movement on the salary schedule. See the negotiated agreement for specific current requirements.

Previously employed new hires who hold a license issued by the ODE shall be granted reciprocity. Coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Napoleon LPDC when accompanied by verifiable supporting documentation.

University Credit or Equivalent Activities Toward Licensure Renewal

Coursework must be relevant to an approved IPDP.

The LPDC recommends the appropriate coursework or equivalent activity form shall be approved BEFORE beginning a course or activity where consideration for this course or activity toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. If requested by the LPDC, a waiver should be filed in writing and will be considered at the next regularly scheduled LPDC meeting. **Credit for coursework or equivalent activity started before proposal approval is not guaranteed.**

Equivalent activities shall be awarded for recertification credit based upon the standards established by the Napoleon LPDC. Activities must be directly relevant to an approved IPDP. Individuals will be asked to justify the credit value sought through their activity project.

Responsibilities which are job embedded or paid supplemental duties will not be considered for equivalent activity credit.

Equivalent Activity Credit

CEU credit shall be assigned as deemed appropriate by the Napoleon LPDC. The following guidelines shall be considered:

- 1 hour of contact time = .1 CEU
- 10 hours = 1 CEU
- 1 semester hour equivalent = 3 CEUs
- 1 quarter hour equivalent = 2.01 CEUs

Once a CEU credit proposal is approved, it is the responsibility of the individual 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 as soon as possible. Deviations from the original proposal may result in a change in the number of CEUs granted for the activity/project. **Activity verification forms should be submitted within one year of completion of the activity. All paperwork must be turned in within the current licensure time frame.**

18 CEUs are needed for license renewal.

IT IS YOUR RESPONSIBILITY AS A NAPOLEON AREA CITY SCHOOLS LICENSED EMPLOYEE TO MONITOR THE EXPIRATION DATE(S) OF YOUR CERTIFICATE(S)/LICENSE(S). DO NOT WAIT UNTIL THE LAST MINUTE TO BEGIN YOUR REQUIREMENTS FOR RENEWAL.

Frequently Asked Questions:

<https://education.ohio.gov/Topics/Teaching/Professional-Development/LPDC-s/Local-Professional-Development-Committee#FAQ4470>

GLOSSARY

Approved Institution

Approved college or university is 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.

Appeal Process

Appeal process is the process by which an educator can have the decision of the LPDC reviewed.

CEU

Continuing Education Credit is ten contact hours in a professional development program approved by the local professional development committee.

Contact Hours

Contact hours are direct clock hours spent engaged in a professional development activity.

Educator

Educator is an individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio.

Equivalent Activity

Equivalent activities are professional development activities that go beyond traditional workshops and coursework to job-related activities.

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.

LPDC

Local Professional Development Committees are committees established by local school districts and nonpublic chartered schools to oversee and review professional development plans, coursework, continuing education units, and equivalent activities for the purpose of renewal of licenses.

License

License is a document issued by the State Board of Education to an individual who is deemed to be qualified, under 1996 Teacher Education and Licensure Standards, to teach or practice in Ohio Schools.

Permanent Certificate

A permanent certificate is good for the rest of an educator's career and does not require further work for certification nor conversion to a license.

Teacher Portfolio

A collection/documentation of an individual's professional development activities.

Professional Development

Professional Development is an on-going, job-related process to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

Reciprocity

Reciprocity acknowledges and accepts credentials/professional development activities awarded by another authority.

Professional Development Plan (IPDP)

Individual Professional Development Plan

SEE WEBSITE

APPENDIX A

*The following forms are found on Napoleon Area City Schools website at www.napoleonareaschools.org
Click on Staff, LPDC, and then the appropriate form.
Fill out the form and then print off to submit to the LPDC for approval.*

NAPOLEON AREA SCHOOLS - PROFESSIONAL DEVELOPMENT

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT PLAN

Submit upon receipt of license.
(LPDC Form, Page 1 of 2)

NAME:

DATE:

SCHOOL ID #:

SCHOOL YEAR:

CURRENT ASSIGNMENT & BUILDING:

CURRENT LICENSE AND EXPIRATION DATE(S):

INSTRUCTIONS: Submit the original to the LPDC for consideration at the next LPDC meeting.

List yearly goals: (These must relate to one or more of the following: Student achievement, continuous school improvement plan, personal growth targets, or to the district's mission statement and/or goals.)

How do you hope to integrate your new knowledge into your job assignment?

List activities which you plan to complete in order to achieve your goals (Refer to Activity Options located in the LPDC Handbook, page 20.) If you know specific activities, please list them with details.

Will you be enrolled in a graduate degree program during this renewal cycle? YES NO

IF YES:

College/University:

Degree Program:

Anticipated Completion Date (mm/yy):

Provide a brief rationale for pursuing this (these) degree(s):

Are you pursuing any additional licensure/certification areas outside a regular degree program during this renewal cycle? YES NO

IF YES:

College/University:

Licensure area(s): Anticipated Completion Date (mm/yy):

Provide a brief rationale for pursuing this (these) licensure/certification area(s):

I certify that the information provided in this Individualized Professional Development Plan is true and accurate to the best of my knowledge.

Signature

Date

This section completed by the LPDC

APPROVAL

_____ This Individualized Professional Development Plan has been approved as submitted.

Signature by the Superintendent of Designee

Date

Signature by the LPDC Chairperson

Date

Copies to: Superintendent _____

Submitting Teacher _____

DISAPPROVAL

_____ This Professional Development Plan has been disapproved as submitted.
You may revise and resubmit your Individualized Professional Development Plan.

Signature by the Superintendent of Designee

Date

Signature by the LPDC Chairperson

Date

Copies to: Superintendent _____

Submitting Teacher _____

NAPOLEON AREA SCHOOLS - PROFESSIONAL DEVELOPMENT

ACTIVITY PROPOSAL
(LPDC Form, 1 of 1)

NAME: _____ **DATE:** _____

SCHOOL ID #: _____ **SCHOOL YEAR:** _____

CURRENT ASSIGNMENT & BUILDING: _____

INSTRUCTIONS:

1. *Submit the original to the LPDC for consideration at the next LPDC meeting.*
2. *Please supply supporting documentation (i.e. agenda, brochure, etc.) pertaining to the proposal and attach it to the original.*

College Course Title and Number OR Name of Workshop, Conference, or Area of Study:

Date of Activity or Completion Date:

Semester Credit Hours Requested:

Or Clock Hours Requested (do not include breaks/lunch/travel time):

What objective(s) do you project will be met by this activity?

How does this activity help you work toward your stated yearly goals or enhance your current job assignment? Be specific.

Please indicate type of study:

- Workshops, Institutes, Courses, Conferences
- Please check if ongoing series of workshop sessions
- Independent Project
- Staff Problem Solving/Learning Groups
- Supervisory/Facilitator Processes

This section completed by the LPDC

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		Superintendent or Designee	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		Superintendent or Designee	Date

NAPOLEON AREA SCHOOLS - PROFESSIONAL DEVELOPMENT

ACTIVITY VERIFICATION

(LPDC Form, Page 1 of 1)

NAME:

DATE:

SCHOOL ID #:

SCHOOL YEAR:

CURRENT ASSIGNMENT & BUILDING:

INSTRUCTIONS:

1. *Submit the original to the LPDC for consideration at the next LPDC meeting.*
2. *Please make copies of all pertinent documentation (ie. transcript or grade slip, certificate of attendance etc.) and attach it to the original.*

College Course Title and Number *OR* Name of Workshop, Conference, or Area of Study:

Date Activity Completed:

Semester Credit Hours:

Or Number of Clock Hours (do not include breaks/lunch/travel time):

Please indicate the type of activity and follow the directions associated with each:

- Workshop:** Attach CEU form, certificate of completion, **OR** have the presenter/facilitator sign this form.
- College Coursework:** Attach transcript of grade sheet to this form.
- Alternative Activities:** Have the building principal or appropriate supervisor sign this form.
- District-Sponsored In-Service:** Activity proposal not applicable.

Signature of Presenter/Facilitator

Date

This section completed by the LPDC

Total CEUs Earned _____

LPDC Chair Approved _____

Data Entry Completed _____

NAPOLEON AREA SCHOOLS - PROFESSIONAL DEVELOPMENT

ACTIVITY VERIFICATION LOG / PERSONAL LOG
(LPDC Form, Page 1 of 1)

NAME: _____ **DATE:** _____

SCHOOL ID #: _____ **SCHOOL YEAR:** _____

CURRENT ASSIGNMENT & BUILDING: _____

INSTRUCTIONS:

1. *This form can be used for activities such as On-the-Job, Committee Work, Independent Activity Projects and/or personalized tracking.*
2. *Submit the original to the LPDC for consideration at the next LPDC meeting.*

DATE	ACTIVITY	GROUP #	HOURS	CEUs
Grand Total				

Please Note:

- Time on task does not include lunch time, breaks, or travel time.
- Attach additional sheets if needed for explanation.

NAPOLEON AREA SCHOOLS - PROFESSIONAL DEVELOPMENT

APPEAL FORM

(LPDC Form, Page 1 of 1)

NAME:

DATE:

SCHOOL ID #:

SCHOOL YEAR:

CURRENT ASSIGNMENT & BUILDING:

CURRENT LICENSE(S) AND EXPIRATION DATE(S):

INSTRUCTIONS: Submit the original to the LPDC for consideration at the next LPDC meeting.

I wish to appeal the LPDC decision for the following reason(s):

I certify that the information provided is true and accurate to the best of my knowledge.

Signature

Date

This section completed by the LPDC

APPROVAL

_____ This appeal has been granted.

Signature by the Superintendent of Designee

Date

Signature by the LPDC Chairperson

Date

Copies to: Superintendent _____

Submitting Teacher _____

DISAPPROVAL

_____ This appeal has been denied as submitted. See Standards and Guidelines section on Appeals.

Signature by the LPDC Chairperson

Date

Copies to: Superintendent _____

Submitting Teacher _____

APPENDIX B

Conversion Chart
Activity Chart
Activity Guidelines

SEE WEBSITE

Conversion Chart

Semester Hours	Quarter Hours	C.E.U
1/3	1/2	1
2/3	1	2
1	1.5	3
1 1/3	2	4
1 2/3	2.5	5
2	3	6
1 1/3	3.5	7
2 2/3	4	8
3	4.5	9
3 1/3	5	10
3 2/3	5.5	11
4	6	12
4 1/3	6.5	13
4 2/3	7	14
5	7.5	15
5 1/3	8	16
5 2/3	8.5	17
6	9	18
7	10.5	21
8	12	24
9	13.5	27
10	15	30
11	16.5	33
12	18	36
13	19.5	
14	21	
15	22.5	
16	24	
17	25.5	
18	27	
19	28.5	
20	30	
21	31.5	
22	33	
23	34.5	
24	36	
25	37.5	
26	39	
27	40.5	
28	42	
29	43.5	
30	45	

ACTIVITY CHART

GROUP	1	2	3	4
TYPE	LOCAL REQUIREMENTS	COLLEGE COURSES WORKSHOPS	ON-THE-JOB AND/OR COMMITTEE WORK	INDEPENDENT ACTIVITY PROJECTS
MAXIMUM HOURS PERMITTED	0 – 50 = 5 CEUs	0 – 180 = 18 CEUs	0 – 130 = 13 CEUs	0 – 130 = 13 CEUs
DESCRIPTION	Activities that receive approval for local district in-service requirements	College coursework or workshops where CEUs are issued	Committee work that enhances professional collegiality	Developed with the purpose of enhancing or increasing edu.skills
PRE-APPROVAL OF ACTIVITIES	*Not required	Required	Required	Required
DOCUMENTATION	Signature of Superintendent or designee	CEU, transcript or Certificate of Attendance	Activity Verification Form	Activity Verification Form Keep a journal or log
SAMPLE ACTIVITIES	NAS Professional Days Focus groups	College Courses Workshops	Mentor/intern projects grant writing, curriculum writing, SITs, IAT core	Community connections publications, presentations, college teaching, travel
GROUP ACTIVITY MAXIMUMS	Subject to local district in-service expectations	No limitations	Same limitations See group activity guidelines	Same limitations See group activity guidelines

***Napoleon Area City School District local professional development activities do not need pre-approval.**

ACTIVITY GUIDELINES

GROUP	ACTIVITY	MAX CEUs	CEU VALUE	VERIFICATION	CRITERIA
1	Local Requirements	5 CEUs per license cycle	1 clock hour is 0.1 CEU	Superintendent's signature or designee	Must meet local district in-service expectations and be related to Professional Development Plan
2	College Courses	No limit	1 semester hr = 3 CEUs	Transcript	Must be related to Professional Development Plan
2	Workshops	No limit	1 clock hour is 0.1 CEU	CEU certificate or certificate of attendance	Only time spent in Professional Development Plan related activities
3	Mentor/intern	6 CEUs per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in entry-year program
3	Curriculum Development	No limit	1 clock hour is 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Professional Committee	No limit	1 clock hour is 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Grant Writing	6 CEUs per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	Not dependent on award of grant. Planning and preparation only, not for management of grant.
4	Publication	No limit	8 CEUs for a book; 3 CEUs for an article	Activity Verification Form & a copy of the publication	Must contribute to the education profession and be commercially published
4	Peer observation and/or visitation	1 CEU per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	Not part of mentoring program
4	National Board of Professional Teaching Standards	13 CEUs per license cycle	13 CEUs for completion 6 CEUs for participation without completion	National Board Cert. Or Activity Verification Form for participation	Must be related to Professional Development Plan
4	Professional Vocational Board Certification	6 CEUs per license cycle	1 clock hour is 0.1 CEU	Certificate of completion	Time in coursework/clinics for test preparation purposes only.
4	Cooperating teacher for a student teacher	6 CEUs per license cycle	2 CEUs per semester	Activity Verification Form	
4	Cooperating teacher for a methods student	4 CEUs per license cycle	1 CEU per semester	Activity Verification Form	
4	Teaching a college course	6 CEUs per license cycle	1.5 CEUs per semester	Activity Verification Form	

4	Professional presentation	2 CEUs per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	Applies to the first presentation of a topic each license cycle
4	Educational project	No limit	1 clock hour is 0.1 CEU	Activity Verification Form	Must apply education skills and knowledge toward the development of a project. Hours for planning and prep only.
4	Self-directed educational development	3 CEUs per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	May include professional reading, research, and educational travel. Must enhance one's work professionally or contribute to specialization.
4	Externship	6 CEUs per license cycle	1 clock hour is 0.1 CEU	Activity Verification Form	Must enhance one's work professionally or contribute to educator's area of specialization.

***NOTES:** Preapproval is strongly recommended for all Group 4 activities.
To earn CEUs for clock time, log of hours must accompany projects/presentations.