

Brooklyn City School District

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE NARRATIVE

Preface:

The establishment of Local Professional Development Committees is authorized and required by Senate Bill 230.

I. Name, Scope, and Number of Committees:

The Brooklyn City School District LPDC shall be the official licensing body for the Brooklyn City School District as provided for in O.R.C. 3319.22 (A) and O.A.C. 330.24-08.

The Brooklyn City School District Local Professional Development Committee (hereinafter LPDC) will operate district-wide in its scope and will review course work and other professional development activities completed by educators within the district and used for the transition of certificates and renewal of licenses. The approval of the LPDC is required and noted on the Ohio Department of Education application. Decisions of the LPDC are not subject to the grievance procedure.

II. Purpose:

The purpose of the District Local Professional Development Committee is to review course work and other professional development activities completed by educators within the district and used for the transition of certificates and renewal of licenses. The approval of the LPDC is required and noted on the Ohio Department of Education application.

III. Committee Membership and Qualifications:

The Brooklyn City School District LPDC shall be comprised of three certified representatives appointed by the BEA, two administrators and one alternate administrator appointed by the Superintendent. Terms of appointment will be based on a fiscal calendar beginning July 1, 1999. The length of members' terms shall be three-year terms in a staggered format as determined by BEA and the Superintendent by April 1st of each year.

Whenever an administrator's course work plan is being discussed or voted upon, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

Members may repeat their service on the committee without interruption. Each committee member must have a minimum of three (3) years of professional experience.

In case of an unforeseen vacancy for a teacher member position, a teacher will be appointed by the BEA President. In case of a vacancy for an administrative member position, an administrative member will be appointed by the Superintendent.

Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which he/she was appointed shall hold office as a member for the remainder of that term.

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IV. Meetings and Compensation of Members:

The committee shall meet as deemed necessary by the LPDC working in collaboration with the Superintendent to review proposed plans and proposals for coursework, CEU's, contact hours, and other professional development activities. The time and location of meetings shall be determined by the members of the LPDC. As stipulated by the Ohio Department of Education, the provisions of the Open Meetings Act (Sunshine Law) shall apply to the deliberations and activities of the Local Professional Development Committee as it serves as a subcommittee of the Board.

Three of five members must be present to conduct a meeting, a majority of whom must be BEA members. All rendered decisions of approval by the LPDC shall be based on at least three affirmative votes.

Minutes of each meeting are a public record and shall be posted on the district's shared.

Compensation for the teacher members of the LPDC shall be provided in the form of a stipend of .01640 of the BA base salary (step 0).

V. Roles and Terms of Office:

The LPDC shall elect a chairperson who shall serve for a one-year term and may succeed him/herself. The Chairperson is to:

1. Preside at all LPDC meetings;
2. Establish a meeting calendar, call all meetings, and set all agendas;
3. Ensure that LPDC and IPDP processes and procedures are followed;
4. Serve as a liaison to other district professional development committees;
5. Serve as the appeals process contact and liaison;
6. Serve as one of the LPDC reviewers of district educator professional development plans used for certificate/license renewals;
7. Suggest training needs of LPDC members;
8. Sign the applications for transition of certificate and renewal of license as required by the Ohio Department of Education;
9. Oversee the training for all new committee members.

The LPDC shall elect a Secretary/Recorder who shall serve for a one-year term and may succeed him/herself. The Secretary/Recorder will work with the Committee and at the direction of the Chairperson to insure that the LPDC process and communications are effective and efficient. Included in the duties of the Secretary/Recorder are to:

1. Keep accurate minutes of the LPDC meetings;
2. Keep LPDC membership records up to date;
3. Maintain a notebook or easily accessible electronic record of all committee activities;
4. Serve as one of the LPDC reviewers of district educator professional development plans used for certificate/license renewals.

The remaining committee members in addition to the Chairperson and the Secretary/Recorder will:

1. Elect one of their members by voice vote to act in the absence of the Chairperson;
2. Assist in communicating with the certificated staff about the operation of the LPDC;

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3. Serve as reviewers of district educator professional development plans for certificate/license renewals;
4. Suggest necessary professional growth needs for committee members and staff.

The LPDC shall adopt guidelines, forms and procedures for the transition of certificates and renewal of licenses. All decisions of the LPDC regarding guidelines, forms and procedures shall be by a majority vote of the LPDC members.

VI. Training:

The Board shall provide training related to performance of their duties as members of the committee for all LPDC members. When the training occurs during the school day, the Board will provide substitutes at no cost to the BEA or its members and the leave shall not be subject to any professional leave restrictions.

Training for all new committee members will occur between July 1 and August 30.

Such training may constitute an appropriate “equivalent” activity for committee members on the LPDC.

VII. General Guidelines:

Beginning with the 1998-99 school year, all educators employed by the Brooklyn Board of Education will work through the district LPDC to renew/transition their certificate or renew their license. Every educator, except for permanent certificate holders, will complete an Individual Professional Development Plan (IPDP) on the prescribed forms for review and approval by the committee. IPDP's and aligned work will be accepted immediately after the LPDC approves the renewal of a license. **No activities, coursework, or workshops will be considered for approval until an educator's IPDP has been approved.** This plan must be consistent with the guidelines of the Local Professional Development Committee, the district's/building's long-range goals/objectives and the Standards for Ohio Educators.

New staff members previously employed in another Ohio school district who hold an Ohio Certificate/License and who have had their IPDP's approved by their prior LPDC during their current renewal cycle shall have the coursework/activities already completed approved by the Brooklyn City School District Local Professional Development Committee when accompanied by “Approval Verification Form for Educators Leaving a LPDC” (This must be downloaded from the ODE web site: www.ode.state.oh.us. Find Professional Development, slide to LPDC and click. Then go to LPDC Forms.). Continuation of the IPDP as originally developed will be subject to review by the Brooklyn Local Professional Development Committee to determine its alignment with the district's long-range goals/objectives.

Each IPDP **must** be approved by the Brooklyn City School District Local Professional Development Committee. An IPDP may consist of coursework, workshops, and other professional development activities (see Appendix A), which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements. If you attend a seminar/workshop which issues a stipend or payment you MAY accept the stipend AND apply for college credit or contact hours.

In order to convert to a 5-year license or renew a 5-year license, the ODE requirements are:

- 1) 6 semester hours (1 semester hour = 30 contact hours)
- 2) 18 CEU's or 180 contact hours (1 CEU = 10 contact hours)
- 3) Other Approved Professional Development Activities (180 contact hours)
- 4) Any combination of 1, 2, and/or 3.

Individual Professional Development Plans must be updated for each renewal period.

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VIII. Certificate/License Renewal Process:

A. Submission of IPDP's:

1. Submit electronically the Individual Professional Development Plan (IPDP). This form must be obtained from the shared drive. All forms must be typed on the templates and saved to the educator's H drive or flash drive.
1. The committee will review the IPDP and notify the educator of its approval or need for modification. NOTE: The educator has the option to be present when the committee reviews his/her plan. This request must be indicated on the form upon submission.

B. Return of Plans:

If an IPDP is not approved by the LPDC, the educator shall be given a copy of the IPDP Review Form with the reasons for non-approval clearly indicated. The LPDC shall inform the educator of actions taken on the IPDP's within 30 calendar days. If modifications are required, the corrected plan must be resubmitted with these modifications within 30 calendar days. This is still considered an original IPDP and Revision of IPDP form should NOT be used! The educator may choose not to modify the plan and may submit additional documentary materials or explanations to justify the plan. Either the educator or the LPDC may request a conference to discuss any such concerns.

A. Evaluation of IPDP Activities:

Credit will not be issued by the LPDC until an evaluation and all required documentation have been submitted and approved for any course or professional development activity that is not district sponsored.

B. Verification of IPDP Activities:

It is the educator's responsibility to submit all documentation pertaining to the completion of course work as stated on the evaluation form, e.g., original official transcripts, certificates of participation, log of time and administrative verification, etc.. Use the Evaluation form for Contact Hours or Evaluation for Graduate Credit. Credit towards certification transfer or licensure renewal will be awarded only upon approval of one of these forms and the related documentation. **Remember:** certificate of attendance and/or official transcript need to be scanned and emailed to LPDC.

E. Maintenance of LPDC Files

All LPDC records submitted after November 1, 2013 shall be kept in a protected folder on the district's shared drive. Records prior to November 2013 will be housed in the locked filing cabinet in BHS, Room 175.

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F. Steps for License Renewal:

1. Background Check. (This cost is the applicant's responsibility.)

Ohio law requires that all individuals must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an eight-year professional certificate.

It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

2. Professional Development Log (Submit to LPDC email)
3. Online application www.ode.state.oh.us Use key words "Educator Licensure Applications"

Sign into your [SAFE account](#).

Click on ODE.CORE.

On the UPDATE My Information page, update your contact information including email address.

Return to the CORE dashboard using the drop-down menu at top right. Then select RENEW My Credentials.

At the drop-down menu marked Action, select Renew, Advance or Transition.

Complete the three steps of the application. You can save your application and return to it from the My Applications section if you want to complete and pay for it on another day.

Click on **Apply**.

If you wish to apply for more than one credential, repeat the steps above for each credential. After you submit your application, it will be reviewed. You will receive an email acknowledgment of your submission. While you are waiting for your application to be processed, you may login and click on the STATUS button on the CORE dashboard for information about your application. You also will receive an email when your application request is approved or denied.

Immediately upon receiving the new license, the educator will be responsible for initiating a new IPDP to be processed for the next renewal period.

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IX. Appeal Process:

An appeals process is available for any plan, or section of a plan, not approved by the LPDC.

A. Reconsideration

The first step in the appeal process shall be a request for reconsideration by the LPDC. The request for reconsideration shall be submitted in writing (use Appeal Form) to the LPDC within ten (10) working days after receiving notification of the committee's decision of non-approval. All requests for reconsideration shall be heard at a specially scheduled meeting of the LPDC and shall require the educator to be present. The educator shall receive written notification of the committee's decision within five (5) working days of the reconsideration meeting.

B. Three-Party Panel Review

If, after the reconsideration process has taken place, the educator is still dissatisfied with the LPDC's decision, a Three-Party Panel will be requested (use Appeal Form) to review the decision.

Within ten (10) working days of the request, the educator will meet with the Superintendent, the BEA President, and a committee member of his/her choice. If an acceptable agreement can be reached at this stage, it shall be considered a binding decision.

C. Further Appeal

If no acceptable agreement is reached, further appeal shall be requested on the Appeal Form. Further appeal shall be conducted through a reciprocal agreement with another school district.

Note: It remains the prerogative of the educator to submit, modify, or correct a professional development plan that has not been approved by the district LPDC at any time before, during, or after the Appeals process in order to gain committee approval.

X. Reflections and Revision:

The LPDC will review and evaluate its policies and procedures and vote on needed changes by June 30. Four affirmative votes from committee members are needed to approve any changes. Notification of any changes will be sent to each building, the Superintendent, BEA President, LPDC members and the Treasurer of the Board of Education.