

Vandalia-Butler City Schools

Local Professional Development Committee

Handbook

WHO

Educators who are renewing any license are required to submit an IPDP. Educators who possess a permanent license are not required to develop individual professional development plans for that specific permanent license but are expected to continue to pursue professional development.

WHAT

Professional development is an ongoing, job-related training process, which affects knowledge, attitudes, and practices related to district, building, student, and individual goals and needs. Effective professional development promotes both personal and professional growth for all educators and occurs through a variety of structures and models.

Professional development included within an IPDP should reflect: student needs as determined by the teacher and the district, the needs of the community, the district, the building, and the classroom.

Professional development should be relevant to current working assignments. Each educator renewing a license must complete an IPDP which describes activities that align personal, professional growth objectives with district, building, and student learning goals.

The ***completed*** individual plan will include:

1. A plan with estimation of time for each activity detailing course work, workshops, and/or other activities to be completed for license renewal.
2. Evidence of completed activities.
3. Reflection upon how individual activities relate to professional growth and development. This should be ongoing and done prior to the final submission.

HOW

The following are suggestions for completing an IPDP.

1. Individual Responsibilities

IT WILL BE THE SOLE RESPONSIBILITY OF THE LICENSE HOLDER TO:

- Maintain a record of all course work, workshops, and other activities. This may take the form of official transcripts, certificates of completion and/or other documentation or verification.
- Know the dates of license renewal.
- Notify the LPDC of any needed changes in an IPDP.

2. Creation of a Professional Development Plan [\(see website for template\)](#)
The following is designed to guide you through the development of your plan.

a) Profile

The top portion of your IPDP includes professional information.

b) Rationale

What is the rationale?

The rationale is filled in on the template. PD must relate to standards listed.

c) The Plan

This plan must be directly linked to your professional growth as it relates to personal, building, and/or district goals. You need to accumulate at least **180 contact hours**.

- 1 semester hour of graduate work = 30 contact hours
- 1 quarter hour of graduate work = 20 contact hours

For any one option other than graduate class work, **only 90 hours of the same option will be accepted towards the 180 hours**. Options may include but are not limited to the following:

Graduate Level Course Work	Committees - textbook, curriculum
Portfolios	Field Studies
Peer Review/observation	Classroom Research
Student Teacher Supervision	Improved Methodology
Case Studies	Professional Reading
Grant Writing	Assessment Techniques
Presentations	National Board Certification
Staff Development	Published Materials
Unit Development	Master Teacher
Professional Workshops/Conferences	Mentor Training/Mentoring
Field Trip Planning & Preparation	Teaching college classes/workshops (prep time only)

d) Evidence

Every applicant will demonstrate completion of his or her developed plan through documentation prescribed in their plan.

Once the plan has been submitted and approved, begin to collect your evidence as you complete the various parts of your plan over the years. Prior to your final submission, when you are ready to renew your license, you should organize the evidence you have collected.

Evidence and documentation may include but are not limited to the following:

Transcripts

Letters of commendation

Certificates of attendance
(workshops/conferences)

Original agenda

Photographs/video tapes/audio tapes *

Portfolios *

Field study reports *

Newspaper/magazine articles *

*** If you plan to submit a log as part of your evidence, it must include the date, time spent, and a summary of what you did for that activity.**

e) Reflection:

Your reflection should be a paragraph or two addressing your completed plan. Use the questions below to guide you when writing your reflection:

1. What strengths have been developed for student learning through your professional growth plan?
2. What strengths have you developed through your professional growth plan?
3. In what ways were your activities and/or class work effective?
4. How did your plan change?
5. How did this plan enhance student learning?
6. How has this plan affected your future professional goals?
7. What would you change in your plan knowing what you know now?
8. Were there difficulties encountered while completing your plan? If so, what were they?
9. Are there any suggestions of pertinent issues that need to be addressed by district staff development personnel?
10. In what ways has this plan become the vehicle for your continued professional growth?
11. Did you attain your district/building/classroom goals? How do you know?

WHEN

IPDP's should be on file within 30 days of the Issue Date of the new license. After review, IPDPs will be returned within five (5) working days. The LPDC will include written notice of the status of the plan.

1. If approved, the committee will notify the applicant of the approval.
2. If not approved, a representative of the LPDC will meet to discuss concerns and options with the applicant. The applicant may then resubmit the plan with adjustments.
3. If approved on second submission, the applicant will be notified of approval.
4. If the second submission is not approved, the applicant may make further modifications until the plan is approved, meet with the full LPDC, or proceed to the appeals process.

At the time of license renewal, **ALL** final documentation must be submitted to the LPDC no later than the May LPDC meeting in the year the license expires. Early submissions are encouraged.

In the year of renewal, educators will submit their renewal application via the ODE online portal, and submit evidence and reflection for review to the LPDC no later than the May meeting. The LPDC will review documentation on an individual basis and provide the signatures for the required state application. Renewal will be based upon the completion of the plan and fulfillment of state requirements, such as fingerprinting.

Vandalia-Butler City Schools

Local Professional Development Committee

Glossary

- **BOE** - Board of Education
- **CEU** - Continuing Education Units
- **COURSE WORK** - Graduate Level Coursework Pertaining To Current Teaching Assignment Taken From An Approved College Or University.
- **GOALS** - Individual Professional Objectives To Be Accomplished By The Individual Teacher That Align With District, Building And Classroom Goals.
- **IPDP** - Individual Professional Development Plan
- **LEU** - Local Education Units
- **LPDC** - Local Professional Development Committee
- **ODE** - Ohio Department of Education
- **ORC** - Ohio Revised Code
- **VBEA** - Vandalia Butler Education Association

Vandalia-Butler City Schools

Local Professional Development Committee

By-Laws

Purpose

The purpose of the LPDC is to guide professional staff development, review and approve IPDPs for educators, confirm license renewal requirements, oversee tuition reimbursement, and approve coursework for advancement on the payscale within the Vandalia-Butler City School District.

Background

The Professional or Associate License Renewal Law ISB 230, effective September 1998, changed the credential renewal process for all Ohio teachers. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law established a local licensure board and expanded the definition of acceptable credits toward license renewal, making it possible to receive credit for professional development activities that are designed and conducted within the working, collegial environment of the school district.

Standards for Renewing a License

Requirements for licensure are outlined in ORC 3301-24-08. These include any combination of college graduate credit, contact hours of other activities approved by the LPDC totaling 180 hours. (One semester is equivalent to 30 contact hours, one quarter is equivalent to 20 contact hours). All educators applying or renewing a professional educator license are required to submit a 5-year professional development plan to their LPDC. Professional development plans must be submitted to the LPDC and follow all guidelines established by the LPDC.

An accredited college or university is one that has been approved for the preparation of teachers, administrators, and school employees in pupil personal services by the State Board of Education.

"Other" professional development activities that adhere to the guidelines set forth by the LPDC can be used for the renewal of a license. These activities are not specific in nature but must relate to increasing student achievement, district goals, and/or professional growth.

Governance

The Vandalia-Butler LPDC policy, procedures, and governance shall not supersede the negotiated Master Agreement or district policy.

Committee Membership

There will be a minimum of one representative per building. Representation will be based on a ratio of 25:1 or major fraction thereof. Representatives will be eligible members of the VBEA bargaining unit. Administrative representation will be comprised of a minimum of one administrator.

Committee Representatives

The building representative(s) must be submitted to the Association by April 30th in a year a vacancy occurs. If there are multiple committee candidates, an election will be held in those buildings by May 31st. If there are no candidates, the Association will appoint someone to fill the position by May 31st. The Superintendent or designee will appoint administrative members.

Vacancies

Should non-administrative vacancies occur, the previously stated process will be followed. The appointed candidate would complete the vacated term. If there are no candidates, the position will be filled by appointment of the Association. The Superintendent will appoint administrative vacancies.

Term

All building representative terms will be three (3) years. There will be no limit to the number of terms a member can serve.

Duties

LPDC members are responsible for keeping up to date files for each licensure renewal candidate in their building which will include **copies** of the following as supplied by teachers.

- a) Current IPDP
- b) IPDP Acceptance Form(s)
- c) Current license(s)

Committee members shall:

- a) Attend all scheduled meetings. If there is an extenuating circumstance where attendance is not possible, members must contact the committee chair in advance, and this will be noted in the minutes.
- b) Provide information on the licensure process and answer building/staff questions.
- c) Review submitted IPDPs, renewal applications, tuition reimbursement applications, and coursework for advancement on the pay scale.
- d) Communicate with staff in their building regarding the status of their IPDP, license renewal, tuition reimbursement, and coursework for advancement on the pay scale.

Release Time

Release time, as stated in the Master Agreement, will be provided for committee members to attend special meetings regarding LPDC activities.

Stipend

Stipends will be provided annually for all non-administrative committee members as per the Master Agreement.

Chairperson(s)

The chairperson(s) will be elected from the non-administrative members of the committee. The chairperson(s) will be responsible for the following:

- a) Setting meeting dates, presiding over all meetings, preparing the agenda, and informing members of any changes in said meetings.
- b) Act as the initial contact person for any and all appeals.
- c) Act as a signatory.
- d) Receive an increased stipend for additional duties.

Secretary

The secretary will be elected from the non-administrative members of the committee. The secretary will be responsible for:

- a) Recording the minutes of the committee meetings.
- b) Act as a signatory for state licensure.
- c) Receive an increased stipend for additional duties.

Decision Making Process

The following are the steps the LPDC will take when reviewing an IPDP.

- a) IPDPs for each 5-year license renewal cycle will be submitted to the committee within 30 days of the issue date of the new license.
- b) The committee will review the plan.
 - 1. If approved, the committee will notify the individual.
 - 2. If not approved, a LPDC representative will meet with the individual to discuss concerns and options.
 - 3. If the plan is approved on the second attempt, the individual will be notified.
 - 4. If the plan undergoes a second modification and is still not approved, the individual may make additional adjustments or initiate the appeals process as described below.
- c) Plans may be altered as needed at any time with the committee's approval.

An IPDP must be approved by 2/3 of the committee. Members of the committee who do not approve the plan shall meet and develop a dissenting opinion. The dissenting opinion will accompany the notification.

Appeals Process

When an educator's license renewal documentation is not approved by the LPDC after its second revision, the educator has the right to appeal the decision. The appeals panel will be comprised of licensed educators: one chosen by the applicant, one chosen from the LPDC, and one chosen by mutual consent.

When filing an appeal, the following procedure will be followed:

1. Notification of intent to appeal must be filed with the LPDC chairperson within 10 working days of the decision in question.
2. The LPDC will select their representative within 5 working days from the appeal notification date.
3. The educator making the appeal will select their representative within 5 working days from the appeal notification date.
4. The third member of the appeals committee will be chosen within 7 working days from the appeal notification.

After the appeals committee is in place, the chairperson will provide all committee members with necessary information and/or background to assist in the appeals process.

The appeals panel and the applicant will meet within 10 working days after the committee is in place to review the plan in question. A majority vote will determine the outcome of the appeal.

Reciprocity

The Vandalia-Butler LPDC shall accept outside district-approved IPDPs for any educator hired by the BOE from another Ohio school district as fulfilling all necessary requirements of the district's renewal process. Hours already accumulated in the district of the previous employment shall be honored using the *Educator Leaving an Ohio Local Professional Development Committee Verification Form* (available on ODE's website). All cases are subject to committee review. The educator's IPDP may be requested by the LPDC building representative as part of the application submission process and may be reviewed by the LPDC. The newly employed educator is required to transfer their previous district's plan to our district's current IPDP template.

Amending the By-laws

The by-laws subcommittee of the LPDC shall meet as needed to review the by-laws and recommend changes to the full committee. Changes in the by-laws will not supersede the Master Agreement. The Vandalia-Butler City Schools BOE and VBEA will receive copies of ratified amendments.

LPDC Ethical Commitment

The membership of the LPDC will agree to conduct all LPDC business so as to:

- Impartially and consistently apply the licensure standards and guidelines.
- Maintain confidentiality.
- Communicate as a group or through the chairperson.
- Maintain personal professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDPs and the application of standards and guidelines.
- Not discriminate on the basis of race, age, creed, or sexual orientation.

Breach of ethical commitment may result in removal from the LPDC.