South Point School District
Local Professional Development



Local Professional Development
Committee
2026-2027

Brian Kidd, Chairperson
Stacey Mathes--Co-Chairperson
Lance Brammer
Bill Christian
Andrea Pennington
Earl Strohmeyer

COMMITTEE MEMBERSHIP STRUCTURE

Committee membership shall be composed of six members, as outlined in the SPACT contract. Four members shall be teachers appointed by the teachers' association, and two members shall be administrators who hold a minimum of a provisional administrative certificate and are appointed by the Board of Education or the superintendent.

The committee shall have a chairperson and a recorder who are chosen by a majority of the LPDC members.

The **chairperson** shall have the following duties:

- Preside at all meetings
- Call meetings and set agenda, with collaboration of members
- Sign the official document that verifies an individual has met the requirements for license renewal

The **recorder** shall have the following duties:

- Keep accurate minutes of all meetings
- Keep membership records up-to-date

All members shall have the following duties:

- Serve as staff information contact persons
- Serve as a reviewer of district educators' professional development plans for license renewal
- Suggest necessary professional growth needs of committee members. Professional growth suggestions may relate to conferences, visitations, or purchase of videos, books, etc.

In the absence of the chairperson, the person who is recorded as the chairperson/co e-signer will assume the duties of the chairperson.

PURPOSE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of the South Point Schools Professional Development Committee is to review course work and other professional development activities completed by educators within the district for renewal of licenses.

GOAL

The goal of the South Point Schools Professional Development Committee is to strengthen and coordinate the preparation, licensure, and professional development of educators to assure that all students attain high levels of academic achievement.

LENGTH OF TERM

Members serve staggered three-year terms. Terms shall run from July 1 to June 30.
Committee members may be reappointed at the expiration of their terms.

VACANCIES

Committee vacancies among teacher members shall be in accordance with SPACT contract.. Similarly, the Board of Education or the superintendent shall address administrative member vacancies. Any such replacements will be only for the remainder of the unexpired term of the vacancy.

MEETINGS

The LPDC shall meet once a month, as outlined in the SPACT contract.

When do I write a new IPDP after license renewal?

To ensure that all appropriate professional development activities may be considered to meet renewal requirements, the IPDP should be written and submitted to the LPDC for approval as soon as possible after the issuance of the license to be renewed.

FAQ's (Frequently Asked Questions) can be found on ODE at the following link: https://education.ohio.gov/Topics/Teaching/Professional-Development/LPDC-s/Local-Professional-Development-Committee

South Point Local Schools LPDC
List of pre-approved activities

Your Individual Professional Development Plan (IPDP) must be written and approved before the activities you are using for renewal purposes occur. As of September 22, 2022, if you choose any of the following pre-approved activities, you will no longer need to submit the Pre-Approval and Evaluation of Professional Development forms. It is your responsibility to keep an IPDP on file and submit proof (certificates and/or transcripts) of all finished coursework to the LPDC when you are ready to renew your license. The committee suggests you do that in November of the year before your license needs to be renewed. This would allow ample time for the submission process and time to do more coursework in the event you need any additional credit.
Pre-approved activities:
(You will NOT need to submit pre-approval or PD evaluation forms, if you choose, from this list. You WILL need to submit transcripts and certificates at the time of renewal.
*PLEASE READ NOTE AT THE BOTTOM
College courses from an accredited college or university (transcripts)-No Limit
In-service/Waiver days (certificate from South Point)-No Limit
Teacher Based Teams, Building Level Teams, District Leadership Teams, and PBIS Teams (certificates from South Point) -1 CEU per year per team with a maximum of 3 CEU's per year in any combination.
Mentoring of new teacher -26 clock hours – (certificate from South Point)
Cooperating teacher (student teacher supervisor) - 2 CEU's
Ohio Department of Education training (certificate)
Educational Services Center (ESC) (certificate)
South Point Local Book Study (6 CEU's – DUE BY APRIL MEETING --Must meet following requirements. Typed summary for each chapter. Summaries are usually 1 full page, but length will be determined by LPDC each year depending on length of book and chapters. Double spaced, Times New Roman, size 12 font.

Public School Works provided assigned by South Point – (certificate)-No Limit
OCALI
Ohio Leadership Advisory Council (OLAC) - (certificate)
State Support Team Region 15- (certificate)
Ohio School Counselor Construction Trades Training--Ohio School Counselor Training in Building and Construction Trades Apprenticeship Career Pathways developed by ACT Ohio and Ohio State Board of Education, ODEW and the OSCA.

*NOTE-If you have any questions about whether or not you need a preapproval and an evaluation, please talk to your building LPDC Representative or attend an LPDC regularly scheduled meeting.

Conversion Chart

Semester Hours to Quarter Hours to CEU's

Semester Hours	Quarter Hours	CEU's
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
2 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

Conversions
2 CEU's = 1 Qtr hour
3 CEU's = 1 Semester
10 Contact Hours= 1 CEU

What you need:
18 CEU's
180 Contact hours
9 Qtr Hours
6 Semester Hours

South Point Schools
Individual Professional Development Plan / Goal Sheet

Name:	**Submission Date:**
Building/Assignment:	
Type of Certificate/License:	
Area of Licensure:	
Issue Date:	**Effective Date:**
	Expiration Date:

Plan Type
Select one:
□ Initial Proposal
□ Revised Proposal
□ Amended Proposal

IPDP Effective Date: *From_____ to _____*

Renewal Cycle
Select one:
□ Transitioning from certificate to license
□ 1st renewal of 5-year license
□ 2nd renewal of 5-year license
□ 3rd + renewal of 5-year license

Goals
List 3-5 goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects. *(See sample goal below.)*

Sample Goal:
I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.
Educator Standards:
Teacher Standard #1, Teachers understand student learning & development and respect the diversity of the students they teach.
Teacher Standard #5, Teachers create learning environments that promote high levels of learning & achievement for all students.

Goal 1

Educator Standard

Goal 2

Educator Standard

Goal 3

Educator Standard

South Point Schools
Individual Professional Development Plan / Goal Sheet

Revised/Additional goals (if applicable):

****Teacher Signature _____**
(Be sure to sign before submitting IPDP.)

DO NOT MARK BELOW THIS LINE. FOR LPDC USE *ONLY.*

□ **Revise/Resubmit**

Revision Advice:

-OR-

□ **Approved as written** **Approval Date_____**

Approval Signature_____ _____

_____ _____

_____ _____

Process for Renewing a Five-Year License

General Information:

1. All LPDC meetings are held on the third Wednesday of each month (except July) unless otherwise announced.
2. Please use the computerized forms on your desktop so you can simply type your answers in the forms, this will keep the forms neat and keep us from trying to decipher handwriting.
3. Remember to submit the original and four copies of each form you present to the LPDC for approval.
4. Make sure you choose your professional development classes/activities wisely so you can meet as many PD standards as possible. Remember, you must satisfy all six PD standards before your application for renewal will be approved.
5. Most importantly, keep in mind that all of these requirements, guidelines, and timelines are your responsibility. If you lose your license, you lose your job.

Individual Professional Development Plan (IPDP):

1. First, you must decide what your professional plan (goals) will be for the next five years. This plan may include getting an additional undergraduate/graduate degree, or simply taking various classes, workshops, seminars, webinars, or equivalent activities that are relevant to your teaching position. These are your personal professional goals and should be expressed in your own words. These goals do not come from a book. You must include at least three goals in your plan, but no more than five.
2. After completing your goals, refer to the "*Ohio Standards for the Teaching Profession*" (located in each school library or on the LPDC desktop icon labeled "Teaching Profession Standards") and locate the seven standards listed on page five. Any and all of the standards that apply to your goals should be written directly under the goal it applies to on your IPDP form. Some goals may cover more than one standard and some standards may apply to more than one goal, list them all.

3. Remember to submit the original IPDP and four copies. Also, attach a copy of your current license. Your IPDP must also be signed by you.

Pre-Activity Form:

1. Complete all questions on the pre-activity sheet including all requested dates. Read each question carefully and answer accordingly.
Under the heading "Description of PD" simply describe the class or activity, what will be covered, how long it will last, and your reason for taking the class. Please attach any handout, flyer, or class syllabus you may have that better describes the class or activity.
2. Under the heading "IPDP Goals" simply refer back to you IPDP and choose one or more of your 3-5 goals that apply to this class/activity. Write out the goal or goals that apply under this heading.

Evaluation Form:

1. Within thirty days of completing the professional development class/activity described and approved in the pre-activity form, you must submit your evaluation form.
2. Please attach a copy of your pre-activity form to your evaluation form when submitting to LPDC.
3. When completing the evaluation form, remember to explain how the PD enhanced and/or broadened your knowledge of the teaching field covered by the PD.
4. Teachers will use the "Ohio Standards for Professional Development" to complete the evaluation form. Please note that there are six PD standards and they are different from the seven teacher standards used to complete your IPDP. These PD standards can be found on page seven in the books located in each library titled "*Ohio Standards for the Teaching Profession*" or on the LPDC desktop icon labeled "Professional Development Standards".
5. You must decide which PD Standard/s were met by completing the class/activity described on your pre-activity form. One class/activity could meet only one PD standard or it could meet multiple PD standards.
6. The only "catch" is that all six PD standards must have been met prior to our approval of your application for renewal. It is important for you to be sure you meet all six PD standards before applying for a new license. *For example, you take two three semester hour courses to renew your license. One three hour course covers standards 1, 2, and 3, while the second three hour course covers standards 4 and 5, you are still one standard short (standard 6) for renewal. You may have all six semester hours needed for renewal, but not have all six PD standards.*

Summary Form:

1. The committee will keep a summary form on file for each employee as he/she makes submissions to renew their license.
2. This form will include all professional development activities approved by the LPDC and the standards met by the professional development.
3. It is strongly recommended that you keep an up-to-date summary form in your personal records as well.

Evaluation of Approved Professional Development

[To be completed *after* the PD experience]

Directions: Complete sections I and II.

I. Alignment to Ohio Professional Development Standards.
Answer only those which apply to this PD experience.
Refer to the Guiding Questions: Ohio Standards for Professional Development.

☐Standard 1: In what ways did this PD occur within a learning community committed to continuous improvement, collective responsibility and goal alignment?
☐Standard 2: How did this PD require you to develop capacity, advocate, and create support systems for professional learning?
☐Standard 3: How did this PD engage you in prioritizing, monitoring and coordinating resources for educator learning?
☐Standard 4: In what ways did this PD engage you in using a variety of sources and types of student, educator and system data to plan, assess and evaluate professional learning?
☐Standard 5: In what ways did this PD integrate theories, research and models of human learning to achieve its intended outcomes?
☐Standard 6: In what ways did this PD apply research on change and sustain support for implementation of professional learning?
☐Standard 7: How does this PD align its outcomes with educator performance and student curriculum standards?

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

☐**Revise/Resubmit**

Revision Advice:

-OR-

☐ **Approved as written** **Date**_____

Approval Signature_____ _____

_____ _____

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South Point Local Schools

Preapproval
Professional Development

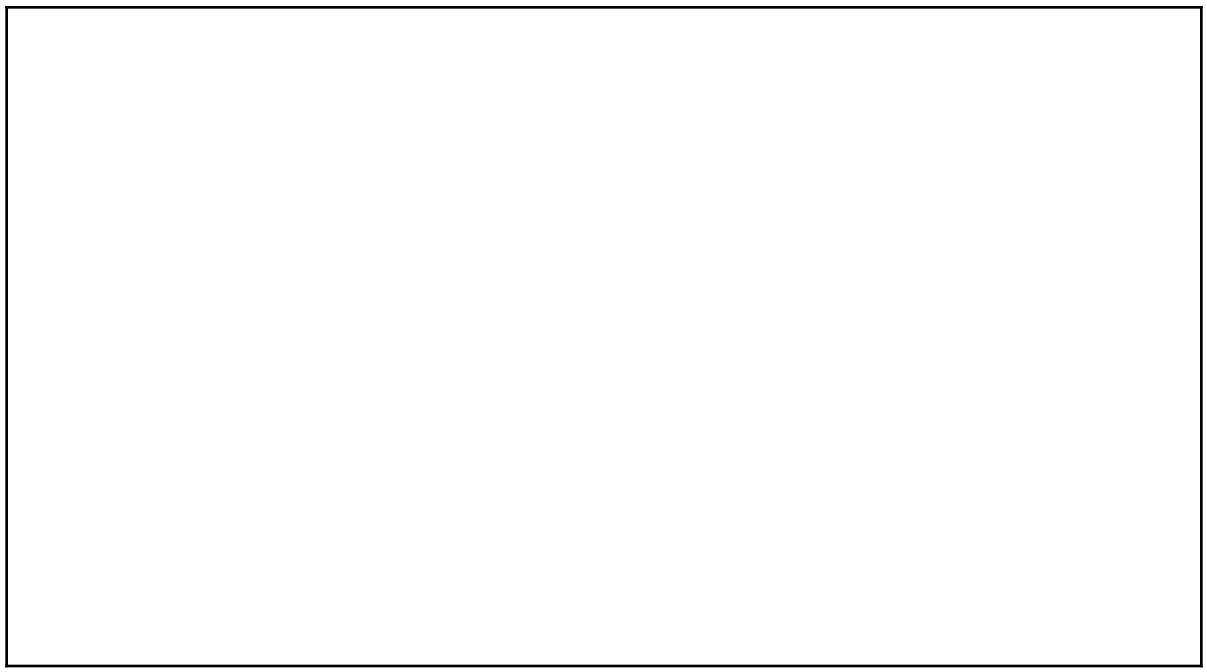
To be submitted PRIOR to engaging in PD.

Name:	**IPDP Approval Date:**
Certificate type: (yrs) date:	**Issue Date:** **Expiration**
Teaching/Work Assignment	
Number of hours	**semester ☐ quarter ☐ CEU's ☐ CH☐**
Date(s) of Professional Development:	
Location of Professional Development:	
Title of Professional Development: (Specify)	
Type Select one or more as appropriate. ☐College/university course ☐Ongoing series of workshop sessions ☐Conference ☐Single workshop ☐Professional Learning Team/Community Involvement ☐Independent study/action research ☐Professional educational organization activities ☐District leadership team, LPDC, curriculum development, school improvement ☐Coaching/mentoring student teachers, new teachers or teachers in need ☐Other, not listed above: (Specify):	
Description of PD	
IPDP Goal(s) applicable to this PD	

Please turn to page entitled "Evaluation of Approved PD" and check the box or boxes in front of the PD standards you expect to address in this PD experience. Refer to *Organizing for HQPD*

Signature of applicant _____ Date_____

☐Revise/Resubmit
Revision Advice:



-OR-

☐Approved as written **Date_____**

Approval Signature **_____ _____**

_____ _____

_____