

PAULDING EXEMPTED VILLAGE SCHOOLS

PROFESSIONAL DEVELOPMENT PLAN

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The materials in this booklet were prepared by a committee of Paulding County educators representing the professional organizations and administrators of the schools in Paulding County.

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Members of the preparation committee included:

Ava Burkheimer, Chris Feichter, Kevin Gehres, Ron Grabianowski, Patti Kammeyer, Marsha Oberlin (Recording Secretary), Pat Ross, Marie Tow, Bruce Mohley, Natalie Arend, Teresa Burkhard, Shelly Duck, Sue Helle (Chair), Jennifer Manz, Bill Shugars, Sarah Burden, Mary Clark, Tim Closson, Mary Ann Falk, Kerry Gudakunst, Barbara Pemberton (Facilitator), and Jan Smith. May 1998

The following LPDC representatives met on August 26, 1998, for the purpose of amending this document to bring it in line with the Ohio Department of Education's publication: *A Resource Guide: for Establishing Local Professional Development Committees*:

Chris Feichter, Kevin Gehres, and Ron Grabianowski (for Marsha Oberlin) of Antwerp Local Schools; Natalie Arend, Teresa Burkhard, Michele Duck, Sue Helle, and Bill Shugars, of Paulding Exempted Village Schools; Sarah Burden, Mary Clark, and Alan Lautzenheiser of Wayne Trace Local Schools; and Barbara Pemberton of the Paulding Educational Service Center. September 1998

After deciding to withdraw from the county consortium LPDC in the fall of 2000, the following members met to make revisions and amendments to the existing documents so they would best suit the needs of the newly created Paulding Exempted Village Schools LPDC: Natalie Arend, Teresa Burkard, Sue Helle, Judy Mumma, Karen Schlatter, and Cathy Wunderle. March 2001

The following LPDC representatives met on May 29, 2012 for the purpose of revising and entering all information of our existing documents onto the Employee Kiosk: Heather Bockrath, Jennifer Manz, Melissa Harder, Beth Kelly, Chris Slattery, and Karen Schlatter.
May 2012

The following LPDC representatives met on April 24, 2013 for the purpose of revising our existing notebook with new and updated information and uploading the new version into the Employee Kiosk: Beth Kelly and Chris Slattery.
April 2013

The following LPDC representatives met in Spring 2017 for the purpose of revising our existing notebook with new and updated information: Brenda Doster, Nancy Wehrkamp, Melissa Harder, Beth Kelly, Karen Schlatter, Matt Carr, Jennifer Manz, Heather Bockrath.
March-April 2017

Paulding Exempted Village Schools L.P.D.C. FAQ's

General Guidelines About Your Individual Professional Development Plan (IPDP)

1. What is an Individual Professional Development Plan?

An Individual Professional Development Plan (IPDP) is a proposed program for professional growth that you plan to complete. This plan must be submitted and approved through the Employee Kiosk prior to completing any professional development to accrue CEU's toward license renewal.

2. Who must have an IPDP and when should it be submitted?

An IPDP must be completed by every educator on a 5 year license. A plan should be submitted immediately upon receiving your new 5 year license. **Hours will not count until plan is submitted and approved.**

If you will retire before a license is required, you will not need to file a IPDP with the Local Professional Development Committee.

3. What is the Local Professional Development Committee (LPDC)?

An LPDC is a group of PEVS educators who will review and approve each educator's IPDP following submission of the plan through the Employee Kiosk. Final approval of the LPDC is required prior to issuance of your professional educator license.

4. Who serves on the LPDC?

The LPDC will consist of 2 teachers from Paulding Elementary, 2 teachers from Oakwood Elementary, 2 teachers from Paulding Middle School, 2 teachers from Paulding High School, and 2 administrators.

5. Who serves on the Executive Board?

The Executive Board will consist of the LPDC chairman and 2 Administrators.

6. What are the duties of the Executive Board?

1. The Executive Board is responsible for all communications and business operations among other LPDC committees, with the ODE, with the community, and with school districts and staff, about the business of the LPDC.
2. The Executive Board reviews administrative PDPs.
3. The Executive Board facilitates the Appeals Process.

7. What are the requirements to renew a license?

In order to renew a license or to convert, a certificate to a license, the requirement is the completion of any one, or a combination of the following:

1. Six (6) semester hours of coursework
2. Eighteen (18) Continuing Education Units (CEUs)
3. One-hundred eighty (180) contact hours of equivalent activities
(Ten contact hours = 1 CEU)

The professional development activities you participate in must take place over the life of the license. The activities must be consistent with your school district or building improvement plan, goal, or mission statement and relate to your current work assignment, as stated in your IPDP.

8. Can you combine semester hours, CEUs, and contact hours?

Yes. However, we ask all PEVS educators to convert their activities into CEUs as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your information in the Kiosk for the LPDC, semester hours and contact hours should be converted to CEU's.

9. How do you convert your contact hours and semester hours to CEUs?

For details, refer to the Group Activity Guidelines under the column CEU value. Generally, one contact hour of activity equals 0.1 CEU. One semester hour of college credit equals 3.0 CEUs.

10. How long do I have to complete my approved IPDP?

The timeline for completion of IPDP activities is the same as the duration of your license. The sooner you begin working toward the completion of your approved IPDP, the longer you will have to complete your proposed activities.

11. When should you submit your activities for approval?

Many activities need pre-approval prior to the commencing of the activity.

12. How many Professional Development Plans must you have?

Educators need only **one** Individual Professional Development Plan. Many Educators hold multiple licenses; however, each educator will have just one IPDP. Ultimately, each educator will have just one license.

Paulding Ex. Village Schools Local Professional Development Committee

Steps for renewing your license:

- Step 1: After receiving your license, complete your professional development Plan proposal and submit through the Employee Kiosk.

- Step 2: Once your professional development plan proposal has been approved, begin to complete activities that are relevant to the identified goal areas on your plan. Be sure to document the time and other necessary verification of completion. **Please note that activities from groups 3 and 4 need pre-approval from your LPDC to insure the activity will earn credit.**

- Step 3: You are solely responsible for keeping your own documentation of hours. The LPDC will not maintain central records of your information.

- Step 4: Beginning November 1st of the year prior to your license expiration, you are allowed to submit your 18 CEUs of activities to the LPDC for final approval.
Please note: The LPDC meets for the final time of the school year on the first Wednesday in May.

- Step 5: Complete the Five Year License Renewal Application form online using your ODE SAFE account. Payment must be made with a credit/debit card.

Step 6: Upon arrival of your new license from the ODE, you will need to start over with Step 1, submit new plan ASAP. Hours will not count until plan is in place and approved.

Submission Dates

The LPDC will meet the first Wednesday of each month (Sept. - May) we are in session to review Professional Development Plans, pre-approve activities, or grant final approval of portfolios. Educators can expect to receive notification of approval or rejection of submitted documents by email within one day of the meeting date. The LPDC will not meet when school is not in session.

LPDC Memberships and Responsibilities

The PEVS LPDC will consist of 10 members. There will be 2 representatives from each of the 4 buildings (Paulding Elementary, Oakwood Elementary, Paulding Middle School, and Paulding High School) and 2 administrators. These teacher representatives will be elected by the PEA members and shall serve 2-year terms. They may choose to run again at the end of their term, but must be re-elected to this committee.

The LPDC shall have the following responsibilities:

- To approve re-licensing plans for educators

- To serve as advisors to educators in their duties

Appeals Procedure

Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

Step 1: The educator shall first discuss the concern with a member of the LPDC.

Step 2: If, after Step 1, the educator wishes to appeal, **the educator shall submit a written request** for an appeal meeting (pg 17) to the LPDC within fifteen (15) school days of the date of the receipt of the unapproved documentation that is the subject of the appeal.

Step 3: Within fifteen (15) school days of receipt of the written request for an appeal meeting, the LPDC shall schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of its scheduling. The LPDC shall notify the appealing educator in writing of the time, date, and place of the meeting.

Step 4: Should the situation remain unresolved, the educator has the right to request a decision from the Ohio State Department of Education.

The Appeals Committee shall consist of the following: one member appointed by the LPDC, one member appointed by the appealing educator, and one member mutually agreed upon by both the LPDC and the appealing educator. The appealing educator shall be notified in writing of the decision within seven (7) days of the meeting, and the disposition decisions shall be by majority vote.

Paulding Exempted Village Schools LPDC **Purpose and Areas for Professional Development** **Ohio Educator Standards**

The Paulding Exempted Village Schools LPDC has, for the purpose of assessing educator's applications for re-licensing, adopted the Ohio Teaching Standards. We do this in order to do our part in carrying out Ohio's Mission to "ensure all students reach high levels of academic achievement, a primary key to their success as individuals, workers, and citizens."

1. Teachers understand student learning and development and respect the diversity of the students they teach.
2. Teachers know and understand the content area for which they have Instructional responsibility.

3. Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual student.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.
7. Teachers assume responsibility for professional growth, performance and Involvement as an individual and as a member of a learning community.

Descriptions of various opportunities for professional growth have been developed. These opportunities are listed in the document “**Group Activity Guidelines.**”

Our LPDC Philosophy and Mission:

We dedicate ourselves to working together in harmony to strengthen and coordinate the preparation, licensure, and professional development of educators, in order to assure that all students attain high levels of academic achievement.

The following information may be helpful when writing your plan:

Professional Development Plan goals should be stated in terms of **learning not performance**. Suitable verbs to use in writing your goals would be:

| | | |
|-------------|--------------------|------------|
| discover | develop strategies | understand |
| study | seek | grasp |
| research | explore | gather |
| investigate | inquire | interpret |

When writing your plan, 2-3 general goals are all you need. Do not get too specific. One may be related to the needs of the teacher. Others should relate to the students, school, and district (CIP) needs.

College course work must help to meet the goals you have set for yourself. If you are unable to meet each of the goals specified in your plan, then you need to submit a revision and either remove or reword that goal.

It is very important to submit your plan early in your license cycle. If you are going to use any of our local in-services for CEU credit, you must have an approved plan before these in-services occur. The LPDC cannot count any activities that were completed **BEFORE** the date that plan was approved.

The activities you choose must be reflective of your goals, your area of licensure, and/or your classroom teaching assignment.

Other equivalent activities (section 3 & 4) you must submit a proposal before beginning:

- goal alignment
- others with whom you will be working
- what you plan on doing
- documentation procedures
- time frame
- how many CEUs you feel it should be worth

After you have completed the activity, you should submit

1. All documentation
2. reflections
 - Did the activity help you reach your goal?
 - What was most rewarding?
 - What insights were gained?
 - What would you change?
 - Any follow-ups? If so, what?

Use words such as insight and impact rather than “what did I learn” or “how is my behavior changed”.

Paulding Exempted Village Schools LPDC
Group Activity Comparison

| Group | 1 | 2 | 3 | 4 |
|--------------------------------|--|---|---|--|
| | PEVS Requirements | College Courses/ Workshops/ Conferences/ Webinars | Building/District/ County/State Committee Work | Independent Activities |
| Maximum Hours Permitted | 0-180 | 0-180 | 0-120 | 0-120 |
| Description | Activities approved for local inservice requirements | College coursework/ workshops/webinars/ conferences where CEUs or certificates of attendance or completion are issued | Building, district, county and state level committee; or other educational work that enhances professional collegiality | Independent projects with the purpose of increasing an individual's educational skills |
| Activity Preapproval | Not required | Not required | Required | Required |
| Documentation | Signature of LPDC | CEU, transcript, or certificate of Attendance | Activity Verification Form | Activity Verification Form |

NOTES: All activities must relate to your Professional Development Plan goal areas. Further information about activities are available under “Group Activity Guidelines.” Educators are encouraged to use a variety of activities in meeting their 180 contact hours. Substitute teachers may choose from Group 2, 3, and 4 activities only.

**Paulding Exempted Village Schools LPDC
Group Activity Guidelines**

| Group Activity | Max. CEUs | CEU Value | Verification | Criteria |
|------------------------------------|-----------------------|--|--|---|
| 1 PEVS Requirements | unlimited per license | 1 contact hr = .1 CEU | LPDC signature | Meets district in service expectations; is related to PDP goals |
| 2 College - Graduate level | No limit | 1 sem hr = 3 CEUs 1 qtr hr = 2 CEUs | Official transcript from accred. college or approved post sec. Institution | Related to PDP goals. Must be taken for credit; grade of C or better; P in pass/fail course |
| 2 Workshops/ Conferences/ Webinars | No limit | 1 contact hr = .1 CEU | CEU certificate or certificate of attend. | Only time spent in PDP goal-related activities will be credited |
| 3 College- Undergrad Level courses | 3 CEUs per license | 1 sem hr = 3 CEUs 1 qt hr = 2 CEUs | Activity verification form and transcript | Related to PDP goals, must be taken for credit; grade of C or better; P in pass/fail course |
| 3 Mentoring | 6 CEUs per License | 1 contact hr = .1 CEU | Activity verification form | Mentor of a teacher or administrator in approved program |
| 3 Curriculum Development | 9 CEUs per license | 1 contact hr = .1 CEU | Activity verification form | Service on local, county, state, or national formal committee |
| 3 Professional Committee | 9 CEUs per license | 1 contact hr = .1 CEU | Activity verification form | Service on local, county, state, or national formal |

| | | | | | |
|---|---|---------------------|---|---|--|
| | | | | | committee |
| 3 | Grant Writing | 6 CEUs per license | 1 contact hr - .1 CEU | Activity verification form and copy of grant narrative | Not dependent on award of grant. Planning and preparation time only, not for managing grant activities. |
| 3 | Master Teacher Portfolio | 1 CEU per license | 1.0 CEU | Activity verification form and portfolio | Must satisfy LPDC standards, and be completed during the license cycle |
| 4 | Publication | No limit | 6 CEUs for book 3 CEUs for article | Activity verification form and a copy of the publication | Must contribute to the education profession, and must be commercially or academically published |
| 4 | Peer Observation | 1 CEU per license | 1 contact hr = .1 CEU | Activity verification form and supervisor's signature | Independent of mentoring program; must include statement of authorization from a supervisor; plus scripting, and summary of pre and post conf. meeting |
| 4 | National Board of Professional Teaching Standards | 13 CEUs per license | 13 CEUs for completion 6 CEUs for participation only | National Board Certificate or Activity verification form for participation only | Related to PDP goals. Must be verified before candidate's license expiration date |
| 4 | Professional Vocational Board Cert. | 6 CEUs per license | 1 contact hr = .1 CEU | Certificate of completion | Time in coursework or clinics for test prep only |

| | | | | | |
|---|---|-----------------------|--------------------------------------|---|---|
| 4 | Coop teacher For a student teacher | 3 CEUs per license | 1 contact hr = .1 CEU | Activity verification form | Signature, and summary of assistance, written by student teacher |
| 4 | Teaching college or adult vocational or tech course | 6 CEUs per license | 1.5 CEU per sem. 1.0 CEU per qtr. | Activity verification form | Course syllabus and assignments |
| 4 | Professional presentation at local, state, or national conference | 6 CEUs per license | 1 contact hr - .1 CEU | Activity verification form | A different topic is needed for each approved CEU in a licence cycle |
| 4 | Educ. project and field trips for students | 6 CEU per license | 1 contact hr = .1 CEU | Activity verification form | Must apply ed. skills to devel- opment of a project. Hours to plan and prepare ONLY |
| 4 | Self-directed Educational Development Specialization | 3 CEUs per license | 1 contact hr = .1 CEU | Activity verification form and prior approval | May include professional reading, research, educ. travel. Enhance profession or contribute to it |
| 4 | Externship or related work experience | 6 CEUs per license | 1 contact hr = .1 CEU | Activity verification form and prior approval | Enhance profession or contribute to specialization |

NOTE: 18 CEUs = 180 contact hours are required for license renewal or initial license issuance. **Pre-approval is required** for all group 3 and 4 activities.

Paulding Exempted Village Schools LPDC Activity Proposal

To be submitted for approval **PRIOR** to engaging in an activity in group 3 or 4

Name _____ Plan Approval Date _____

Building _____ Teaching Assignment _____

Location of Professional Development _____

Title of Professional Development (specify) _____

Select one or more as appropriate

- Professional Learning Team/Community Involvement
- Independent Study/Action Research
- Professional Educational Organization Activities
- District Leadership Team, LPDC, Curriculum Development, School Improvement
- Mentoring student teacher(s) or new teacher(s)
- Other, not listed above

(Specify) _____

Description of PD

Plan Goal(s) applicable to this Activity

| |
|--|
| |
|--|

| | |
|--|--|
| | |
|--|--|

Group (3 or 4) Number of Contact Hours
*Refer to pages 11 - 13 of LPDC Notebook for information

Activity End Date _____

Signature of Applicant _____ Date _____

-----**For LPDC use only**-----

Revise/Resubmit
Revision Advice Date _____

| |
|--|
| |
|--|

-OR-

Approved

LPDC Approval Signature _____ Date _____

**Paulding Exempted Village Schools LPDC
Activity Verification Form - Group 3 and 4 Activities**

Name: _____

Type of Activity: _____

| Date: | Contact Hours: | Description of Activities: |
|-------|----------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total Contact Hours: _____

Complete a form for each separate activity. Attach pre-approval forms.

Paulding Exempted Village Schools

Form to Request an Appeal Meeting

Educator's Name: _____

Date of Plan Submission: _____ Date educator notified of Plan rejection: _____

Reason(s) given by LPDC for Plan rejection:

Representative of LPDC consulted: _____

Date of consultation: _____

Date this appeal personally delivered to LPDC: _____

Date of Appeal meeting: _____

Appeals Hearing Committee:

Rep. appointed by LPDC: _____

Rep. chosen by the educator: _____

Rep. chosen jointly by LPDC and the educator: _____

Disposition of the appeal: _____ LPDC decision upheld; educator must rewrite Plan
_____ Educator upheld and Plan, as written, is approved

Signature of the educator, accepting the disposition: _____

Signature of the educator, rejecting the disposition: _____

Signatures of Appeals Hearing Committee Members: _____

Reciprocity Form

Approval Verification Form for Educators Leaving PEVS LPDC

Reciprocity: LPDCs are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure that an educator is not penalized by the system. In the spirit of collegiality, it is suggested that when an educator takes employment in a new district, the former district should provide verification of the individual's Professional Development Plan, including coursework and continuing education completed and accepted. The educator may wish to maintain and share an ongoing professional portfolio and discuss the transfer of his or her ongoing PDP when seeking employment. School districts are encouraged to honor previously completed work.

This verifies that the attached Individual Professional Development Plan was approved on _____ (date) and that _____ (name) has completed _____ (number) college/university semester hours, and _____ (number) local Continuing Education Units toward completion of the Plan.

_____ (date) _____ (print, auth. signature)

_____ (authorized signature)

Name of School District: _____

LPDC address: _____

LPDC contact person _____

LPDC phone number _____

E-mail address: _____



First log into kiosk using username and password
Click on IPDP at the top to begin

Creating a New IPDP on the Kiosk
**Cannot create/archive a plan until new
license is in kiosk**

- If already have a plan, print old plan in kiosk
- Archive old plan in kiosk

ONCE NEW LICENSE IS IN KIOSK

- Click on create plan
- **Select:** District Template
- **Fields mark with asterisk (*) are required**
- **Name of Plan:** last name, first initial IPDP (example: Kelly, B IPDP)
- **Committee:** PEVS LPDC
- **Supervisor:** select **NONE**
- **Plan Mission:** Renewal Professional 5 year license
- **Standards:** write about standards/indicators you are working toward for this license cycle. Refer to Ohio Teaching Standards
(List teaching standards)
- **Goals:** Write 2 or 3 Goals that relate to Ohio Teaching Standards
- **Focus:** check activities (recommend checking all)
- **Attachments:** do not attach any to your plan
- When finished click, **save and submit plan for approval**
- **To save without submitting:** have to fill in all * items and then click save.
- **After submitting plan, you may receive message saying your plan was not delivered successfully.** That is “normal”. It is because we do not have an LPDC email set up and you submitted to “none” and not a principal. Disregard this message.