

Batavia Local Schools

LPDC

Purpose

The purpose of the local professional development committee is to assist each educator to participate in relevant professional development activities in relation to renewal of certification or licensure. The LPDC is responsible for determining whether course work or equivalent professional development activities are related to teaching and/or the area of licensure and if that course work or equivalent professional development activities meet the requirements of the established state standards.

Mission

The mission of the Batavia Local Schools LPDC is to assist certified/licensed employees of Batavia Local Schools to maintain their professional credentials and enhance their professional development. The Batavia Local Schools LPDC will work with individuals in their professional development, guiding them to meet their goals, the needs of the students and the district's continuous improvement plan.

The Committee

The committee was established in accordance with the following:

- The LPDC shall have a district wide scope
- By law, an LPDC Committee is comprised of 60% teachers and 40% administrators. The Batavia Local Schools LPDC will be comprised of four teachers and three administrators
- The Batavia Professional Education Association shall have discretion in choosing the teacher members who serve on the LPDC
- The Superintendent will designate the administrative personnel to serve on the LPDC
- LPDC members will serve for a three-year term provided they remain employed by the Board.
- Teacher members serving on the committee shall be compensated \$500 annually.
- The committee will operate according to legal requirements in the Sunshine Law (O.R.C 121.122)
- All members of the LPDC may vote. In the event of a tie involving a teacher, the vote of the administrator with the least seniority on the committee will not count, in the event of a tie with an administrator, the vote of the teacher with the least seniority on the committee will not count
- The committee will consist of and the duties include:
 - Both the chairperson and the vice chairperson/secretary shall be elected by a majority vote of the LPDC committee. Anyone interested in serving can self nominate or accept nominations by other members.

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- **Chairperson Duties:**
 - Post committee meetings and set agendas in collaboration with the membership
 - Preside at all committee meetings
 - Ensure committee adherence to the professional development plan review processes and procedures
 - Secure all files relevant to certification and licensure
 - Send approval/disproval of professional development plan to educator as action is taken
 - Provide training to new members
 - Be responsible for necessary correspondence
- **Vice Chairperson/Secretary**
 - Keep accurate minutes
 - Post minutes to the Shared File so all educators have access
 - Assume the responsibilities of the chairperson if the chairperson is absent
 - Maintain records of all district committee activities
- **All Members:**
 - Become knowledgeable about licensing regulations and endorsement
 - Serve as staff information resource and facilitators or professional development
 - All members will practice collegial sharing with all committee members
 - Agree that a quorum be met to conduct all official LPDC business- all decisions will be based on a majority of the vote

Committee members will elect the members to positions at the opening meeting in September

Frequency and Location of Meetings

- Meetings will be held at least quarterly during the school year.
- Additional meetings will be scheduled as required.
- All meetings will take place outside the normal student instructional hours at the convenience of the committee members.
- Meeting location and times will be determined yearly by the committee members

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Confidentiality

- The Batavia Local Schools LPDC shall keep confidential all reviews, evaluations and discussions of professional development plans and course work and other activity proposals

Reciprocity

- Upon request, the LPDC will send a verification form to the new district of any former certificated, licensed professional
- Certified/licensed personnel entering the district must request documents from their previous district's LPDC be sent directly to the Batavia Local Schools LPDC

Individual Responsibilities of the Educator

- Maintain a record of all course work, CEUs, and other activities.
 - Examples: transcripts, certificates, and other documentation verifying your plan
- All documentation must be submitted to the LPDC
- Know the dates for renewal and/or upgrade
- Know the requirements for renewal and/or upgrade of a certificate/license
- Notify the LPDC of any needed changes to your professional development plan

Submitting Applications to ODE

- Fill out application form for renewal from ODE after January 1 of the year the license is up for renewal. It will go into effect July 1 of that year.
- LPDC chairperson must sign application – all verification(transcripts, confirmation of 18 CEUs and a copy of the professional development plan should be submitted to the LPDC with application for approval of licensure)

Procedures for Professional Plan Review (Form)

- The professional development plan is developed according to SMART goals and must relate to the educator standards
- Plans are due no later than October 1 of the year that the license is renewed
All coursework/CEUs MUST take place after the signed date on the professional development plan in order to count for licensure
- Plans will be approved/disproved by the LPDC committee. IF a plan is not approved, feedback will be provided and the committee will work with the teacher on changes that need to be made for approval

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Documenting Progress (Form)

- Educators are responsible for keeping records of their professional development using the Professional Development Summary form
- Original copies of professional development plans, CEU requests etc. will be returned to the educator. Please keep all LPDC information together in 1 folder.

The Appeals Process (Form)

- The LPDC may require staff members to revise their individual professional development plan to be consistent with state, district, and building goals and practices.
 - The staff member may submit plan 3 times
 - If dissatisfied after the second submission, the staff member may present his/her request in person before the LPDC for reconsideration
 - If the decision of the LPDC is not satisfactory after the presentation, the staff member may appeal the decision to the Appeal Committee for a third party review
 - The Third Party Review will be made up of one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one licensed educator agreed upon by both parties. These three individuals will function as a panel to review the LPDC decision and either uphold or overturn.

Master Teacher (from ODE)

The Batavia Local Schools LPDC will function as the Master Teacher committee

To ensure consistency across the state for reporting purposes, each district will use Form C, Master Teacher Application/Narrative, for designation.

I. To be eligible for the Master Teacher designation, *educators must at least

- Hold a valid professional teaching license or certificate;
- Have taught a minimum of seven years (currently eighth year of teaching);
- Work a minimum of 120 days during the current school year;
- Work under a teaching contract/employed as a teacher.

*Teachers and other instructional personnel working outside of traditional classroom roles and core academic areas are eligible to apply.

Candidates who are not designated as Master Teachers in a given year may reapply the following year.

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APPROVAL OF LPDC CREDIT REQUEST INDIVIDUAL PROFESSIONAL DEVELOPMENT PROPOSAL

NAME:	BUILDING
PDP APPROVAL DATE:	TITLE OF PROFESSIONAL DEVELOPMENT:
LOCATION OF PROFESSIONAL DEVELOPMENT:	DATE OF ACTIVITY :

Project Time/Clock Hours: / 10 = CEUS

Example: 8 hours/.10 = 0.8 CEUS or 24 hours/.10 = 2.4 CEUS

****please attach any relevant verification documents (example: agenda, reflections, certificate of attendance etc.)**

Select the activity:

- College/university course
- Ongoing series of workshop sessions
- Conference
- Single Workshop
- Professional Learning Team/Community Involvement
- Independent Study/Action research
- Professional Education Organization Activities
- District or Building Leadership Team/LPDC/Curriculum Development/School Improvement
- Coaching/mentoring student teachers/new teachers/teachers in need
- Other _____

Goal (s) from your professional development plan applicable to this PD

DESCRIPTION OF PROFESSIONAL DEVELOPMENT

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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* [available on [this page](#)]. See the IPDP Rubric on pages 25-31 to gauge the alignment.

Applicant Signature

Date

LPDC USE ONLY:

Date :	NUMBER OF CONTACT HOURS: NUMBER OF CEUS APPROVED:
<input type="checkbox"/> APPROVED AS SUBMITTED	
<input type="checkbox"/> NOT APPROVED PLEASE REVISE/RESUBMIT	
LPDC VERIFYING SIGNATURE/DATE	

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Batavia Local Schools
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Professional Development Plan

NAME:	TYPE OF LICENSE:
SUBMISSION DATE:	AREA OF LICENSURE:
ISSUE DATE:	EFFECTIVE DATE: EXPIRATION DATE:
Plan effective date:	
Plan Type: <input type="checkbox"/> Initial Proposal <input type="checkbox"/> Revised Proposal <input type="checkbox"/> Amended Proposal	Renewal Cycle: <input type="checkbox"/> transitioning from certificate to license <input type="checkbox"/> 1 st renewal of 5 year license <input type="checkbox"/> 2 nd renewal of 5 year license <input type="checkbox"/> 3 rd + renewal of 5 year license
GOALS: (SMART goals) 2-3 goals total	
Within each goal include 3 aspects: <ol style="list-style-type: none"> 1. intention to engage in learning 2. focus for learning 3. rational for an application of learning. Indicate which Ohio Educator Standards each goal reflects 	
<ol style="list-style-type: none"> 1. District Goal for ALL Teachers: Maintain continuous familiarity with education trends and standards deemed efficient and beneficiary to Batavia's schools academic development and student achievement. Educator Standard: #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 	
Educator Standard	
PROPOSED ACTIVITIES	
<input type="checkbox"/> Course Work: <input type="checkbox"/> Workshops: <input type="checkbox"/> In-services: <input type="checkbox"/> Other	

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Applicant: I understand that I need 6 semester hours (9-quarter hours), 18 CEUS or a combination approved by the Batavia LPDC to renew my license. I also understand that the above activities/results should be based upon the needs of my students, school and district as noted in the continuous improvement plan

Applicant signature:

Date

Date submitted: _____

Date approved: _____

LPDC verifying Signature: _____

Approved as written

Revise/Resubmit (see attached notes)

Ohio Standards for the Teaching Profession:

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 the learning community

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CEU OPTIONS

<u>ACTIVITIES</u>	<u>CEU VALUE</u>	<u>Max CEUs</u>	<u>CRITERIA</u>	<u>VERIFICATION</u>
College/ University Coursework	1 semester = 3 CEU 1 Quarter =2 CEUs	Unlimited	Course work must directly be in education or in a content area related to the individual's teaching assignment/certification area	Official transcript
Professional Conferences	1 clock hr. = 0.1 CEU	6	CEU given for time spent in those portions of the conference that lead to professional growth	Conference program , agenda or LPDC approved form issued by the conference
Professional Workshops or In-service	1 clock hr. = 0.1 CEU	9	CEUS given for workshop time only and it must be tied to teachers' certification or concentration area	Copy of registration, agenda or LPDC approved form issued by the workshop presenter
Curriculum Unit Development or Writing a Curriculum Unit	1 clock hour = 0.1 CEU 2 CEUS per unit	6	A professional product that enhances student learning and professional growth	copy of the curriculum unit and documentation on verification log
Curriculum Development	1 Clock hour = 0.1 CEU Alignment: 1 CEU Modify: 2 CEU	6	Must be serving on a formal committee	Verification of participation and documentation of clock hours on verification log
Action Research or Educational Project	1 clock hour = 0.1 CEU	6	Project must have prior approval by the LPDC	Copy of the final product, reflective written report, and documentation of clock hours – form L
Professional Committee (District learning teams/CIP committee/LPDC / Building teams	1 clock hour = 0.1 CEU	3	Must be serving on a formal committee	Documentation of clock hours verified by administration or chair person of committee

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<u>ACTIVITIES</u>	<u>CEU VALUE</u>	<u>Max CEUs</u>	<u>CRITERIA</u>	<u>VERIFICATION</u>
Peer Coaching	1 clock hour = 0.1 CEU	3	Development of a plan and written reflective journal/ Prior approval is required	Summary of the plan, a written reflective report, and documentation of contact hours and verification of participation by an administrator.
Mentoring/Mentored	1 clock hour = 0.1 CEU Not to exceed 2 CEUs per year	6	Participation in a formal program	A written reflective report, verification of participation and verification of contact hours.
Student Teacher/Intern Supervision'	1 CEU/Quarter 1.5 CEU/Semester	6	Participant in a formal college program	Verification of participation and documentation of clock hours on verification log
School-community Partnerships	1 clock hour = 0.1 CEU	3	Prior approval by the LPDC is required	Verification of participation and documentation of clock hours on verification log
School Visitation/Shadowing	1 clock hour = 0.1 CEU	6	CEU given for actual time engaged in activity related to professional growth and learning	Documentation of contact time and authorizing signature of school visitation host
Participation in school improvement planning (CIP, North Central etc)	1 clock hr. = 0.1 CEU	6	Must be serving on a formal committee	Documentation of clock hours must be verified by authorizing signature of Committee Chair
Faculty Council	1 clock hr. = 0.1 CEU	4	Each session must include pre-observation, discussion, observation, and follow- up discussion.	Reflective journal of observations and action plan
Pathwise Training	1 Semester = 3 CEU	2	Must be taken through an accredited college or other approved educational institution	Pathwise Certificate
PRAXIS III Training	4 CEU's are given by the State	4	Training by Region supervision of the State	PRAXIS III Certificate

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<u>ACTIVITIES</u>	<u>CEU VALUE</u>	<u>Max CEUs</u>	<u>CRITERIA</u>	<u>VERIFICATION</u>
Education Travel	1 clock hr. = 0.1 CEU	6	Must enhance individual's work in the profession or contribute to teacher's area of specialization	Reflective journal, action plan, report, video, curriculum development
Grant Writing	1 clock hour = 0.1 CEU	6	The grant document.	Copy of grant and documentation of clock hours.
P.T.O.	1 clock hour = 0.1 CEU	1	Log listing activities and time spent on the PTO Committee	Verification of P.T.O. President.
Related Work Experience	1 clock hour = 0.1 CEU	6	Project must have prior approval by LPDC	Summary of a plan and verification by a supervisor, and professional design of materials.
Self - Initiated Projects	1 clock hour = 0.1 CEU	6	Project must have prior approval by LPDC	Summary of a plan and verification by a supervisor, and professional design of materials.
Educators Networks	1 clock hour = 0.1 CEU	3	Must enhance individual's work in the profession or contribute to teacher's area of specialization	Reflective journal, action plan, report, and verification form
Observers in the Classroom	1 clock hour = 0.1 CEU	3	Log of observers in the classroom. A statement of purpose of observation signed by observer.	Summary of observation and documentation of clock hours.
National Board for Professional Teaching Standards	Up to 18 CEU	9 CEU for process/18 for approval	Must be in the subject area of individual's assignment. Completion of NBPTS process must be verified prior to the expiration date of the certificate or license	Valid copy of the NBPTSS Certificate or documentation for candidate not completing the certificate.

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<u>ACTIVITIES</u>	<u>CEU VALUE</u>	<u>Max CEUs</u>	<u>CRITERIA</u>	<u>VERIFICATION</u>
Writing/Publication Book/Journal/Software/ Research	Book – 6 others 2	6	A professional product that enhances learning or professional growth	Copy of the product and documentation of clock hours.
Professional Development Presenter	1 clock hour = 0.1 CEU	6	Must be a new presentation and not part of your job assignment	Course advertisement, course syllabus, and documentation of clock hours.
Teaching a course/ seminar	1 clock hour = 0.1 CEU	3	Visitations must have prior approval by LPDC.	Documentation of clock hours/course syllabus
Parent Home Visits	1 clock hour = 0.1 CEU	3	Visitations must have prior approval by LPDC.	statement of verification from parent
After school activities, programs, with students and parents	1 clock hour = 0.1 CEU	3	Must enhance individual's work in the profession or contribute to teacher's area of specialization.	Reflective journal listing activities reflective report, verification of participation.
Parent Communication	1 clock hour = 0.1 CEU	3	Reflective journal of communications and a log listing dates of communication.	Log of forms of communications stating purpose of each communication.

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**Batavia Local Schools
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APPEAL FORM**

Name	Building:
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Please explain the basis of your appeal. Include rationale, supporting materials and other information that will help the committee as they reconsider their decision.

Date Received
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
LPDC VERIFYING SIGNATURE/DATE

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LPDC: Educator Profile

Last name _____ First name _____ M. I. _____

Home street address _____

City _____ State _____ Zip code _____

Home phone # _____ Cell phone # _____

LIST ALL YOUR CERTIFICATES OR LICENSES:

Certificate Or License #	2, 5, 8 or Permanent	Expires	List all areas
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____
f.	_____	_____	_____

All educators can check the status of their credentials, application, BCI/FBI dates, etc., on-line ... go to www.ode.state.oh.us ...search for "Educator Profile" in the browser, and complete the registration for your educator account.

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EVALUATION OF APPROVED PROFESSIONAL DEVELOPMENT TO BE COMPLETED AFTER THE PROFESSIONAL DEVELOPMENT 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 *Organizing for HQPD* [available at [this page](#)]. See the IPDP Rubric on pages 25-31 to formulate your responses. (To view PDF copies of rubric pages, go to shared drive through "My computer" and then click on the LPDC folder.)

<input type="checkbox"/> Standard 1: How is this PD purposefully structured to occur over time?
<input type="checkbox"/> Standard 2: What data sources guided you toward this PD?
<input type="checkbox"/> Standard 3: How does the PD include opportunities for collaboration?
<input type="checkbox"/> Standard 4: How did the PD include varied learning experiences to accommodate adult learning needs?
<input type="checkbox"/> Standard 5: Evaluate the PD as to its short- and long-term impact. Be as specific as possible.
<input type="checkbox"/> Standard 6: How did the PD result in the acquisition, enhancement or refinement of skills & knowledge? Be specific.

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II. Identify and attach documentation to evidence completion of the PD experience.

Submitted documentation: (Check all that apply.)

- Certificate of attendance
- Reflection journal
- Time log
- Agenda with specific dates & times
- Conference program with attended sessions identified
- Transcripts or grade reports
- Original work related to PD: portfolio, lesson plans, curriculum documents,
- Other: (Specify) _____

LPDC USE ONLY:

Date :	
<input type="checkbox"/> APPROVED AS SUBMITTED	
<input type="checkbox"/> NOT APPROVED PLEASE REVISE/RESUBMIT	
LPDC VERIFYING SIGNATURE/DATE	

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Batavia Local Schools LPDC Reciprocity Form

NAME:	Date:
Licensure:	
EFFECTIVE DATE:	EXPIRATION DATE:

The above listed professional has completed the following activities for his/her Individual Professional Development Plan:

Activity	CEU's/Coursework

This verifies that the Individual Professional Development Plan was approved on _____ and the educator has completed the above activities.

LPDC Chairperson: _____

Signature: _____ Date: _____

Email Address: _____

If you have any questions, please contact:

Batavia Local Schools
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Batavia OH 45103
(513) 732-2343

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